

MICROSOFT BUSINESS SOLUTIONS-AXAPTA

HUMAN RESOURCE MANAGEMENT III

Microsoft® Business Solutions–Axapta® Human Resource Management III provides the strategic tools you need to develop the human resources your business goals depend on.

Key Benefits:

- Initiate and follow up on development plans
- Identify skill gaps to determine required employee development
- Provide a uniform framework for people managers to reach employee development goals

Developing attractive career plans for each employee is one thing. Keeping track of all the resulting documentation is another.

With Microsoft Business Solutions–Axapta Human Resource Management III, your employees can define challenging and compelling career goals that reflect your business strategy. Subsequently, the employees, their managers, and the human resource department can view these agreements and evaluate progress in a continuous dialogue.

Microsoft Axapta Human Resource Management is an agile human resource management system that will allow you to quickly adapt your organization to meet new challenges. There are three modules so you can start with the core functionality and implement more modules as your business grows. The three modules are:

Microsoft Axapta Human Resource Management I:

Core administration for employees and human resource professionals.

Microsoft Axapta Human Resource Management II:
Recruitment and absence management.

Microsoft Axapta Human Resource Management III:
Strategic human resource tools.

Extended human resource management functionality

Building on functionality in Microsoft Axapta Human Resource Management I and II, this module provides additional features to support career development of individual employees in line with your business needs.

Plan and keep track of career paths

Microsoft Axapta Human Resource Management III helps you plan thoroughly for employee career development. Foundations for agreements and decisions between managers and employees can be

recorded and easily accessed. You can create professional development plans containing the employee's goals and the corresponding skills requirements.

Make the most of your talent

Managing employee competence means identifying their current competencies as well as the competencies your organization needs. Professional skills and aptitudes, as well as personal skills, can all be tracked and compared.

You can create a competence framework, as well as a dynamic development process involving personal interviews, training curriculums, and events to support each employee in their development. In conjunction with the Questionnaire module you can also do 360-degree feedback analysis. These processes are collaborative and they enable follow-up from employees and managers to improve dialog within your organization.

Skill matching and skill-gap analysis

One of the major benefits of a competence management system is that people can be matched with specific jobs or roles as they arise. Skill matching is invaluable, for example, when a project leader asks for assistance in building a team for a new assignment.

For individuals, and for the company as a whole, skill-gap analyses are extremely useful for business planning. It gives employees an opportunity to identify gaps between the requirements of a new role and their existing skills.

Similarly, it is very important for the company to have an overview of the skills needed to bridge the gap between what the company wants to deliver and what it is able to deliver. The system can support management by creating graphical overviews for competency profiles.

Development plans

Managing employee development is a broad activity ranging from annual interviews through skill and leadership training, to evaluating actual development. The development planning capabilities in Microsoft Axapta Human Resource Management III help managers and their staff develop goals that are aligned with your company's strategy.

The system provides a framework for supporting one-on-one personal development meetings between managers and their employees. The framework supports issues such as salary, personal development, career development, resignations, and, in conjunction with Microsoft Axapta Questionnaire, 360-degree feedback. With Microsoft Axapta Human Resource Management III, you can easily record the outcome of these meetings. By using the Microsoft Axapta Questionnaire module together with the Microsoft Axapta Human Resource Management modules, performance reviews can be structured to make it easier and quicker to review the history of previous meetings with the employees.

Streamline course administration

Microsoft Axapta Human Resource III can help you administer training courses by specifying target groups, course identification, location, instructor and participants, and the issue of course certificates. The system provides an overview of the courses an employee has completed to help you review his or her skills and competence areas.

Course overview

In Microsoft Axapta Human Resource Management III, you can also create course overviews, containing information such as subjects, instructors, participants, locations, and so on. This feature will help you keep track of the courses you offer your employees to determine whether they are the most relevant courses in the context of your ever changing business needs.

Microsoft Business Solutions–Axapta

Microsoft Axapta Human Resource Management is part of Microsoft Business Solutions–Axapta, a customizable, scalable and global financial management, supply chain management, customer relationship management, and analytics solution that supports connectivity with your business community and provides you with a fast and powerful way to gain competitive advantage.

For more information about Microsoft Axapta

To learn more about Microsoft Axapta, contact your local Microsoft Business Solutions office, a Microsoft Certified Business Solutions reselling partner, and/or visit www.microsoft.com/BusinessSolutions.



About Microsoft Business Solutions

Microsoft Business Solutions offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market segment and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimize strategic business processes across financial management, supply chain management, customer relationship management and analytics. The applications are designed to provide insight to help customers achieve business success. More information can be found at

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Key Features	Description
EASY TO USE	<ul style="list-style-type: none"> ▪ Intuitive layout and structure ▪ User-adjustable menus, forms and reports ▪ User-adjustable layout of main tables and journals ▪ Windows commands incl. 'copy and paste' from and to Microsoft Axapta ▪ Direct access to main tables from journals ▪ Advanced sorting and filter options ▪ Built-in user help including an integrated manual ▪ Option to mail and fax directly from Microsoft Axapta ▪ Application can be run in different languages
EMPLOYEE DEVELOPMENT	<ul style="list-style-type: none"> ▪ Personal development plan with activities and deadlines ▪ Periodic interview management ▪ Microsoft Outlook® integration allows you to copy interviews to your Microsoft Outlook calendar
COMPETENCE MANAGEMENT	<ul style="list-style-type: none"> ▪ Setup and definition of competencies and competency groups ▪ Managing and measuring actual skills compared to skill targets ▪ Registration of skill levels and experience ▪ Graphic tools for skill-gap analysis ▪ Skill-gap analysis based on job profiles and skill assessment ▪ Feedback analysis via online questionnaire and reporting, using Microsoft Axapta Questionnaire ▪ Skill search supporting filtering and weighting of skills
COURSE ADMINISTRATION	<ul style="list-style-type: none"> ▪ Registration of course details, instructor, participants, location ▪ Managing events supporting setup of agenda, tracks and sessions ▪ Linking between course completion and skill assessment ▪ Participant list including participants' training history ▪ Reports for waiting list, confirmation and certificates ▪ Integration with Microsoft Business Solutions–Axapta Enterprise Portal

System Requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:	<ul style="list-style-type: none"> ▪ Microsoft Business Solutions–Axapta 3.0 ▪ Microsoft Business Solutions–Axapta Human Resource I ▪ Microsoft Business Solutions–Axapta Human Resource II ▪ Microsoft Business Solutions–Axapta Human Resource III ▪ Microsoft Business Solutions–Questionnaire
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