

# HUMAN RESOURCES

LEAVE  
PLANNING  
EMPLOYEE  
DEVELOPMENT  
PAYROLL  
HR MANAGEMENT  
OCCUPATIONAL  
HEALTH & SAFETY  
RECRUITMENT  
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PAYROLL  
RECRUITMENT

## KEY BENEFITS

- Schedule reviews for an employee
- Set and measure goals
- Formalise assessment criteria
- Define training needs
- Automate staff appraisals and development
- Maintain full history for each employee

Do your employees know exactly how they fit into the big picture of your organisation. What are their goals? What are your goals? How can you manage employee development and skills gaps in your business strategically?

### Using Greentree to develop your human resources potential

Ensure individual and company goals are consistent and aligned. Employee Development automates the management process for staff reviews and maintains vital information on staff training, succession and remuneration, to assist your organisation to develop its human capital.

Now your HR administration can concentrate on strategic staff development with Greentree's Employee Development module. Employee Development is an intelligent HR tool to simplify the process of employee review by scheduling and administering appraisals automatically.

### Reduce administration effort and free up HR administration for strategic development

Greentree frees up the amount of time HR administration devotes to the employee review process, letting management focus on employee skills and development to ensure a competitive advantage in the management of human resources. Employee Development centralises staff evaluation information to improve efficiency and access for approved personnel.

### Streamline review processes for staff and management

The automated scheduling of regular reviews, such as annual or biannual appraisals, gives staff and management confidence in the review procedure and ensures all staff are well prepared. By streamlining the process your organisation can make certain that the maximum strategic benefit can be gained from the review process.

### Objectives and KPI's easily accesses for reviews

Employee Development easily allows for the attachment of relevant review information such as key performance indicators, goals and competency for an employee and review. Users can track reviews and review and development history for an employee to keep management informed of employee progress and advancement throughout their time at the organisation.

“We have achieved far more than we ever expected to. Greentree has freed up so much more of our time, I can’t say enough positive things about it.”

**Andrew Neville**, Manager of Finance and Administration, Centacare

### Manage skills gaps and employee development

Unforeseen shortfalls in staff skills can increase costs to your business. Successful management of employee reviews will alert management to any skills gaps in the organisation and allow for succession planning and employee development to overcome them before they become an issue that affects your bottom line.

### Increase staff satisfaction and improve employee retention

The Employee Development module can facilitate increased job satisfaction for staff with improved management and development of their full potential. This increased satisfaction can directly enhance employee retention rates and increase your organisations’ collective expertise.

## INTEGRATION WITH OTHER GREENTREE MODULES

Greentree’s modular system builds upon and integrates with all other modules to ensure that every drop of business intelligence is extracted from every transaction right across the business – nothing goes to waste. This translates into aggregated business value and you need only purchase the modules that best fit your business.

Employee Development integrates with core Human Resource and Payroll modules to optimise HR resources and employee data in a ‘live’ environment.

## KEY FEATURES

### Reviews and Appraisals

The Reviews and Appraisals process allows users to record the outcomes for each review for an employee and set goals and objectives for the ensuing period. The reviews can be scheduled weekly, monthly, annually or on an ad hoc basis as required.

### Employee Centric

For each employee a complete 360 degree view is available, showing not only current reviews in progress but a full history of all completed reviews.

### Automated Scheduling

Routine schedules can be established for both individual employees and system wide, to ensure that nobody is overlooked during a review cycle. This include fully automated employee start-up procedures for requirements such as induction reviews and probation appraisals.

### Goal setting

In addition to setting goals at each review for the next time frame, each individual can set master goals to be achieved over a longer period. Of course each review session allows measuring the goals against actual performance.

### Configurable Assessment Criteria

Each organisation is different, that’s why Greentree allows you to configure your own assessment criteria which can be applied to each employee, either directly or tied to the position that they hold within your organisation.

### Security

As with all Greentree modules, Greentree’s Employee Development permits only assigned users and teams access to specific functions and information, ensuring appropriate security is maintained at all times.

# WHY GREENTREE?



## **MANY SOFTWARE PACKAGES COME WITH ADD-ONS, COMPROMISES AND HALF-HEARTED SOLUTIONS.**

Greentree believes you need the reassurance of business software that is both comprehensive and integrated, breaking down barriers and powering you to get on with business.

Responsive and flexible, Greentree provides you with a wide variety of modules and sub-modules rarely found in other packages. You switch on the pieces you need, effectively matching the system to fit your business. As your business evolves, Greentree grows with you.

Exploit its accuracy in business metrics; challenge its capability to deliver insightful information. Greentree eradicates long, complicated tasks and effortlessly manages change, to help grow business potential.

Whatever the need, Greentree gives you choices that are cost-effective and proven. Thousands of companies, large and small, have at their fingertips Greentree's simple, smart thinking that empowers better decisions, better prospects.

And, with a partnership network that spans many countries, Greentree is totally accessible. Your unique needs will drive the way Greentree and its partners respond to you. If the only thing missing from this equation is your business, then get in touch – after all, three heads are better than one.

## **GET READY TO BE PRIMED FOR BUSINESS.**