



# Linking People, Strategy & Performance





HR Align – A software that allows you to unleash the hidden potential and latent talent of your human capital, in an organized and efficient manner, by linking People, Strategy and Performance.

HR Align seamlessly integrates all aspects of Organizational & Human Capital development. It improves performance and accountability, by providing a matrix of intelligent processes and a structured work flow to accomplish Strategic Goals.

Developed by Human Resources specialists, HR Align provides Organizations and their employees an easy and effective tool to adopt best HR practices.

- Visual Administrative and Functional reporting structures.
- Role based organizational structures with linkages to behavioral and functional competencies.
- In-depth employee information.
- Streamlined recruiting process with links to Web based HR Portals.
- Simplify and track induction process.
- Achieve Organization goals by providing Strategy linked KRA's and time bound Tasks.
- Map and measure competencies using tailor-made psychometric tests - carry out Gap Analysis.
- Customize 360 degree feedback to permit introspection of functional and behavioral lapses.
- Identify training needs for career development.
- Mitigate subjectivity in appraising and compensating employees.



## Modules

### Base Module

- Organization Structure
- Employee Information
- Recruitment Management
- Induction
- Leave Management
- Transaction Management

### Work Flow Management Module

- Strategy Map
- Performance Management System
- Compensation

### Organizational Development Module

- Competency Mapping
- 360 Degree Feedback
- Training Management

### Key Features

- Web Enabled / Client server architecture
- Completely scalable
- Flexible work flow management
- Auto generation of Birthday / Anniversary greetings
- Intelligent Auto Reminders / Alerts
- Powerful Search , Summary, Reports & Queries
- Samples Letters / Templates
- MIS Reports
- Enhanced Security system
- Retrieve Archive files
- Embedded HR best practices
- Extensive Tool tip Features

### Customer services

- Custom Development
- Onsite Training
- Project Management
- Application Integration
- Data Migration
- Annual Maintenance Contract
- Telephone / Online Support services

### System Requirement

#### Server Side

Processor : Intel PIII  
HDD : Minimum 20MB Disk Space  
RAM : Minimum 1 GB  
OS : Windows 2000 or above  
Database : Oracle9i

#### Client Side

Processor : Intel PII  
HDD : Minimum 20MB free Disk Space  
RAM : Minimum 128MB  
OS : Windows 98 or above



## Base Module

### ORGANIZATION STRUCTURE

- Visual representation of Organogram and Functional reporting structures.
- Maintain Organization Details (Multiple Company / Locations).
- Upload important documents for circulation to specific or all employees.

### EMPLOYEE INFORMATION

- Tracking of Career, Training, Achievements, Salaries and Appraisals, etc.
- Store and Retrieve a host of Employee Detail.
- Maintain and Retrieve archive of all past Employees.

### RECRUITMENT MANAGEMENT

- Starts with an initial vacancy requisition through to the issue of a final Appointment letter.
- Extensive communication possible between HR co-ordinator and Interview Panel members / Candidates.
- Powerful filter search ensures you view only those applicants which are relevant, thereby speeding up the process.
- Sample Interview Call letter / Interview Assessment Forms / Offer letters / Appointment Letters included.

### INDUCTION MANAGEMENT

- Streamlines Induction process for smooth initiation of new entrants.
- Facilitates easy communication to Employees and Mentors besides maintaining feedback records.
- Induction Status Report.

### LEAVE MANAGEMENT

- Facilitates the work flow from Leave applications to final sanctioning or cancellation of leaves.
- Maintains the Leave records and facilitates balance leave calculation under different leave categories.



## Work Flow Management Module

### STRATEGY MAP

- Strategy Map framework is based on the well known Balance Score Card concept..
- This module facilitates the top management to define the Strategic Goals and Initiatives based on Company Vision and Mission.
- Create visual Strategic Maps for each Strategic Goal with linkages to Strategic Initiatives.

### PERFORMANCE MANAGEMENT

- Facilitates aligning the KRA's of individuals within the departments to the Strategic Initiatives & Goals.
- Allow individuals to set their own Tactics, Targets and Time bound Tasks.
- Facilitates a superior to monitor & guide his / her subordinates to bring in cohesion and accountability.
- Powerful alerts & reminders to keep individual totally focused to achieve the results.
- Effective summary reports to get a quick overview of entire Performance Management System operations.
- Objective appraisal & rating system on a Quarterly & Yearly basis.

### COMPENSATION MANAGEMENT

- Easy compensation computation rationally based on objective KRA evaluation.
- Facility management module for easy administration of Fringe benefits.

## Organizational Development Module

### COMPETENCY MAPPING

- Create your own tests and instruments to measure Functional & Behavioral Competencies.
- Develop Competency Gap Analysis reports for Training & Career development.

### 360-DEGREE ASSESSMENT

- Tailor make 360-Degree feedback questionnaire to stimulate the development of your workforce.
- Gives individuals the opportunity to understand competence gaps and persue their development needs.
- Supports organization's growth goals.

### TRAINING MANAGEMENT

- Provides Training need identification report based on PMS, Competency, 360 degree & Induction Management Module Feedback.
- Maintains an Employee wise Training Calendar.
- Maintains database of Training Institutes, Training Professionals & Training Programs.

The Neterwala Group  
S.V Road, Manpada, Thane-400 607.  
India.  
Tel : 022 2589 9059 / 2589 3205 / 2589 8120  
Fax : 022 2589 0976  
Www.neterwala.com



**Neterson Technologies Pvt. Ltd.**