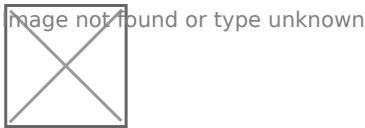# The Focus of the Signify HR Modules

The Life Cycle of an Employee

In this section a short description is given of each module that forms part of the employee life cycle as implemented by the Signify HR system.

As an introduction to this life cycle, view the diagram below that displays these modules.

Job Profiling

Define and describe the characteristics of the jobs - and their subsequent positions - that an organisation is going to have. (*Refer to the Job Profiler training manual for more information*)

Organisation Structure

Define the hierarchical levels of an organisation and build the organisation structure. Link the appropriate positions from the job profiler module to the organisation. (*Refer to the Organisation Structure training manual for more information*)

Recruitment & Selection

Advertise positions in an organisation and manage the applications. *(Refer to the Recruitment & Selection training manual for more information)*

Employee Administration

- Appoint employee in a position
- Capture and maintain employee details

- Capture previous work experience
- Employee relations
- Movement
- Report to structures
- Employment equity and reporting
- Service termination
- Compliance management (FAIS, EE, SD, OHS)
- Managing Users
- Employee and Manager Self-service

Performance Management

Performance contract; Performance evaluations; Personal Development Plan (*Refer to the Performance Management training manual for more information*)

Talent Management

Management of the talents and potential for employees. (*Refer to the Talent Management training manual for more information*)

Employee Development

Capture and maintain learner records and history

Learning Management

- Event Management
- Create learning pathways
- Manage learning guides

(Refer to the respective training manuals for more information)

Employee Evaluations & Satisfaction Surveys

Enable employees to do a 360° evaluation.

Leave Management

Configure a company's leave rules and administrate employee leave transactions.