



Profiling

Managing resources first and foremost has to do with the communication of expectations.

In our view a Job Profile lives at the core of a Human Resources Management system. As a result our profiler system forms the foundation for all our technology. Before the right person can be appointed to position in the business, one needs to define the position itself, thereby setting expectations. Once the profile has been linked to a person, it can be used to manage the expectations in the form of an employment contract, for recruitment and selection, for performance management, for training and for compensation.

We work from the understanding that all positions change during the course of time and for that a position definition should be as flexible as the business environment in which it functions. The Talenger Position Profiler has been specifically designed to make profiling simple and intuitive.

We do away with the standard cumbersome job analysis processes and provide technology that enables the continuous evolution of jobs at the

time intervals of your choice. That way your organisation can become truly dynamic and adjust to market demands.

Our approach allows our clients to select outputs/goals as the foundation for their profiles. Each position profile comprises of a number of measurable, weighted responsibilities to which competencies and skills are linked. The position profile is also associated with a role and a level, which makes it easy for organisations that subscribe to standard job levelling practices. Competencies are defined based on levels and roles, which means that different significance, may be associated with a competency practiced at different levels in the business.

Ultimately a profile is associated with an employee or a group of employees. For this purpose a comprehensive flexible organisation structure exists where staff may be associated with business units and managers. The profile may be enhanced to also include organisational, team and personal objectives that can be measured at any time in the business cycle. The Talenger Job Profiler is available as an ASP service or a locally installed application within your network.

What we deliver

Position Profiling, in our view, is a perpetual process that ensures that your organisation communicates its expectations clearly to its employees. Only once the expectations are agreed, does it become possible to effectively manage employee output.

Our Position Profiler is built to:

Integrate with your entire HR operation

Our Position Profiling Solutions formally integrate people management programs and functions so that they work as a manageable process.

Integration into standard business processes.

Our approach to profiling re-positions people management programs and processes into the company's standard business processes, such as the corporate strategic planning process and budgeting.

Shifting responsibility to managers

Our technology allows clients to push the accountability and the responsibility for executing people management tasks down to line management levels. For that reason there are fully featured user tools for all participants in the Human Resources value chain.

Compliance with Labour Legislation

We have made sure that our products comply with International and South African Labour legislation requirements for record keeping, privacy and audit trails to limit our clients' exposure to litigation.

Sound foundation

Talenger profiling technology is designed to provide corporate clients with a sound, yet highly flexible foundation for the management and monitoring of all Human Resources endeavours.

Features

Create Score Card – Performance score cards may be created by Job Title and associated with an Employee, or created by Employee, based on the content in the Job Profiler.

Score Cards – Comprises of Company, Team/Departmental and Individual performance score card elements.

- **Deliverables** – Each scorecard consist of Company, Team and Individual deliverables linked to a Job Title
- **Competencies** – Each deliverable have standard set competencies used for employee's performance rating.
- **Skills** – Each deliverable have standard set skills used for employee's performance rating

Weight by element – Score cards may be weighted by Company, Team or Personal Deliverables.

Deliverables – An unlimited amount of deliverables (outputs) may be associated to each category on the scorecard.

Deliverable components – Deliverables are associated with experience, time allocations, behavioural profiles, competencies (by level) and skills (by proficiency)

Evaluators – Each deliverable may be assessed by internal and/or external evaluators.

Evaluation Scheduling – Performance assessments may be scheduled at the beginning of the year. Assessments may be done whenever necessary.

Performance Assessments – Scheduled organisational and individual assessments may be done by supervisors (as a minimum) or by an unlimited amount of evaluators within or outside of the organisation. During the assessment, the scorecard is broken up to reveal only the assessment elements appropriate to the evaluator.

The scorecard – The system does not require a questionnaire generator to effect an assessment as the evaluation process generates the relevant assessment elements or each assessor. This makes the assessment process extremely easy.

Electronic evaluation – evaluator assess employee with a rating scale electronically.

Assessment guidelines – Evaluation criteria are provided to evaluators during assessment to create consistent assessment practices.

Graphic view – All performance assessment results are displayed graphically and rolled up into teams, departments and the organisation at large.

Force complete – An assessment may be closed if certain of the evaluators did not respond to the assessment invitation.



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