

# MAXCloud Human Resource Management ERP Features

<b>Role Centers</b>	<ul style="list-style-type: none"> <li>• HR Director/Manager</li> <li>• Training and Development Manager/Specialist</li> <li>• Recruiting and Staffing Manager/Specialist</li> </ul>
<b>Integrated Organizational and Workforce Management</b>	<ul style="list-style-type: none"> <li>• Manage employee data, including compensation, skills, job, and position.</li> </ul>
<b>Advanced Organizational Management</b>	<ul style="list-style-type: none"> <li>• Create and maintain jobs and positions.</li> <li>• Create job templates for new jobs to increase process efficiencies and reduce data reentry.</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Manage the recruitment process.</li> <li>• Improve recruiting campaigns by measuring media and applicant response.</li> <li>• Capitalize on integration with Microsoft Office Outlook® to automate correspondence and copy interview appointments into your calendar.</li> </ul>
<b>Absence Management</b>	<ul style="list-style-type: none"> <li>• Define multiple absence categories.</li> <li>• Register absences individually and collectively by employee and manager self-service, and generate statistical and graphical presentations of absence data.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Manage appraisal interviews and define development plans.</li> <li>• Identify, develop, and track employee skills, and set and monitor goals.</li> <li>• Interact with daily compensation activities to facilitate pay-for-performance guidelines.</li> </ul>
<b>Compensation Management</b>	<ul style="list-style-type: none"> <li>• Implement a suite of compensation functionality, including tools to define fixed and variable packages.</li> <li>• Create compensation processes for single plans, or combine multiple plans into a single process (for example, merit increases, bonuses, and long-term stock option awards).</li> <li>• Link individual and organizational performance to compensation.</li> </ul>
<b>Integration with Microsoft Office Visio</b>	<ul style="list-style-type: none"> <li>• Export data into Microsoft Office Visio® to create organizational charts and diagrams that help you analyze information, data, systems, and processes.</li> </ul>
<b>Employee Development</b>	<ul style="list-style-type: none"> <li>• Plan and conduct structured appraisal interviews with employees.</li> <li>• Leverage integration with Outlook to view employee availability and schedule meetings.</li> <li>• Link employee-defined goals to your business strategy and corporate objectives.</li> </ul>
<b>Competency Management</b>	<ul style="list-style-type: none"> <li>• Maintain a skills catalog relevant to current skills requirements and future needs.</li> <li>• Identify employee skill gaps using graphic tools.</li> <li>• Match the right employee to the right job at the right time.</li> </ul>
<b>Course Administration</b>	<ul style="list-style-type: none"> <li>• Administer training courses by target groups, course identification, location, instructor, participants, and more.</li> <li>• Manage events and monitor agendas, tracks, and sessions.</li> <li>• Review employee skills and competencies by accessing an overview of the employee’s completed training courses.</li> </ul>
<b>Questionnaire Capabilities</b>	<ul style="list-style-type: none"> <li>• Conduct online surveys and analysis with the Questionnaire tool.</li> </ul>

For more information about MAXCloud, visit [www.maxclouderp.com](http://www.maxclouderp.com)