

# HR TOOLBENCH

Technology, Content and Consulting for Workforce Management

## OVERVIEW

### WEB-ENABLED, INTEGRATED HR MANAGEMENT TOOLS

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# Web-Enabled, Integrated Human Resource Management Tools

Define work tasks and competencies, ADA factors, and FLSA status

Help managers focus job interviews, and assess candidates consistently

Define expectations, and measure competency levels and performance

Set competitive ranges, measure pay equity, and plan merit increases

Facilitate workforce planning and employee career growth

## Job Description

## Candidate Selection

## Performance Management

## Compensation

## Succession Planning

200 Job Description Templates
Essential Job Tasks
General Competencies
Function-Specific Competencies
Tools & Equipment
ADA Compliance Criteria
Job Scope / Evaluation Dimensions
FLSA Exemption Testing

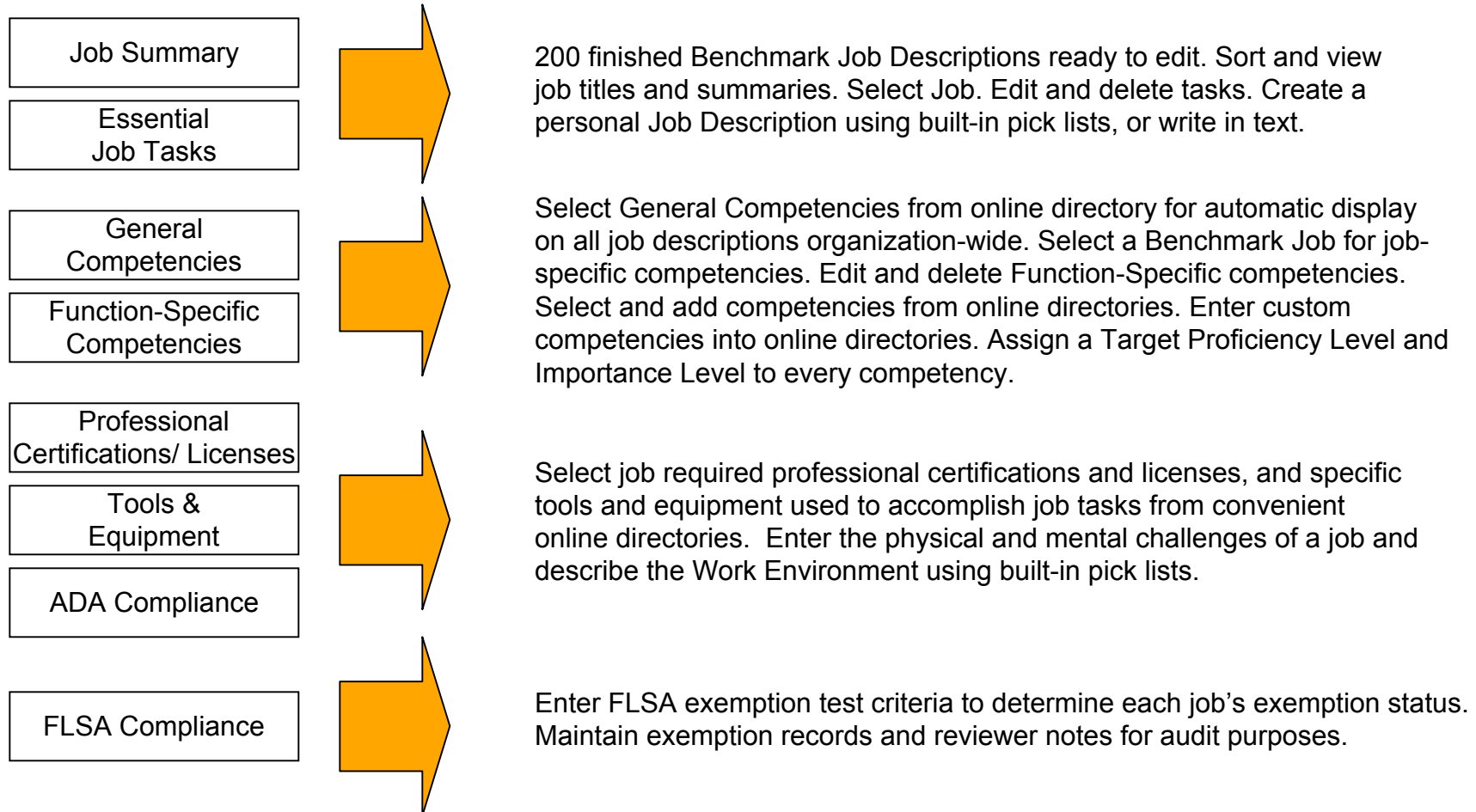
Competency-Based Interview Questions
Multi-Interviewer Competency Ratings
Supplemental Interview Comments
Comparative Rankings of Candidates

Essential Job Tasks
Personal Work Goals
Personal Developmental Goals
General Competency Assessments
Functional Competency Assessments
Overall Performance Rating
Workforce Competency Reports
360 Feedback

Job Evaluation Methodology
Competitive Salary Market Data
Salary Grade Structure
Market Ranges Geographic Differential
Pay Equity Analyses / Projections
Merit Budget Planning

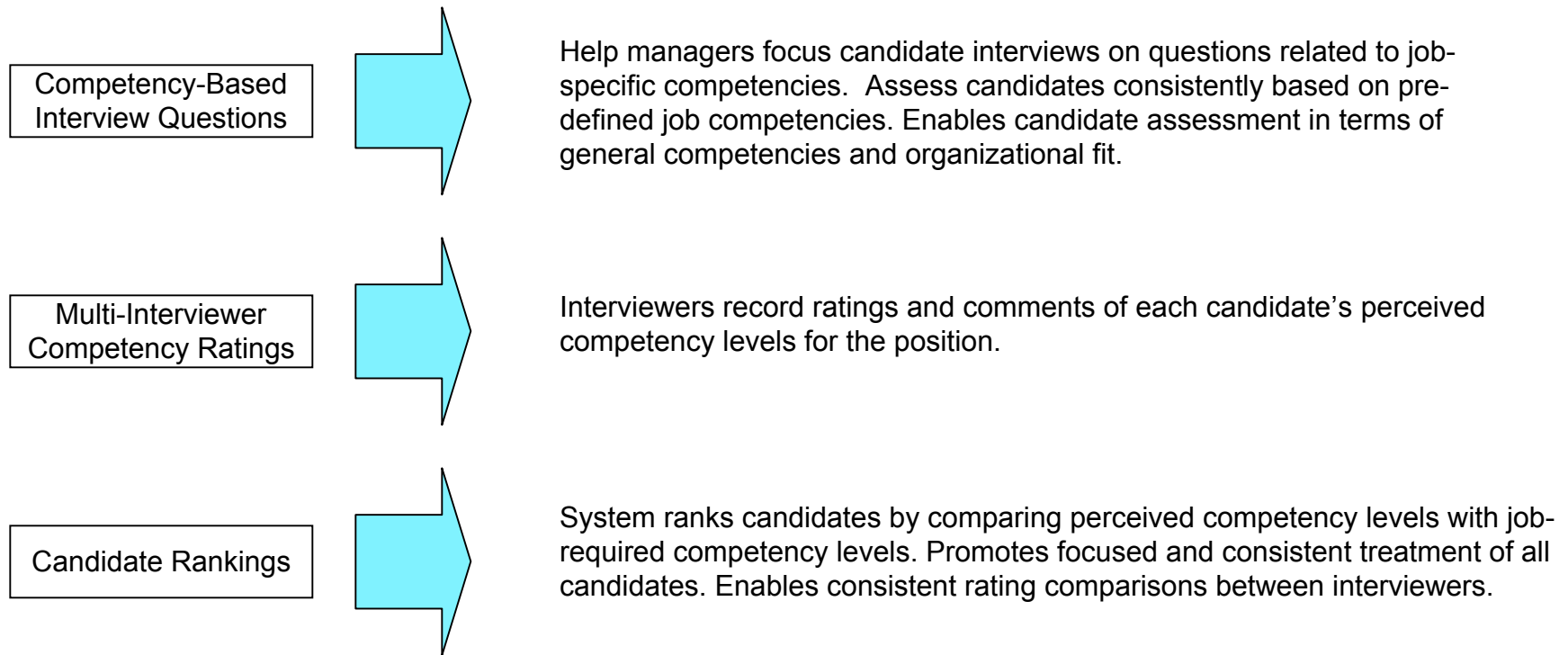
Employee Education/ Work History
Employee Competencies / Levels
Employee Performance History
360 Feedback
Employee Career Aspirations
Promotion Tracks and Readiness

## JOB DESCRIPTION MODULE



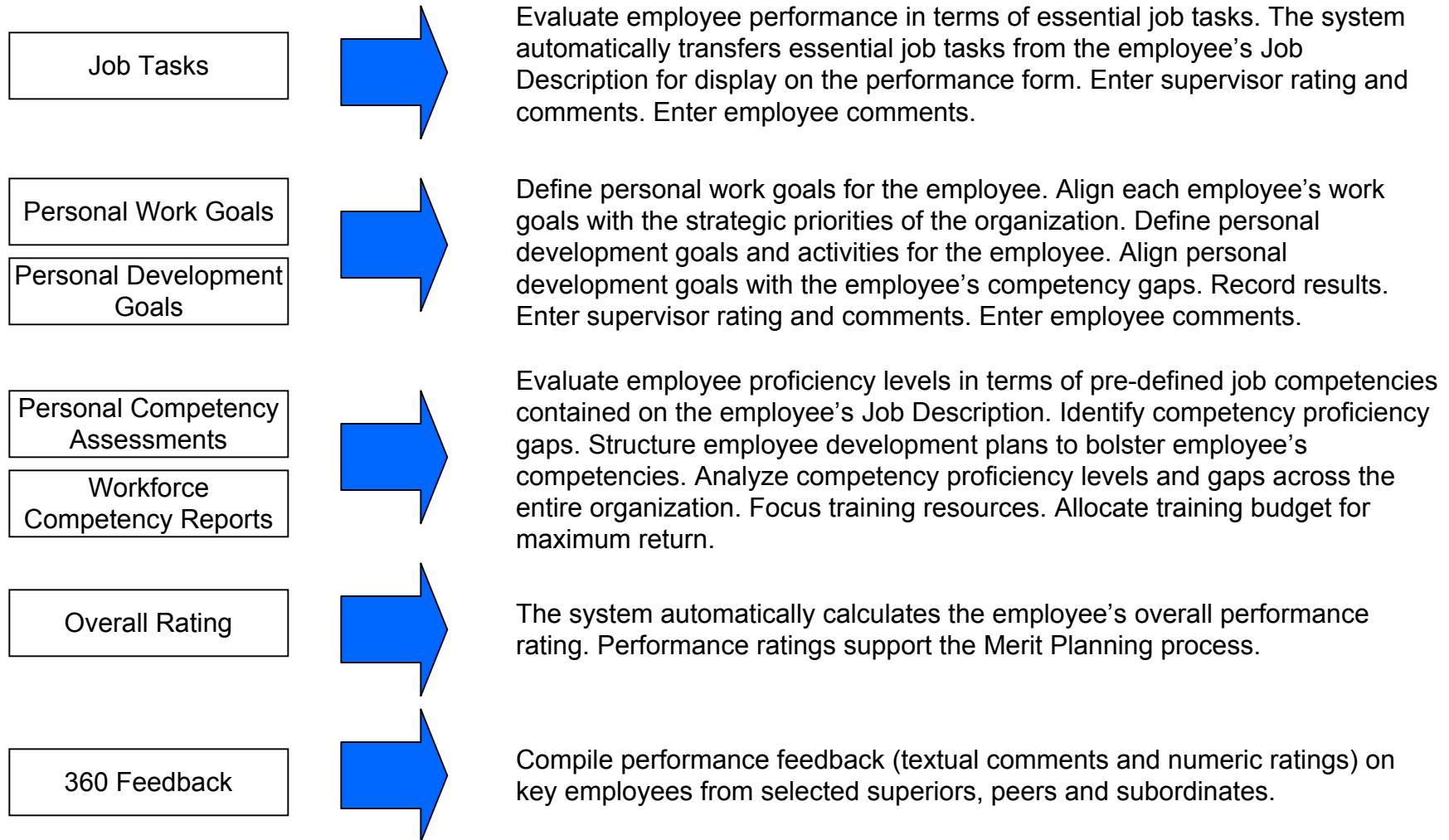
**KEY ADVANTAGES:** 1. Creating and maintaining up-to-date job descriptions is made easy for every employee and manager. 2. Job descriptions are electronically forwarded and tracked during the approval process. 3. Organization and functional competencies are assigned to every job. 4. ADA compliance data are maintained. 5. Job descriptions are electronically archived and printable. 6. FLSA test criteria to determine exemption status can be entered and maintained online by HR. 7. Job description data are integrated with other HR modules.

## CANDIDATE SELECTION MODULE



**KEY ADVANTAGES:** 1. Managers can focus candidate interviews using pre-defined, job-specific competency-based questions abstracted from job description. 2. Provides consistent criteria for rating candidates. 3. Enables measurement and comparison of each candidate's technical qualifications and readiness to fill a position. 4. Enables assessment of candidate's fit with organization culture based on general competencies.

## PERFORMANCE MANAGEMENT MODULE

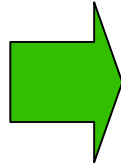


**KEY ADVANTAGES:** 1. Supervisor and employee can collaboratively plan and evaluate the employee's performance online. 2. Evaluation criteria are automatically transferred from employee's job description. 3. Reports identify competency gaps individually and organization-wide. 4. Employee performance ratings support the merit review process, helping to reward and retain top performers. 5. Input from others enriches employee performance feedback and coaching.

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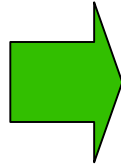
## COMPENSATION MODULE

Job Evaluation



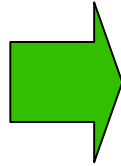
Internally evaluate a job for grade assignment using a built-in, statistically validated job evaluation methodology. Enter factor/degree ratings for each job. The system automatically assigns point values to the job and displays a recommended, market-based salary grade and range.

Market Pricing



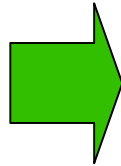
Externally market price a job. Select a benchmark job to view target market salary based on data already entered from published surveys. Enter local or additional salary survey data for any job. Weight the importance of each data point and enter each survey's effective date. The system automatically calculates the external Market-Midpoint for the job and displays a customized, market-based salary range.

Manual Bypass



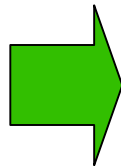
Bypass internal evaluation and external market data. Manually enter a customized salary range for a unique job experiencing intense market pressure or undergoing special circumstances. Typically used when internal job evaluation and external market pricing cannot address special situations.

Salary Grade Structure



A pre-defined salary grade/range structure is included in the system. Range dollars are automatically adjusted to the geographic location of the client organization.

Pay Equity and Merit Planning

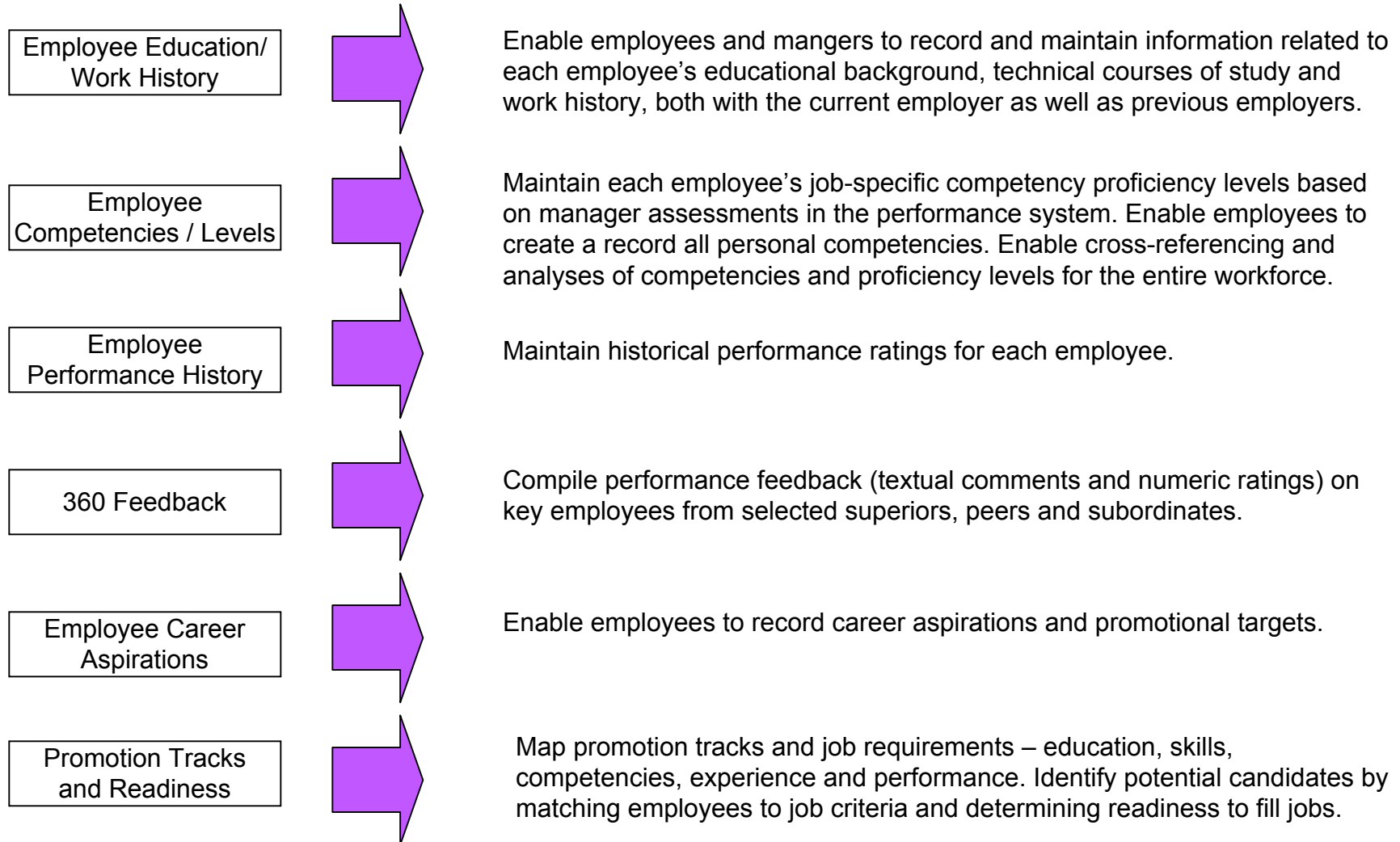


Identify employees at greatest risk for voluntary termination based on pay using performance, key retention factors, and current pay levels. Use pay equity projections to allocate merit budget for maximum advantage. Model the cost and impact of different merit salary increase scenarios based on competitiveness of current salaries, employee performance and budget limitations. Facilitate online manager involvement in the merit planning process. Provide suggested increase parameters for every employee. Monitor increase recommendations.

**KEY ADVANTAGES:** 1. Enjoy the flexibility of selecting the optimal salary administration approach for each job (internal, external or bypass). 2. Built-in target market salaries for benchmark jobs and a salary grade/range structure are updated annually and adjusted to local geography. 3. Apply proven and defensible methods for valuing jobs. 4. Enable the merit budgeting planning process online.

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## SUCCESSION PLANNING MODULE



**KEY ADVANTAGES:** 1. Understand job requirements and the gaps in the internal talent pool to fill openings. 2. Align employee development with the future talent needs of the organization. 3. Ensure the workforce is ready to meet the talent needs of the organization. 4. Retain top talent by demonstrating a sincere desire to provide promotional opportunities.

## **BENEFITS**

- Unique, one-stop, integrated tool for key human resource management tasks
- Hosted solution - No equipment or software to purchase and maintain
- Eliminates managing employee data across separate tools and spreadsheets
- Assures job, salary and performance information are complete and up-to-date
- Cost effective annual subscription
- Easy to learn and use
- Built-in data: job descriptions, competency libraries, job evaluation system, target benchmark salaries, grade structure, interview questions, and more
- Workforce succession planning utilizes talent and retains top performers
- Consulting support available – not just technology subscription
- Supports accurate and defensible pay decisions
- Supports legal compliance with FLSA Exemption testing and ADA
- Helps HR contribute directly to organization success