

# Fact Sheet

*INNOMATE HR supports the company's HR, – throughout the employee's employment cycle. Customized workflows automates and streamlines the processes*

**In General** Easy access to key and valid HR data: master data, digital staff folder, CV / portfolio, job description, job management, resources/loans, next of kin (ICE), announcement of anniversaries and birthdays. Supports any organization. INNOMATE HR has an intuitive user interface and can be integrated with Payroll and other IT systems.

**Hiring** **Recruitment - Optional**  
 Management of the entire recruitment process: job portal on the company website, autoresponder, screening and processing of applications, communication with applicants via email and SMS/Text, handling of unsolicited and stored applications, etc.

**Enrollment** **New employee**  
 Management of the onboarding process: sending information to involved employees and functions, checklists, lending of equipment, enrollment for intro, status interviews, etc.

**Development** **Performance reviews**  
 Management of employee development dialogues: Performance reviews. Employee Appraisals, Team Reviews, competence development, etc. Design of questionnaires. Planning and follow-up.

**Competency Assessment**  
 Evaluations of employee competencies and 360-degree leadership assessment.

**Competence Management**  
 Skills overview and development plans, education planning, certification management (re-acquisition), career development, course application, etc.

**Course Management - Optional**  
 Simple and efficient course management, covering all phases concerning: planning and development of courses, electronic course catalogs, online registration and administration. Evaluation of courses.

**Talent and Succession Management**  
 Support for programs for Talent Management and Succession Management etc.

**Performance Management**  
 Definition of individual goals, tasks and roles, evaluation period and deadlines. Automatic notification when exceeding deadlines.

**Welfare** **Employee Surveys**  
 Preparation, implementation and follow-up of various types of questionnaire surveys, including: satisfaction surveys.

**Employee Dialogues**  
 Managing various employee interviews such as senior dialogue, sick leave interviews, redeployment and salary dialogues.

**Resignation** **Resignation Process**  
 Management of the resignation process: sending of information to affected parties, checklists, resignation/debriefing interviews, recall of equipment that was lent out, etc.