

# EffectiveStaff

## Collaborative HR Management Solution



Powered by  
**SharePoint**



## Overview

Lanteria **EffectiveStaff** is a SharePoint based HRM solution that facilitates and automates the entire HR management cycle in a company. The EffectiveStaff organizes the central storage of all HR information, guides and supports HR processes and increases the performance of each employee and organization as a whole.

The distinctive feature of **EffectiveStaff** is establishing of collaborative environment between HR department, line managers and employees in a company. The EffectiveStaff has the unique features for all company members that help them to work as a solid team, increase performance and efficiently achieve the company goals.



### Why EffectiveStaff

- Comprehensive software solution for HRM with the central HR database
- Collaborative HRM environment
- Customizable HR processes and workflows
- Increases employees and business performance
- Built-in document management
- Analytical reporting, dashboards and visual charts
- Automatic reminders and email notifications
- Easy to use web based solution
- Developed with the latest Microsoft technologies

## Roles in EffectiveStaff



### Employee

Employee accesses personal information, absence records, objectives, KPIs, competency assessments, development plan and public company information.



### Manager

Manager accesses the information about his/her team, tracks employees objectives, KPIs and competencies, assesses employees, runs performance reviews, plans and tracks learning and development.



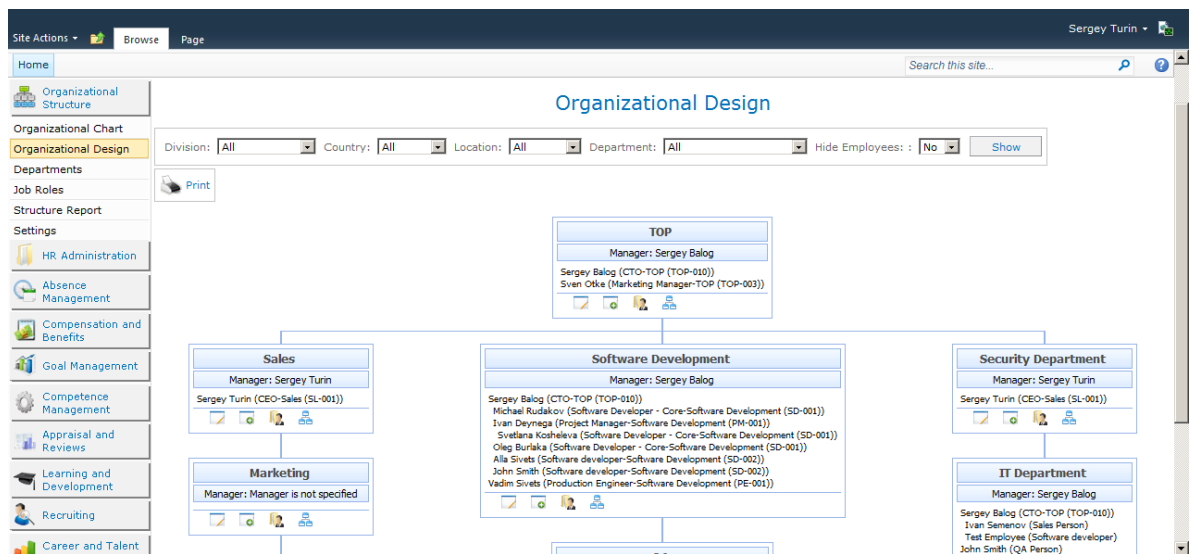
### HR

HR specialist manages all the HR processes in a company, accesses all the information company wide, has the full analytical reporting and coordinates all HR areas.

## Product Features

### Organizational Structure

- Visual designer of organizational structure
- Ability to print organizational chart in a graphic view
- Unlimited number of nested departments
- Ability to set up the department structure (job roles, positions quantity and hierarchy)
- Structure Report



## Employee Database

- Fully searchable database with employee enhanced details
- Customizable set of employee fields and access details
- Exhaustive employee information is represented on the employee card
- Access restrictions to employee confidential information
- Ability to attach documents, images and other files to an employee card
- Editing of employee details via the Employee Self Service module
- Integration with Active Directory

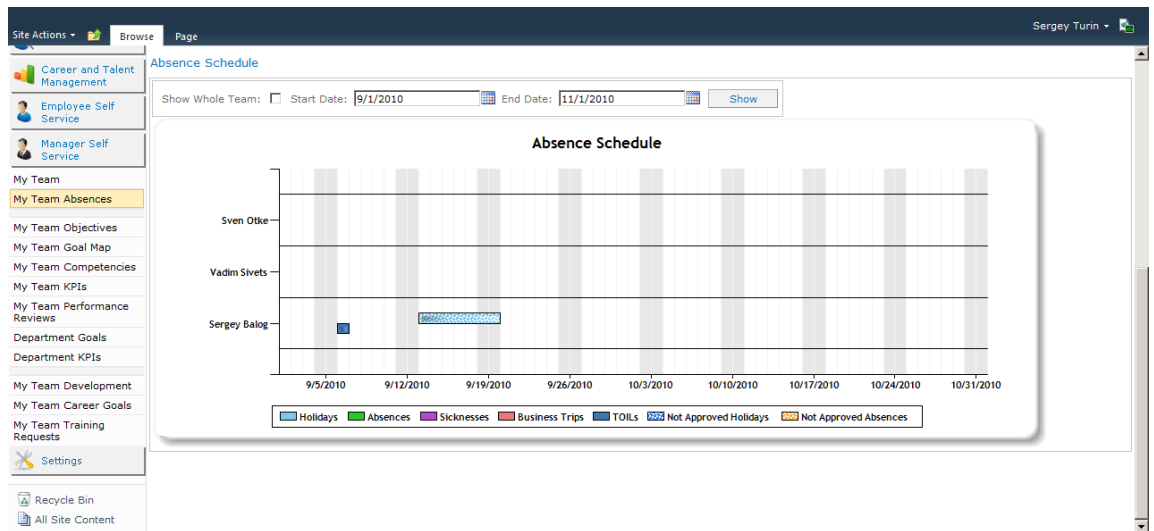
## HR Administration

- Creating and customizing the HR processes with special tool - Process Designer
- Setting up process actions with responsible persons
- Starting and tracking the HR processes for all employees
- Tracking employee document requirements and document expiration dates
- Tracking total HR records (employment, rotation, promotion, terminations)
- Built-in HR document storage with document management

Employee	Job Role	Department	Missing Documents	Documents
Sergey Balog	CTO	TOP	Work Permit, Drug Test, Driver License	View
Michael Rudakov	Software Developer - Core	Software Development	Work Permit, Drug Test, Driver License	View
Ivan Deynega	Software Developer - Core	Software Development	Work Permit, Drug Test, Driver License	View
Oleg Burlaka	Software Developer - Core	Software Development	Work Permit, Drug Test, Driver License	View
Svetlana Kosheleva	Software Developer - Core	Software Development	Work Permit, Drug Test, Driver License	View
Alla Sivets	Software developer	Software Development	Work Permit, Drug Test, Driver License	View
Vadim Sivets	Production Engineer	Software Development	Work Permit, Drug Test, Driver License	View
John Smith	Software developer	Software Development	Work Permit, Drug Test, Driver License	View
Ivan Semenov	Sales Person	IT Department	Work Permit, Drug Test, Driver License	View
John Smith	QA Person	IT Department	Work Permit, Drug Test, Driver License	View
Frank Stone	Software developer	QA	Work Permit, Drug Test, Driver License	View
Sven Otke	Marketing Manager	TOP	Work Permit, Drug Test, Driver License	View
Test Employee	Software developer	IT Department	Work Permit, Drug Test, Driver License	View

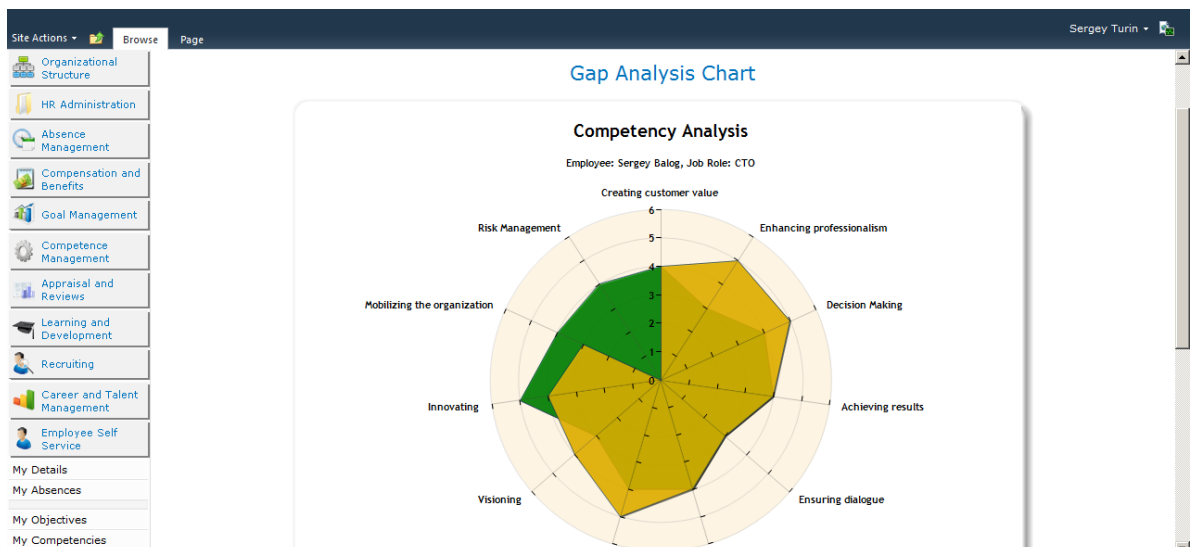
## Absence Management

- Employee absence management (vacations, sicknesses, holidays, business trips, etc)
- Complete Absence approval workflow
- Absence Schedule and Vacation Planner
- Holiday entitlement tracking
- Absence Reports



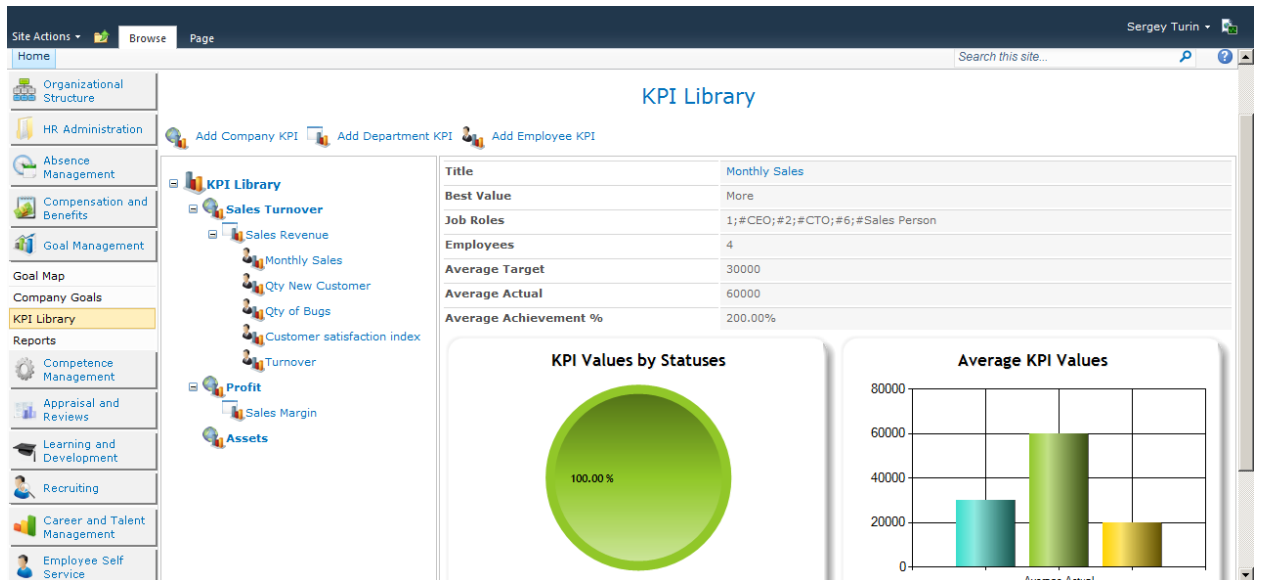
## Competence Management

- Creating a corporate competency framework
- Job Profile design allows reflecting competence requirements
- Special behavior indicators and assessment questions for each competency
- Customizable competency assessment scale
- Ability to perform manager assessment and 360 degree assessment by competencies
- Search for employees by competency
- Competence-based qualification ratings



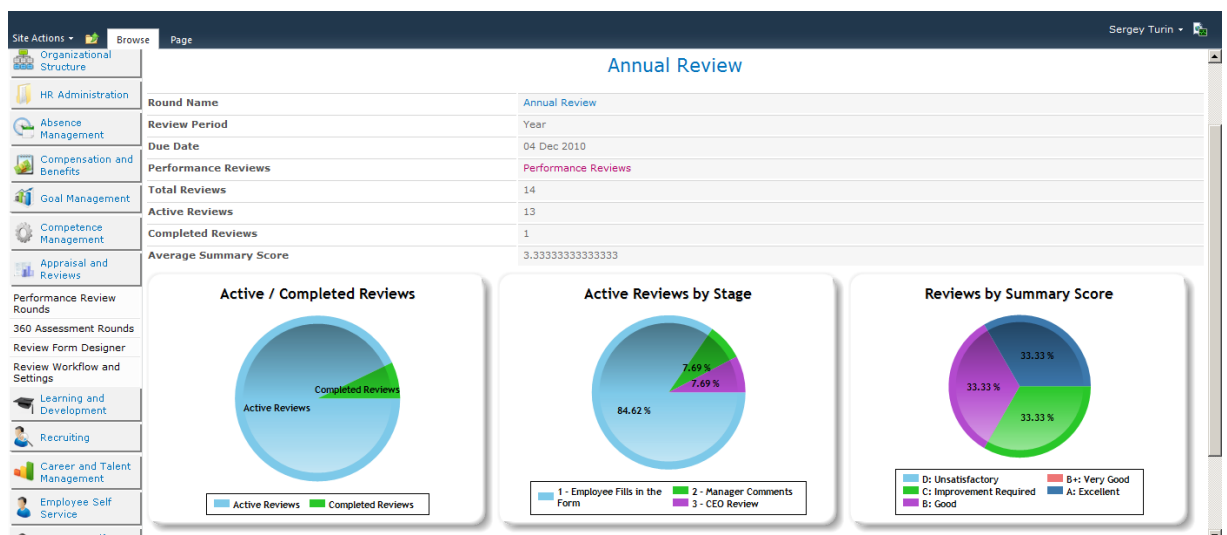
## Goal Management

- Employee management by objectives (MBO) and Key Performance Indicators (KPI)
- Corporate KPI library for various job roles and KPI history
- Tracking alignment of employee objectives with department and company goals
- Tracking department goals and department KPIs
- Goal Map tool
- Enhanced analytical reporting



## Performance Appraisal and Reviews

- Collaborative and customizable performance review workflow, which significantly reduces paperwork
- Flexible designer of performance review forms and ability to have multiple review form templates
- Automatically generated and customizable performance review forms
- Ability to run and track group performance reviews with performance review rounds
- Custom user-defined fields and questions can be added to review
- Performance-based bonuses are calculated based on achievement
- Completed performance reviews are stored in the Performance History database
- Company-wide analytical reporting about employee performance



## Recruiting and Applicant Tracking

- Collaborative recruitment process involving recruiters and line managers
- Tracking open and closed vacancies
- Advanced search throughout candidate database
- Customizable recruitment workflow
- Multiple interview outcomes and applicant assessment methods
- Interview schedule and calendar integrated with MS Outlook for HR team and managers
- Full interview and assessment history for each candidate

**Vacancy Details**

**Title:** Sales Person for New York office  
**Code:** SP-NY001  
**Requested By:** Sergey Balog  
**Number of Vacancies:** 5.00  
**Start Date:** 01 Oct 2010  
**Due Date:** 01 Dec 2010  
**Number of Applicants:** 7

**SP-NY001**  
**SALES PERSON JOB VACANCY, SATURDAY, 24 APRIL 2010**  
 A leading company located at New York requires the services of the following categories of people for immediate employment.  
**SALES PERSON**

- Not more than 30 years of age
- At least 1 years of sales experience
- Must be able to drive
- Sound communication and good customer relation skills
- Self motivated and team spirit

NOTE: All applicants must be able to work on Saturdays.

Stage	Interview Format	Number of Interviews	Interview Instructions
HR Interviews	General Notes Summary Rating Person Attributes Compliance	3	Please, ask the applicant all questions defined for this interview. Put all your notes in General Notes box, and mark the Summary Rating for the applicant.
Technical Interviews	General Notes Job Requirements Compliance Person Attributes Compliance	1	
Interviews with Senior Managers	General Notes Summary Rating Job Requirements Compliance Interview Outcome	1	Make the final decision on this Interview Stage. Please, be accurate and enter the <b>summary rating</b> for the tracking purposes.

## Learning and Development

- Total management and coordination of learning processes in the company
- Corporate learning catalogue (classroom trainings, documents, multimedia, e-courses, quizzes and web links)
- E-Learning with SCORM compatible courses
- Learning catalogue structured by customizable categories, competencies and job roles
- Identifying employee development needs based on competency assessment
- Personal development plans for each employee
- Classroom schedule along with tracking the participant requests
- Creating and assigning learning programs
- Learning and Development reports

**Learning Catalog**

Employee: Sergey Turin [Add to My Plan](#) [Group Assignment](#)

**By Category** | By Job Role | By Competency

**Learning Catalog**

- By Category
  - Communication (2)
    - Demo E-Learning
    - Solitaire
  - Sales (1)
  - IT (1)

<b>Title</b>	Demo E-Learning
<b>Type</b>	E-Learning Course
<b>Description</b>	
<b>Request Required</b>	False
<b>Competencies</b>	Risk Management, Control and Reporting
<b>Job Roles</b>	CEO, CTO
<b>Duration</b>	
<b>Required Score</b>	0

## Compensations and Benefits

- Setting up compensation for job roles and positions
- Managing employee salaries, bonuses and allowances
- Tracking salary history
- Setting up company benefit package based on grades
- Managing Salary Reviews
- Multicurrency support
- Analytical Reports and Charts

Department	Employee Review	Status	Due Date	Current Salary	Total Current Salary	Budget	Total Budget	Requested Salary	Requested Lump Sum	Requested Amount	Total Requested Amount	% Complete	Diff	Total Diff
TOP	<a href="#">View</a>	Draft	17 Nov 2010	4,000.00 USD	46,000.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	47,000.00 USD	0.00%	0.00 USD	47,000.00 USD
Sales	<a href="#">View</a>	Pending	17 Nov 2010	42,000.00 USD	42,000.00 USD	0.00 USD	0.00 USD	45,000.00 USD	2,000.00 USD	47,000.00 USD	47,000.00 USD	100.00%	47,000.00 USD	47,000.00 USD
Marketing	<a href="#">View</a>	Rejected	17 Nov 2010											
Software Development	<a href="#">View</a>	Draft	17 Nov 2010											
QA	<a href="#">View</a>	Draft	17 Nov 2010											
Security Department	<a href="#">View</a>	Draft	17 Nov 2010											
IT Department	<a href="#">View</a>	Draft	17 Nov 2010											

## Career and Talent

- Tracking employee career goals
- Setting up career paths
- Managing Talent Pools
- Talent Search based on competence and performance
- Succession planning for crucial job roles and key employees

Employee	Manager	Location	Employment Date	Age	Risk of Leaving	Potential for Promotion	Relocation Readiness
Sergey Turin CEO, Sales	New York			32	5 - Very High	4 - High	2 - Low
Sergey Balog CTO, TOP	Sergey Turin	Kiev	01 May 2009		3 - Medium	4 - High	5 - Very High

Choose from Talent Pool Members: **All Employees**

## Product Editions

**EffectiveStaff Full Edition** - Total HR and Talent Management with SharePoint

**EffectiveStaff Performance Edition** - Complete Employee Performance Management

**EffectiveStaff HRIS Edition**- Effective HR Administration

**EffectiveStaff Learning Edition** - Effective Learning Management with SharePoint

Features	EffectiveStaff Full Edition	EffectiveStaff Performance	EffectiveStaff HRIS	EffectiveStaff Learning
Employee Database	●	●	●	●
Secure access for HR specialists, managers and employees	●	●	●	●
Analytics and Reports	●	●	●	●
Email Notifications	●	●	●	●
Organizational Structure	●	●	●	●
HR Process Management	●		●	
HR Records and Forms	●		●	
Absence Management	●		●	
Compensations and Benefits	●		●	
Recruitment and Applicant Management	●		●	
Goal Management and Employee Objectives	●	●		
KPI (Key Performance Indicators)	●	●		
Career Goals	●	●		●
Competency Framework	●	●		●
Competence Assessment	●	●		●
Performance Appraisal and Reviews	●	●		
360 Degree Assessment	●	●		
Learning Catalog	●			●
E-Learning	●			●
Development Plans and Needs	●	●		●
Classroom Management and Training Requests	●			●
Testing and Certificates	●			●
Career Goals and Paths	●			
Talent Pools and Talent Search	●			
Succession Planning	●			
Features	EffectiveStaff Full Edition	EffectiveStaff Performance	EffectiveStaff HRIS	EffectiveStaff Learning

## Product Benefits

### For Shareholders and TOP Managers:

- Increasing the business transparency and manageability by having quick and full information about performance results of employees and departments
- Increasing the company efficiency and profitability via influencing efficiency of each employee in the company, as well as correspondence of company goals and employee objectives
- Ability to implement the Pay-for-Performance compensation strategy in the company
- Improving communication in the company by showing information about company goals and strategy to all employees
- Ability of remote management and reporting

### For Linear Managers:

- Ability to manage fast and effectively
- Automation and support of major management functions (planning, control, feedback) with saving time
- Retrieving the required information for making management decisions
- Determining and recognition of high and low performers
- Ability of remote management and control

### For HR Specialists:

- System supports the implementing of HR strategy
- HR record keeping becomes easy, quick and effective
- Unified approach to performance management and appraisal
- Easy and accurate employee assessment due to competency framework
- Structural and effective approach to employee training and development
- Improving of candidate assessment and interaction with other employees involved in interviews
- Ability to influence and improve corporate culture

### For Employees:

- Clear vision of own job requirements, objectives and personal role in the company goals
- Improving personal performance and results
- Having manager's feedback regarding competence level and performance
- Ability to develop own skills and knowledge

## Technical Description

- EffectiveStaff is a web based solution with an access via web browser (no client-side installation required)
- EffectiveStaff is a MS SharePoint based application
- Easy integration with popular third-party systems via XML
- Integration with ActiveDirectory
- High integration with MS Office

## Additional Services

- System deployment and implementation
- Customization and developing the additional functionality
- Custom application development
- E-Learning course development

## About Us

**Lanteria** is the world's leader in developing HR, Talent, Performance and Learning management software for SharePoint.

We deliver the high-quality software solutions that help our customers to improve the efficiency of their business.

**Mission:** Provide software solutions that help the companies to improve workforce performance and business efficiency.

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**Magus** is Authorized Lanteria Partner based at Mumbai, India. Magus HCM Practice provides Lanteria EffectiveStaff product and project services. Magus has developed SharePoint based Indian Payroll application that fully Integrates with Lanteria EffectiveStaff to provide complete HCM (Human Capital Management) solution including HRIS, Talent, Performance and Learning management capabilities.

We deliver SharePoint based high-quality software solutions that help our customers to improve the efficiency of their business.

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