

HRTOOLBENCH®

**INTEGRATED TALENT MANAGEMENT SUITE
FOR EMPLOYEE AND ORGANIZATION SUCCESS**

**Software as a Service (SaaS)
Technology, Content and Consulting**

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HRToolbench® Talent Management Suite of Modules

Define responsibilities and competencies, ADA factors, and FLSA status

Focus interviews using job competencies, and assess candidates consistently

Define expectations, and measure results, competency levels and work goals

Evaluate and assign jobs to salary grades, and manage the merit process

Facilitate workforce planning and employee career path planning

Gather employee performance and competency feedback from multiple providers

Job Description

Candidate Selection

Performance Management

Compensation

Succession Planning

360 Feedback

200+ Benchmark Job Description

Manage Open Job Requisitions

Essential Job Tasks

Internal Job Evaluation

Career Tracks & Job Ladders

Built-in Feedback Form Templates

Essential Job Responsibilities

Manage Candidate Information

Performance Goals

External Salary Data Analyzer

Education & Work Experience

Performance Questions

General Competencies

Competency-Based Interview Questions

Developmental Goals

Salary Grade Structure

Competency Levels

Competency Ratings

Function-Specific Competencies

Multi-Interviewer Competency Ratings

General Competencies

Geographic Range Differentials

Performance History

Feedback Comments

Leadership Scope / Activities

Candidate Job Readiness Profile

Functional Competency

Merit Guidelines Budget Planning

360 Feedback Ratings

Link to Review Periods

Tools & Equipment

Comparative Candidate Rankings

Performance Summaries

Merit Increase Recommendations

Job Readiness Timeframe

Link to Client Projects

ADA Compliance Criteria

Interviewer Comments

Overall Rating

Pay Equity Analyzer

Language Fluency

Individual Feedback Reports

Professional Credentials

Workforce Analytics

Relocation Willingness

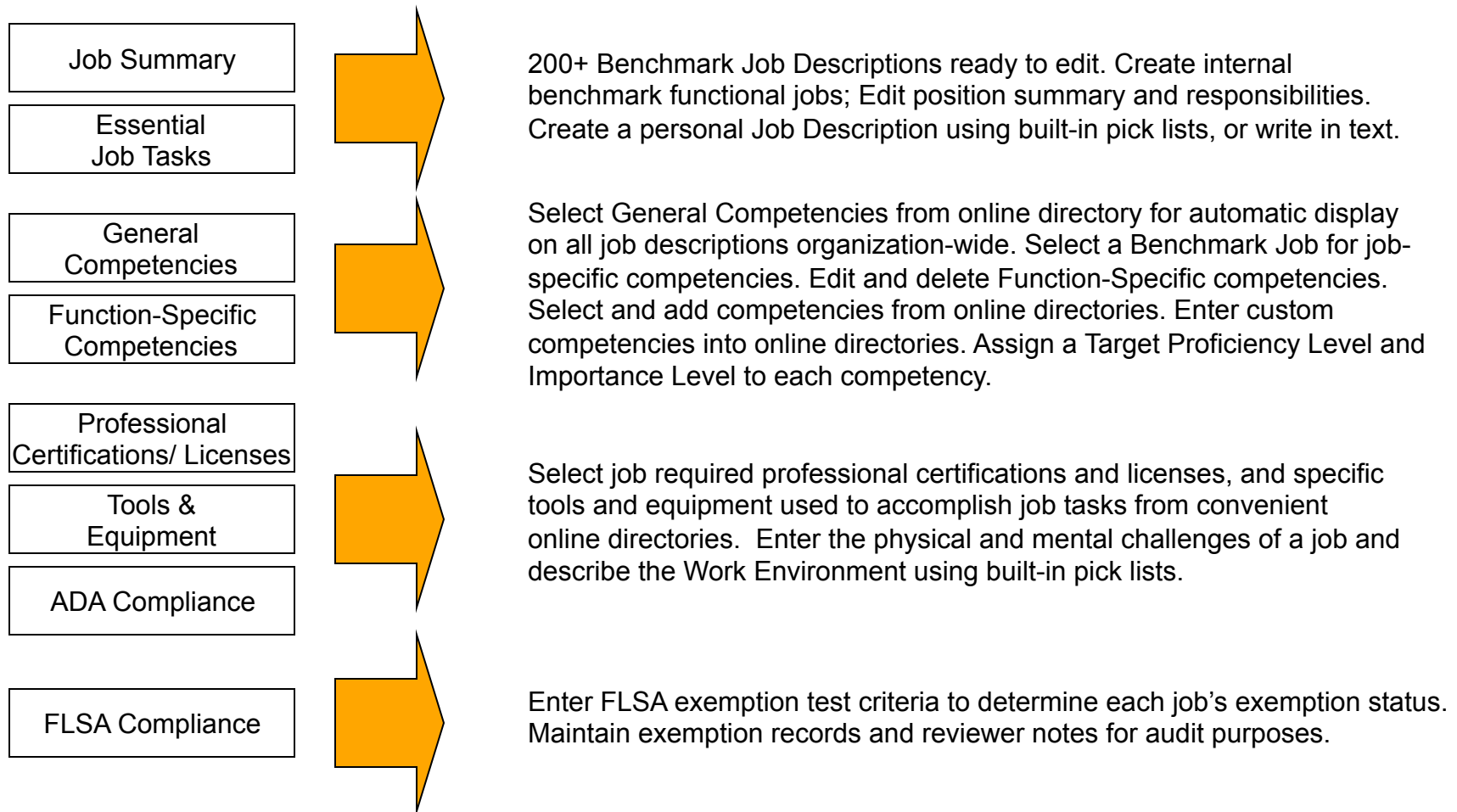
Feedback Provider On-Time Report

Contacts (Internal/External)

Employee Path Career Planning

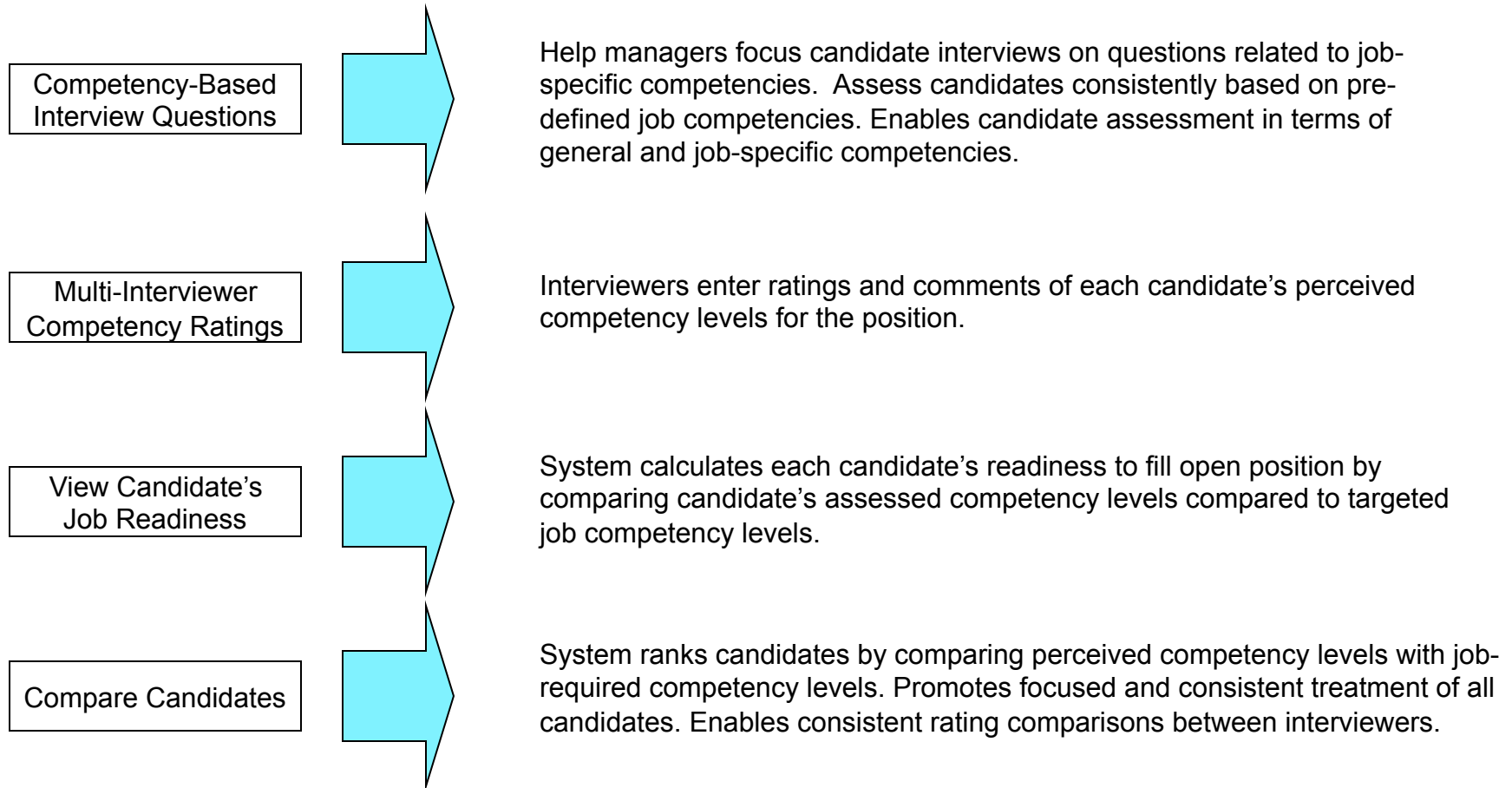
FLSA Exemption Testing / Reports

JOB DESCRIPTION MODULE



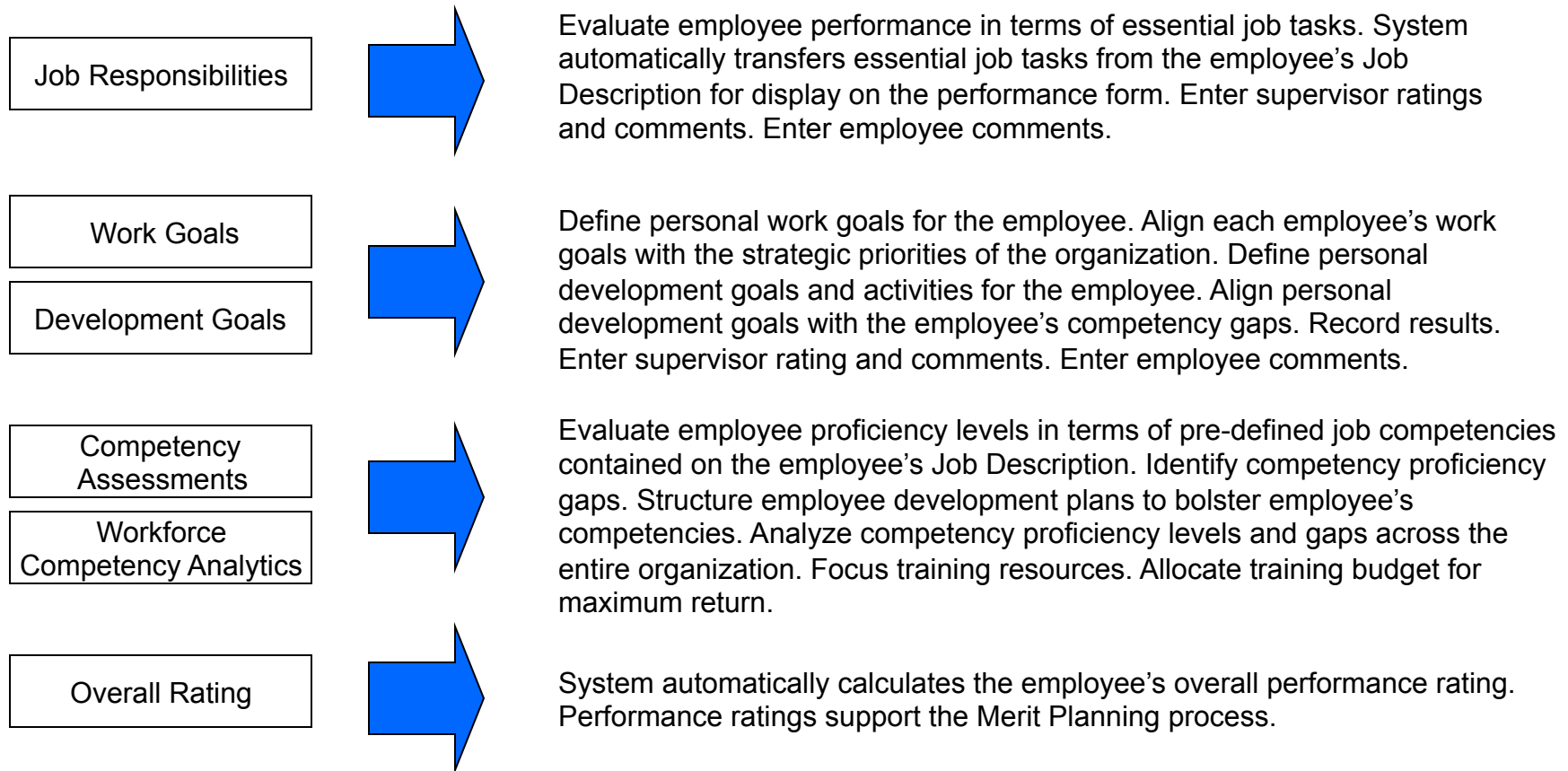
KEY ADVANTAGES: 1. Creating and maintaining up-to-date job descriptions is made easy for every employee and manager. 2. Job descriptions are electronically forwarded and tracked during the approval process. 3. Core organization and functional competencies are assigned to every job. 4. ADA compliance 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. 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 comparison of candidates based on consistently-applied, job-specific competencies.

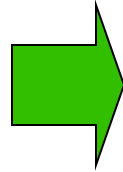
PERFORMANCE MANAGEMENT MODULE



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.

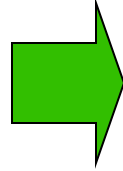
COMPENSATION MODULE

Job Evaluation



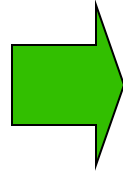
Internally evaluate a job for grade assignment using a built-in, statistically validated job evaluation methodology. Enter factor/degree ratings for each job. The system automatically assigns point values to the job and displays a recommended, market-based salary grade and range.

Market Pricing



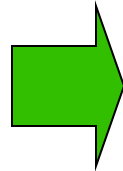
Externally market price a job. Select a benchmark job to view competitive market salary based on data client enters from published surveys. Weight the importance of each data point and enter each survey's effective date. System automatically calculates the external Market-Midpoint for the job and displays a customized, market-based salary range, or internal best grade fit recommendation.

Manual Bypass



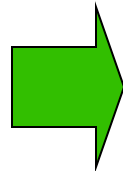
Bypass internal evaluation and external market data. Manually enter a customized salary range for a unique job experiencing intense market pressure or undergoing special circumstances. Typically used when internal job evaluation and external market pricing cannot address special situations.

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.

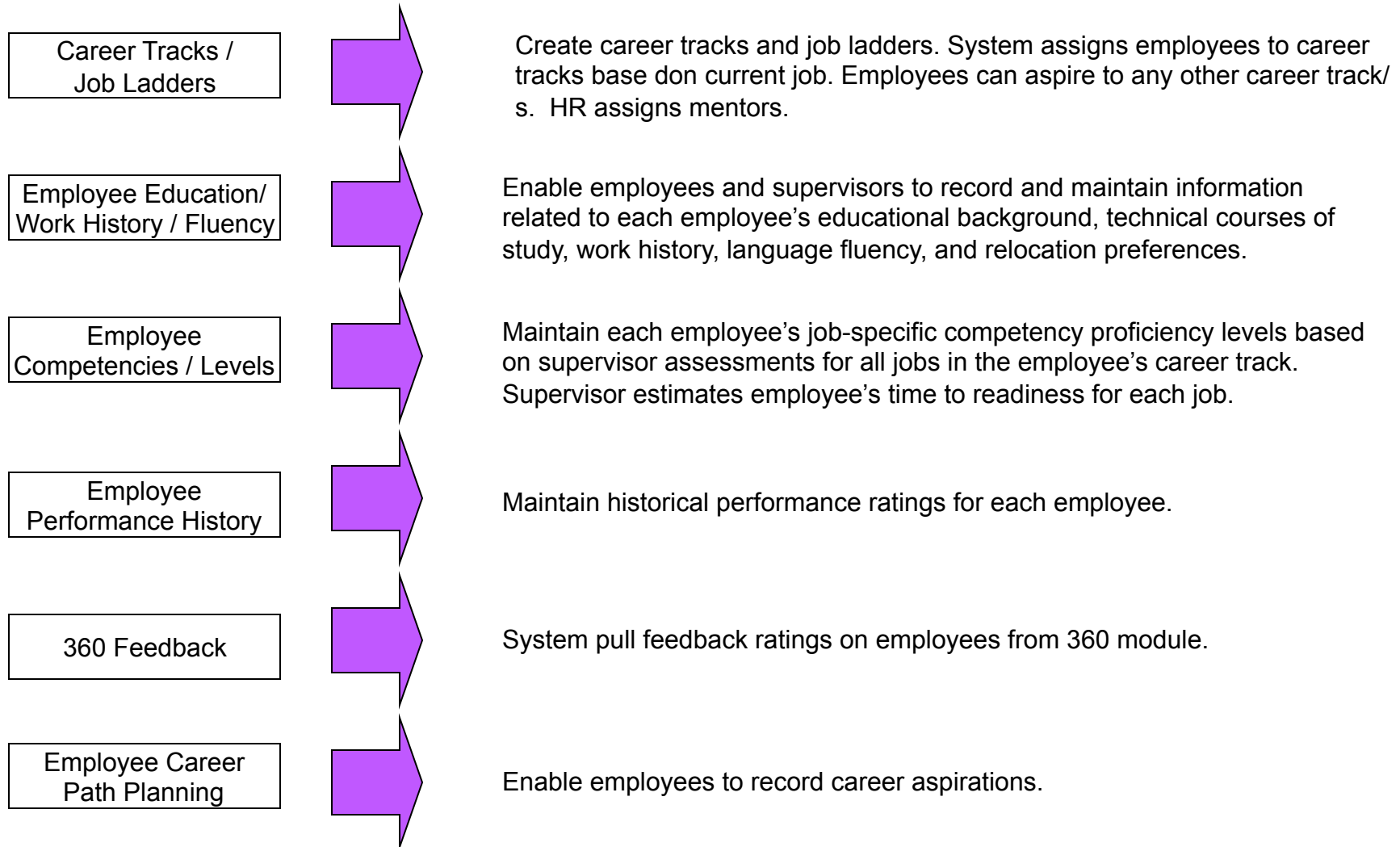
Pay Equity and Merit Planning



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.

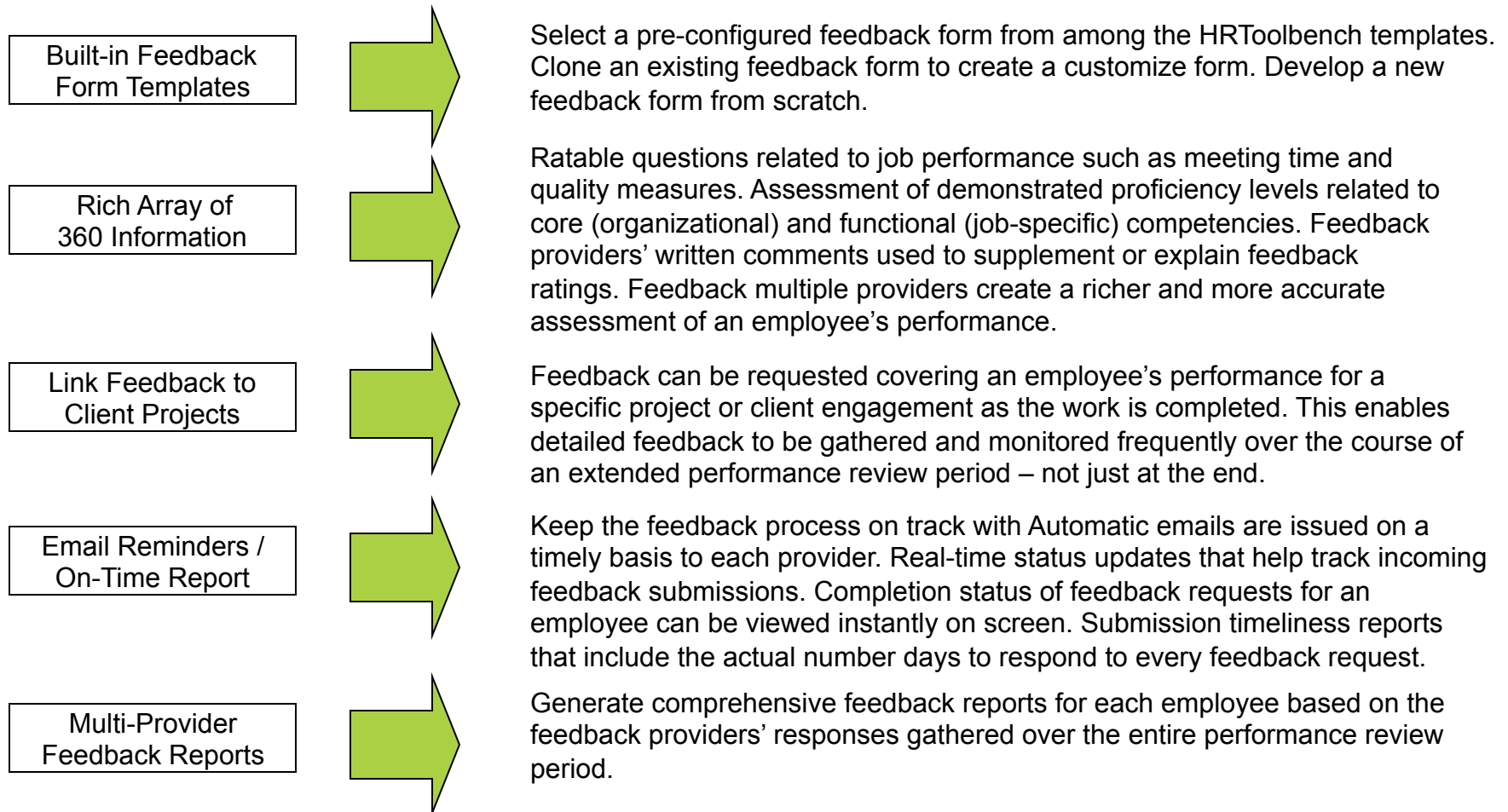
KEY ADVANTAGES: 1. Enjoy the flexibility of selecting the optimal salary administration approach for each job (internal, external or bypass). 2. Built-in salary grade/range structure is updated annually and adjusted for local geographic pay practices. 3. Estimate the cost of different increase guideline scenarios before rollout. 4. Enable the merit budgeting planning process online.

SUCCESSION PLANNING MODULE



KEY ADVANTAGES: 1. Understand job requirements and the gaps in the workforce to fill future openings. 2. Align employee development with the future talent needs of the organization. 3. Enable employees to career path plan. 4. Retain top talent by demonstrating a sincere desire to provide promotional opportunities.

360 FEEDBACK MODULE



KEY ADVANTAGES: 1. Feedback forms can be built easily and tailored to any industry, employee group, or business situation. 2. Templates ensure consistency in the use of feedback questions, and individual feedback forms can be automatically customized for each employee. 3. Automatic reminders eliminate the time-consuming process of administering feedback forms. 4. Comprehensive feedback reports provide new and richer information than previously available. 5. Feedback can be gathered and viewed quickly and easily.

BENEFITS

- Unique, fully integrated talent management suite
- 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
- 360 Feedback on any project, client of review period
- Consulting support available – not just technology subscription
- Supports legal compliance with FLSA Exemption testing and ADA
- Helps HR contribute directly to organization success