





















PRODUCT OPTIONS

REPORT	 Graphical Insights & Report Builder				
RETAIN	 Career & Succession planning			 Rewards & Recognition	
DEVELOP	 360° Employee Evaluations	 Performance Management	 Personal Development Plan (PDP)	 eLearning	 Training Scheduling
MANAGE	 Onboarding & Offboarding * (In Development)	 Update My own information	 Salary Increase Management (Not Payroll)	 Leave (Time Off)	 Payroll (3 rd Party)
ATTRACT	 Job Profiling			 Recruitment (3 rd Party)	
EXTENDED CORE	 Full People Management Mentoring and Coaching Electronic document signing		Recruitment Requisition Chatbot Helpdesk		 MOBILE APP
CORE	 Basic People Management Organisation Structure User and Access Management		Job and Position Library End-user access (ESS & MSS) Basic Chatbot Helpdesk		Standard Reports Custom Branding Course & Qualification Libraries

The system is modular, allowing our clients to only select the products they require, and additional modules at any time in the future. The **CORE** is always included.

Products indicated with (3rd Party) refers to products that we integrate with.

*This module is in development.

PEOPLE MANAGEMENT FEATURES


The table below indicates the specific information that can be maintained as part of the **People Management** Product.

CATEGORY	SECTION / SCREEN	PART OF ...		PART OF SPECIFIC PRODUCT ONLY
		CORE	EXTENDED CORE	
PROFILE	Personal Information	✓	✓	
	Contact Details	✓	✓	
	Address	✓	✓	
	Dietary Requirements	✓	✓	
	Documents	✓	✓	
	Auto Document Creation		✓	
	Permits		✓	
	Assets		✓	
	Vehicles		✓	
	Next of Kin		✓	
	Criminal Record		✓	
	Licences		✓	
	Medical History		✓	
	Employee Funding		✓	
	Custom Fields		✓	
	Notification Detail		✓	
Leave (Time Off)			Part of Leave	
APPOINTMENT	Appointment History at Current Company	✓	✓	
	Reporting Lines	✓	✓	
	Employment History at Previous Companies		✓	
DEVELOPMENT	Learning Records (Training/Qualification History)	✓	✓	
	Strengths and Weaknesses	✓	✓	
	Notes	✓	✓	
	Professional Memberships		✓	
	Online Assessment Results			Part of eLearning
	PDP			Part of Personal Development Plan (PDP)
	Talent Assessment			Part of Career & Succession Planning
PERFORMANCE MANAGEMENT	Performance Management			Part of Performance Management
LABOUR RELATIONS	Disciplinary Standard	✓	✓	
	Disciplinary Advanced, Disputes, Grievances		✓	
	Complaints		✓	
	OHS Representation		✓	



CONTACT US

 www.signify.co.za

 sales@signify.co.za

 +27 82 494 2197

 **Building C. 1st Floor.** Westend Office Park,
245 Hall Street, Die Hoewes, Centurion, 0157

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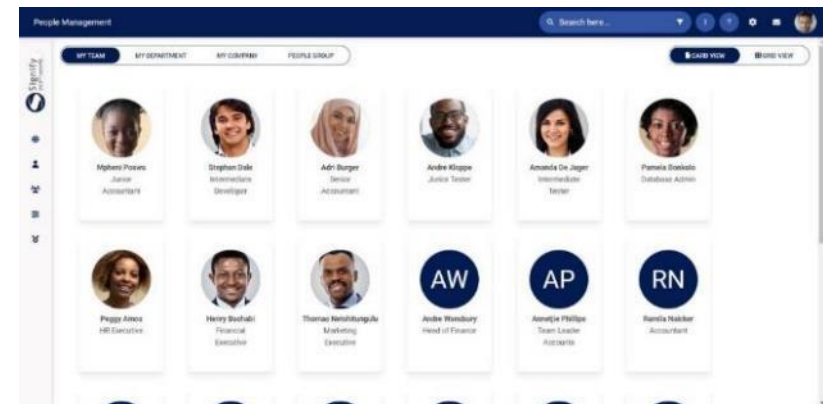
CORE

The CORE product serves as the foundation of the Signify Talent Management Solution, providing organisations with essential features for effective talent management.

It encompasses various functionalities, including the management of the organisational structure, basic people management, user and permission management, and a job and position library.

Accessible to all users, the CORE product also offers basic helpdesk functionality, allowing users to request general support from HR. Moreover, it offers a wide range of standard reports for data analysis and decision-making.

With its user-friendly interface and robust capabilities, the CORE product acts as the backbone of the Signify Talent Management Solution, enabling organizations to streamline talent management processes and drive overall organizational success.





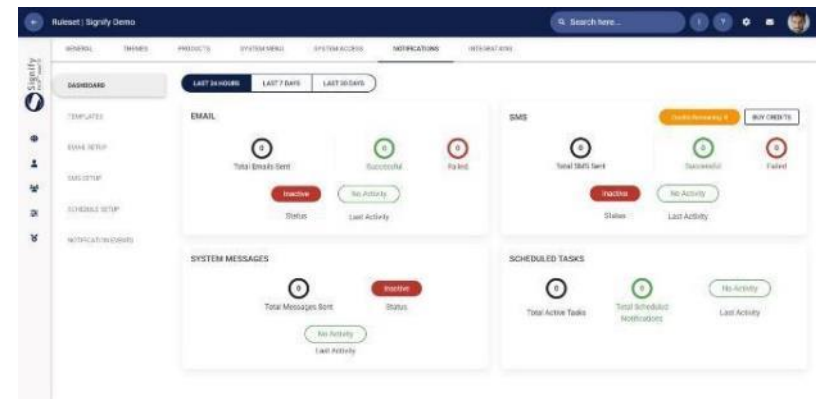
EXTENDED CORE

The **EXTENDED CORE** product expands upon the foundation of the **Signify Talent Management Solution**, offering organisations additional features to enhance their talent management capabilities.

Mentoring and coaching features **foster employee growth and engagement**. The recruitment requisition feature enables managers to start the recruitment process, after which the recruitment request is sent to a 3rd party recruitment system.

The inclusion of a chatbot helpdesk **improves user support and enhances HR service delivery**.

The **EXTENDED CORE** product equips organisations with **comprehensive tools to optimise talent management**, drive efficiency, and support the growth and development of their workforce.





Job Profiling

The Signify Job Profiler streamlines the process of maintaining and analysing detailed job information.

It provides **standardised templates, custom competency frameworks, and a user-friendly interface** for defining job requirements, responsibilities, qualifications, and training matrices.

The product **enables competency mapping and gap analysis**, aligning job profiles with strategic goals. Through integration with other Signify products, organisations can **optimize recruitment, career and succession planning, and training programs**, while fostering a culture of continuous learning and development.

The Job Profiler contributes to **maximising workforce potential**, enhances talent acquisition, and drives organisational success.

CODE	TITLE	POSITIONS	VACANCIES	PUBLISHED	LOCK STATUS
641	Bulk Attendant	✓	⚠	✓	
653	Compliance Clerk	✓	⚠	✗	
653	System Tester	✓	⚠	✗	
655	Verification Assistant	✓	⚠	✗	
656	2nd Line Verification Agent	✓	⚠	✗	
658	Learner	✓	⚠	✗	
654	Africa Regional Human Resource Services Officer	✓	⚠	✗	
695	Regional HR Manager	✓	⚠	✗	
682	Administrative Assistant	✓	⚠	✗	
659-01	Team Leader	✓	⚠	✗	

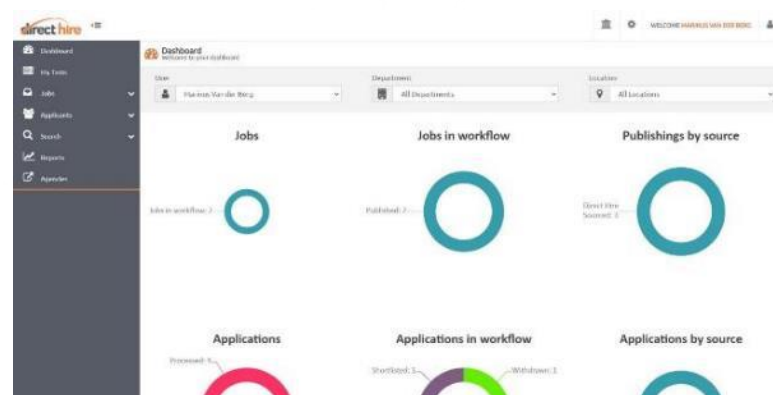
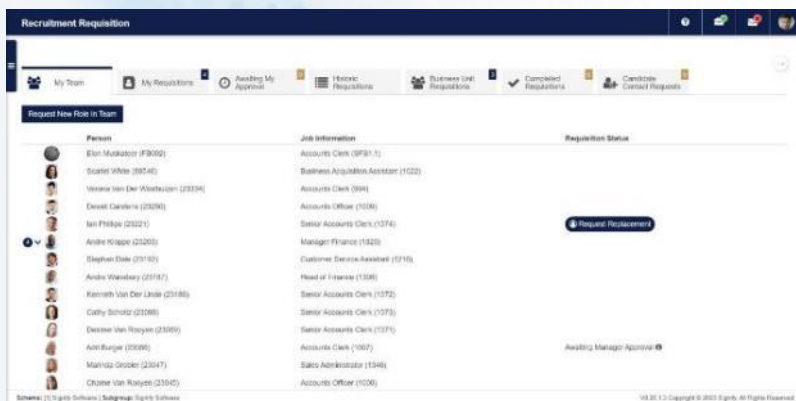
TITLE	PROFICIENCY LEVEL	LAST ASSESSED	ACTIONS
Technical Engineering Knowledge	Required level not set. 3 rated myself	19 days ago	⚠
Program/Project Management	Required level not set. 3 rated myself	27 days ago	⚠
Project Planning and Management	Required level not set. 3 rated myself	1 month ago	⚠
Revenue Strategy and Implementation	Required. Not Rated Yet		⚠



Recruitment Integration

The Signify Talent Management Solution seamlessly integrates with specific third-party recruitment systems, providing a significant boost to the overall recruitment process for organisations.

Starting within the Signify system, managers can initiate the recruitment process through the Recruitment Requisition process.



This feature **enables managers to request the creation and filing of specific positions**, as well as the replacement of existing employees.

By integrating with external recruitment tools or platforms, organisations can **harness the strengths of these tools while capitalising on the comprehensive talent management feature** provided by Signify. This integration empowers organisations to optimise their recruitment efforts, streamline workflows, and effectively manage their talent management acquisition process.



Update my own information

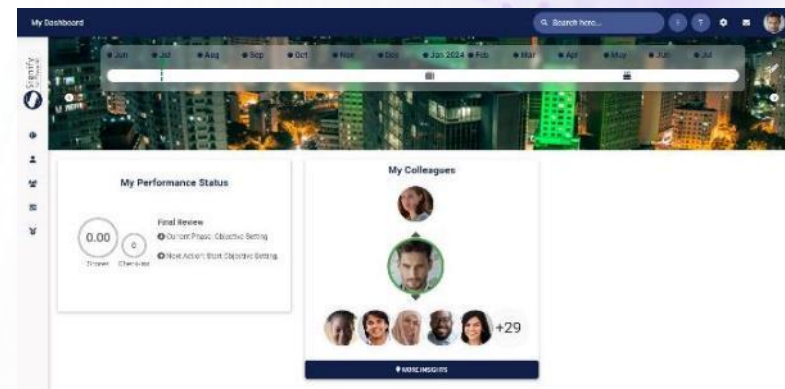
Signify's Talent Management Solution enables individual employees to take ownership of their own data and keep it up to date.

This self-service functionality allows employees to **maintain accurate and current information**, starting from personal and biographical details to contact information, qualifications, work experience, and more.

The screenshot shows a user profile for JOE BLACK (22552), Accounts Manager. The profile is being edited, with fields for Personal Details (User Name, Surname, Middle Name, Initials, Title, Access No, Home Language) and Biographical (Gender, Race, Citizenship, Marital Status, ID Number, Employee Member).

With configurable field settings, organisations have **full control** over which fields employees can view or update, **ensuring data integrity while still providing employees the flexibility** to manage their own information.

By shifting the responsibility of certain data maintenance to individual employees, organisations can **improve data accuracy, reduce administrative burden, and foster a culture of data ownership and accountability.**





Salary Increase Management

Utilise the Salary Increase Management product for effective management of annual salary increases.

Provide managers with **employee salary and market line values**, alongside a **departmental budget** for salary increases. Integration with the **Performance Management product** suggests performance increases, market adjustments, and bonuses per employee, empowering managers to make informed decisions and streamline the annual performance increase process.



Leave

The Signify Leave product efficiently manages employee leave with request, approval, and tracking features.

It maintains **balances, provides leave calendars, and supports customised leave policies.**

Employees can view balances, submit requests, track history, and approve requests through a self-service portal and mobile application.

The product offers **comprehensive reporting and compliance features.** With **streamlined processes** and transparency, Signify Leave simplifies leave management for employees and managers.



Payroll Integration

The integration capability of the Signify system allows for seamless synchronisation of people data with third-party payroll systems.

This **integration ensures** that key employee information such as personal details, employment status, and organisational hierarchy remains **consistent and up to date across both platforms**.

By **eliminating manual data entry** and providing real-time or scheduled data exchange, organisations can streamline their HR and payroll processes, reduce administrative burdens, and improve data accuracy.

The integration between Signify and third-party payroll systems ensure a **seamless flow of information between HR and payroll functions**.

The screenshot shows the 'My Payroll' interface. At the top, there is a search bar with a magnifying glass icon. Below it, there are several search filters: 'Document Description', 'Document Date Between' (with a calendar icon), 'Document Type' (set to 'All Document Types'), and 'And'. There is also a 'Search documents by year' field. A 'Search' button with a magnifying glass icon and a 'Clear' button are located below the filters. Below the search area is a table with the following columns: 'Action', 'Scheme', 'Document Description', 'Document Type', 'Start Date', and 'End Date'. The table contains three rows of data, each with a 'Download' link in the 'Action' column. At the bottom of the table, there is a 'Back' button. The footer of the interface shows 'Scheme: 112 (New) (Active) - Subgroup: 104 (New) (Active)' and 'v6K 1.13 December 10/18 Signify All Rights Reserved'.

Action	Scheme	Document Description	Document Type	Start Date	End Date
Download	Signify Software	Payroll August 2013	Payroll	2013/08/01	2013/08/31
Download	Signify Software	Payroll September 2013	Payroll	2013/09/01	2013/09/30
Download	Signify Software	Payroll October 2013	Payroll	2013/10/01	2013/10/31

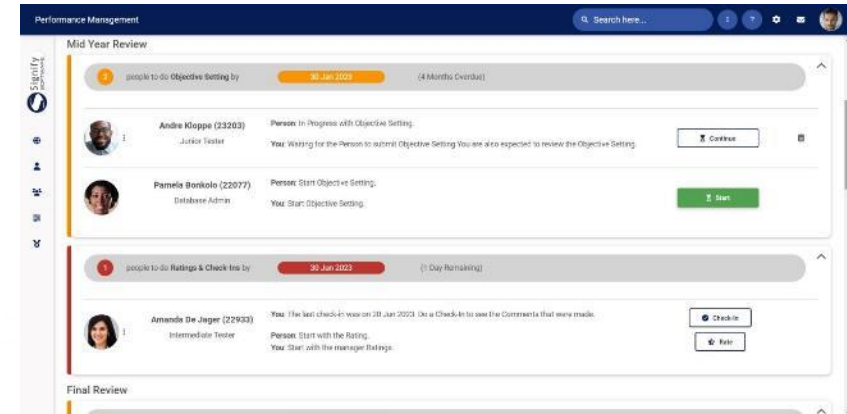
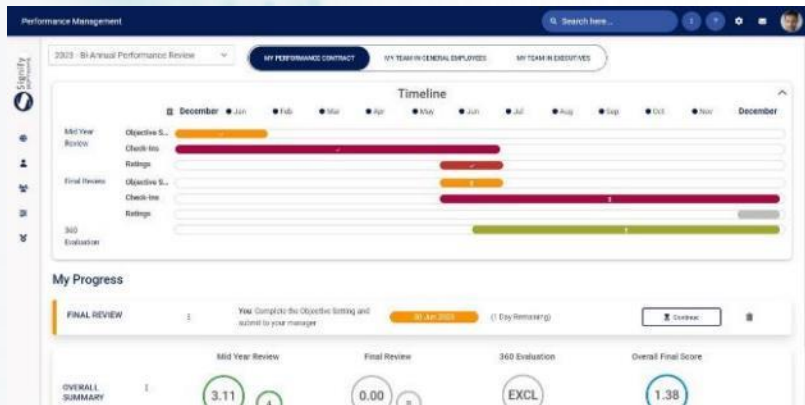


Performance Management

The Signify Performance Management product streamlines and enhances performance evaluations.

It **enables** goal setting, progress tracking, and reviews, aligning individual objectives with organisational goals.

Ongoing feedback and coaching facilitate meaningful performance discussions. Customisable criteria, ratings, and analytics support evaluation processes.



Automated reminders and visual timelines **ensure timely completion** of different phases of the performance review processes.

The **user-friendly interface empowers** organisations to drive performance, engages employees, and foster a culture of growth.



Personal Development Plan (PDP)

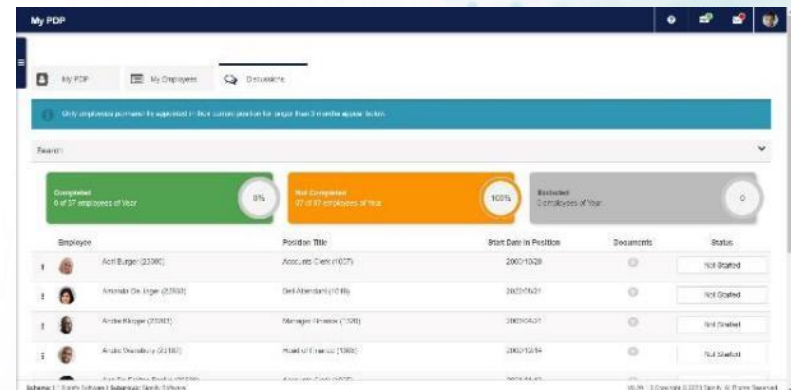
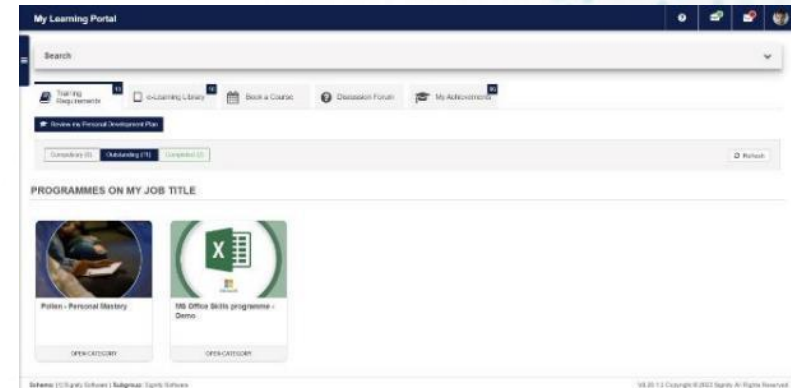
The Personal Development Plan (PDP) product within Signify empowers employees to create and manage their professional training plans effectively.

It **encompasses** company-specific, job-related, performance gap, and personal growth training.

The product **facilitates ongoing tracking and progress updates**, enabling employees to **reflect on their training achievements** and make necessary adjustments.

It provides access to learning resources, training programs, and serves as a valuable source of information for creating the annual workplace skills plan for the organisation.

With PDP, employees can **take ownership of their growth**, align their aspirations with organisational objectives, and foster a culture of continuous learning and improvement.





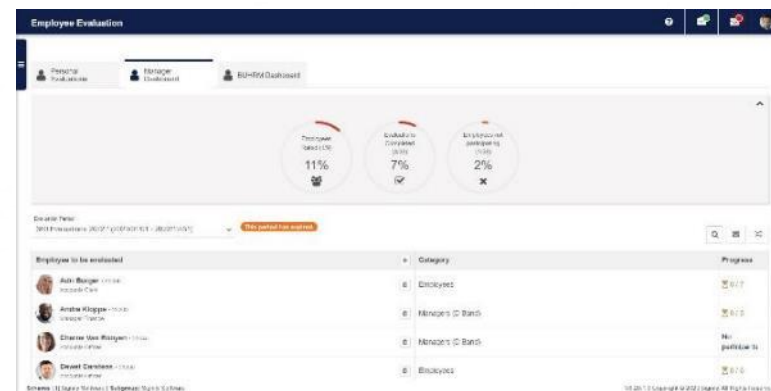
360° Employee Evaluations

The Signify 360° Employee Evaluation product enables comprehensive multi-rater assessments, gathering feedback from supervisors, peers, subordinates, and self.

It supports customisable evaluation criteria and rating scales for alignment with organisational needs.

The product provides detailed reports, analytics, and performance summaries to support talent development and decision-making.

With its user-friendly interface and robust features, the Signify 360° Employee Evaluation product enhances performance management, fostering a culture of continuous improvement and employee development.



The evaluation form for Shammann Bruchow includes the following sections:

- Section 1: Results Orientated**
 - 1.1 Treats people as people: Rating options include Never, Hardly Ever, Very Often, Sometimes, Fairly Often, Often, Most of the time, Always.
 - 1.2 Always asks to exceed expectations: Rating options include Never, Hardly Ever, Very Often, Sometimes, Fairly Often, Often, Most of the time, Always.
 - 1.3 Keeps going with resilience in the face of difficulties or obstacles: Rating options include Never, Hardly Ever, Very Often, Sometimes, Fairly Often, Often, Most of the time, Always.
- Questions Answered: 3 of 17



eLearning

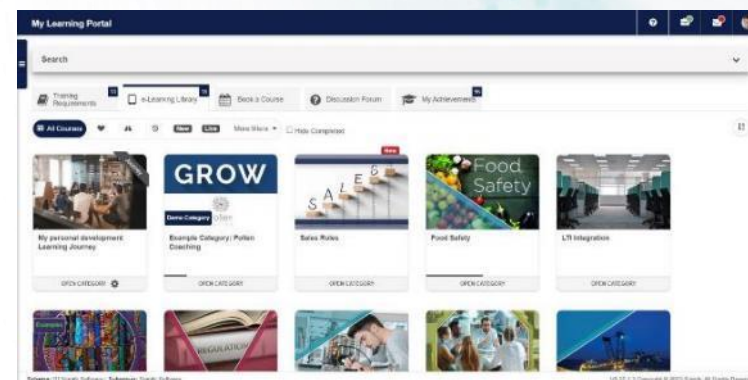
Signify's eLearning product is a versatile platform that enables organisations to deliver structured online learning in line with the organisation's skills development strategy.

It offers a personalised range of digital courses, training materials, and resources accessible to learners anywhere, anytime.

With support for various learning formats like videos, quizzes, assessments, and interactive modules (such as SCORM, xAPI, HTML), employees can learn at their own pace and earn certifications and badges.

It also facilitates general compliance training and promotes continuous learning, knowledge retention, and professional development.

The eLearning module empowers organisations to cultivate a culture of lifelong learning and skill enhancement.





Training Scheduling

The Training Scheduling product in Signify simplifies the planning and management of training sessions.

It allows administrators to create calendars, schedule sessions, and assign participants effortlessly.

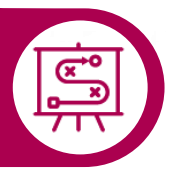
Employees can also request training bookings, subject to approval workflows. The product includes automated notifications, attendee tracking, and resource management for smooth training coordination.

Administrators can set prerequisites, track attendance, and collect feedback to evaluate training effectiveness. The product optimizes training logistics, can be incorporated as part of a blended learning approach, and enhances overall training program efficiency.

With Signify's Training Scheduling product, organisations can streamline their training processes and deliver impactful learning experiences.

The screenshot displays the 'My Learning Portal' interface. At the top, there's a navigation bar with 'MY BOOKED COURSES'. Below this, two course cards are visible: 'Basic/Intermediate Excel 365' and 'Operational Risk in Practice'. The 'ALL COURSES' section shows a calendar for August 2023 with a grid of days and course bookings. Below the calendar is an 'EVENT LIST' table with columns for Ref, Event Description, Schedule, Region, Venue, Category, Classification, Provider, Status, Locked, and Capacity. The table lists three events for 'Basic/Intermediate Excel 365' with various statuses like 'Confirmed Event' and 'Cancelled Event'.

Ref	Event Description	Schedule	Region	Venue	Category	Classification	Provider	Status	Locked	Capacity
10	Basic/Intermediate Excel 365	2023/01/10 - 2023/05/17 View Schedule	Central Region	Main Venue	Technical Training	Local	Signify Software	Confirmed Event		1 Pending Requests 3/10 Available
9	Basic/Intermediate Excel 365	2023/05/09 - 2023/08/03 View Schedule						Confirmed Event		1 Pending Requests 4/5 Available
8	Basic/Intermediate Excel 365	2023/05/13 - 2023/05/13 View Schedule						Confirmed Event		0 Pending Requests 5/5 Available



Career & Succession Planning

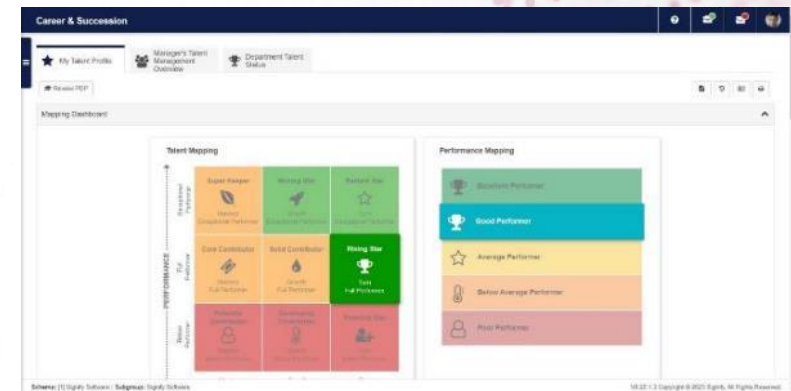
The Career and Succession Planning product in Signify provides organisations with a robust tool to strategically manage their talent pipeline and plan for future leadership needs.

It incorporates features such as the 9-box Talent Matrix, which helps assess and classify employees based on performance and potential.

This matrix aids in identifying high-potential individuals and creating development plans accordingly.

The product also includes risk profile and succession planning functionalities, allowing organisations to identify critical roles, assess succession readiness, and create succession plans to mitigate talent gaps.

With the Career and Succession Planning product, organisations can proactively nurture talent, enhance leadership development, and ensure a smooth transition of key positions.





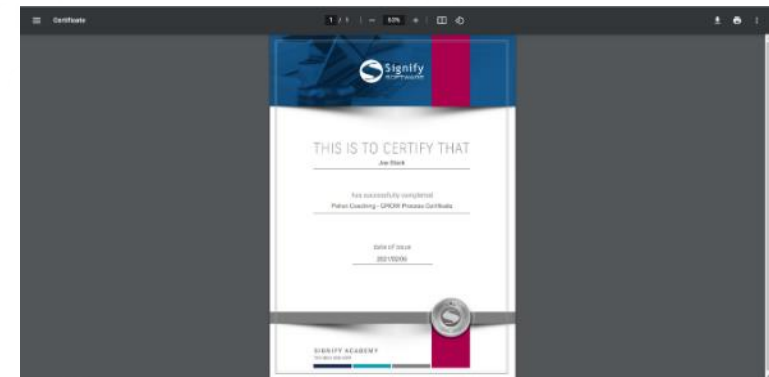
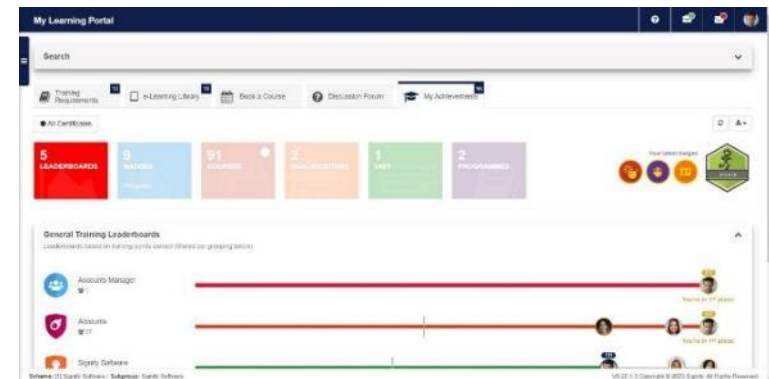
Rewards & Recognition

The Rewards and Recognition product in Signify empowers organisations to acknowledge and incentivize employee achievements.

It offers a comprehensive system where employees can earn badges and points for their accomplishments, initially through the learning module and later extended to other functions such as performance management.

The product enables the generation of reports that identify employees and their accumulated points, facilitating effective reward allocation.

With the Rewards and Recognition product, organizations can foster a culture of appreciate, motivations, and engagement, recognizing and rewarding employees for their contributions and driving a positive and high-performance work environment.





Graphical Insights & Report Builder

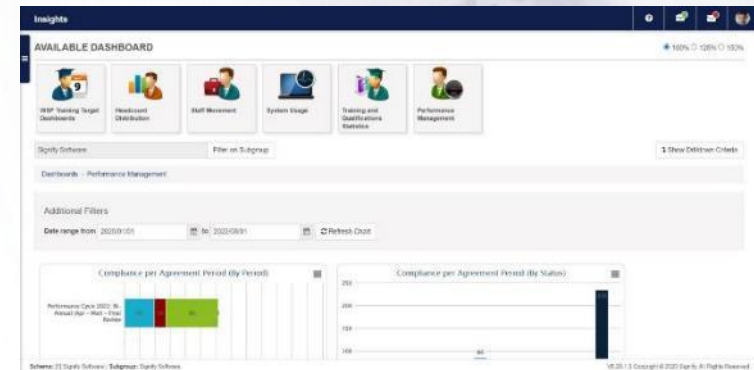
The Graphical Insights & Report Builder product in Signify empowers users to gain valuable insights from their data.

It offers the flexibility to create customised reports using the data warehouse.

Users can design reports tailored to their specific needs, enabling them to analyse trends, track key metrics, and make data-driven decisions.

Additionally, the product provides the option to view data in a graphical format, facilitating visual representation and understanding of complex information.

With the Graphical Insights and Report Builder product, users can unlock the power of their data, uncover meaningful patterns, and drive informed actions for improved performance and success.



TENANT NAME	BUCKET NAME	USERNAME	NAME	SURNAME
Signify Demo	Signify Demo	22087	Thomas	Helik/Langus
Signify Demo	Signify Demo	22286	Henry	Brohob
Signify Demo	Signify Demo	22239	Fraser	Asolo
Signify Demo	Signify Demo	22077	Pamela	Sorobio
Signify Demo	Signify Demo	22653	Anastasia	De Jager
Signify Demo	Signify Demo	22005	Ashley	Köpper
Signify Demo	Signify Demo	22085	Ann	Burger
Signify Demo	Signify Demo	22192	Stephen	Dale