



Client Case Study – Human Resources: Performance Management

65 Employees

Industry: Architecture / Design

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Current system was paper driven with an extensive time commitment for completion, filing, and routing of paperwork.

The goal was to narrow to simple questions and develop a paperless system and electronic filing of documentation that also remained confidential.

System reduced to 10 simple and concise questions. An online database was developed for completion of this paperwork by the employee and the supervisor.

Through access rights, confidentiality was kept by only allowing the employee to access their own paperwork and supervisors could only access themselves and their subordinates. Human Resources were able to manage and track completion online, rather than distributing and chasing down paperwork from supervisors, and lock records upon completion to create the permanent record for each employee. In addition, this system integrated with the professional development system to allow employees and supervisors to view completed continuing education.

The database effectively manages the information, electronically, in one location and has had a significant impact on efficiency by reducing the time commitment to the process and eliminating waste of misplaced paperwork which also raised the level of confidentiality.

