



Toolbench

Integrated tools for employee and organization success

Designed specifically to meet the needs of HR professionals in small and mid-sized organizations, HRToolbench delivers the power to streamline HR processes, cut costs and increase HR's strategic impact.

How can I help managers conduct objective and consistent candidate interviews?



How can I help managers focus the development activities of their employees?



How can I assign and maintain the exemption status of all jobs for FLSA compliance?



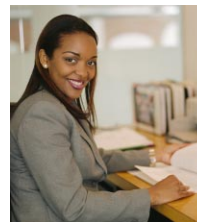
Truly integrated functions will help you solve these and many other critical HR challenges.



How can I measure the competency gaps of individual employees and the entire workforce?



How can I reduce HR's administrative burdens and costs?



How can I ensure that salaries are externally competitive AND internally equitable?

Five robust HR functional modules...



Job Description *A Useful New Life for a Tired Document*

The Job Description module is the cornerstone of HRToolbench. It provides HR professionals, employees, supervisors and managers a convenient, online tool to create and maintain up-to-date, comprehensive, consistent, and most important, data-rich and useful job descriptions. Much of the information collected in each employee's job description is automatically shared among other modules, saving significant time in data acquisition, assuring data consistency across HR management functions and effectively automating many previously burdensome administrative tasks.



Candidate Selection *Interview Support & Candidate Ranking*

The Candidate Selection module of HRToolbench provides interviewing managers and HR professionals with competency-related, behaviorally-based questions to ask candidates during job interviews. The module helps interviewers quantify each candidate's job-related competencies and proficiency levels, and then ranks all candidates by comparing their readiness to meet full job competency requirements. This competency-based approach is objective, defensible, and facilitates effective hiring decisions.



Performance Management *Competencies, Goal-Setting, 360 Feedback*

The Performance Management module provides employees, managers, and HR professionals an easy-to-use online tool that allows them to collaboratively:

- set employee work goals
- assess employee competencies
- plan developmental activities
- exchange feedback
- record performance progress, and
- evaluate results

Top performers can be identified easily, as well as employees requiring special support and developmental intervention to help them reach their potential.



Compensation *Market Pricing, Job Evaluation, Merit Planning*

The Compensation module provides HR professionals an easy way to intelligently set and adjust salary levels that attract, retain and motivate desired levels of talent, while assuring that overall salary expenditures remain affordable to the organization. It includes a variety of embedded tools and techniques that guide HR professionals through different aspects of the salary administration process, including gathering and analyzing salary survey data, evaluating jobs internally based on their worth to the organization, and administering the merit review process.



Succession Planning *The Right Person for the Right Job*

The Succession Planning Module enables HR professionals, managers and employees to record various data related to employees' readiness for promotion or lateral transfer to fill specific jobs in the organization. HR professionals can define specific job succession tracks, or career ladders, both upward and lateral, which can then be matched to employees' profiles to identify internal job candidates. Internal candidates for a specific job can be ranked in order of "most ready" to "least ready," enabling the organization to accurately plan future staffing.

...dynamically linked for unprecedented efficiency



HRToolbench is a truly integrated suite of HR tools that facilitates multiple HR processes and documents — all accessed through a single unified website. No other system affordable to small and mid-sized organizations offers comparable scope of HR functionality in an integrated package, or the degree of information sharing among different HR modules. Designed with wide-ranging HR challenges in mind, **HRToolbench simplifies and eases the administrative demands shouldered by HR professionals. At the same time it provides employees and managers with the tools and shortcuts needed to measure, develop, reward and motivate employees.**

Learn more about HRToolbench at www.HRTechnologySolutions.com

**Developed by HR professionals,
HR Toolbench makes the
efficiencies and capabilities of
big company systems available
(and affordable)
to small and mid-sized organizations.**



HR professionals in small and mid-sized organizations are constantly being asked to do more with less. Comply with increasing regulatory requirements. Fill open jobs quickly. Plan future staffing needs. Assure that pay scales are competitive. Administer the merit review process. And while you're at it, provide bottom-line oriented, innovative advice and hard data to the CEO on solving workforce challenges facing the organization. But don't look for added staff.

HRToolBench was created to address exactly this situation. Unique in the industry, this online suite not only manages five critical HR functions with high efficiency, it also allows an unprecedented degree of data integration across the functions to reduce duplication of effort and maximize consistency, while generating previously unavailable strategic workforce information.

With HRToolbench, your HR department will be able to achieve measurable increases in its quantitative and qualitative output: you'll accomplish burdensome work more rapidly and gain the time and resources needed to develop innovative solutions to HR's challenges without adding staff.

Contact us for a free, no-obligation demonstration:

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