

Key Features

The HR module is designed to manage staff including the recruitment process, shifts and activity within the various work locations.

- Create various work locations and allocate job roles, shifts and staff members against these.
- Set up and manage the required recruitment and training processes such as application form sent, CRB sent, interview offered, induction training.
- Add and tag staff members as contacts on the database and assign their staffing status.
- Log the skill sets offered by the staff and match to role skills required.
- Allocate locations, roles, shifts and availability to staff members. View these in the location calendar or staff members contact file.
- Allocate work placements, availability, holiday bookings and attendance against roles and locations.
- User defined security access ensures only those with appropriate conditions can view staff contact files.
- Allocate communications and link documents and files to the locations and / or contact files.
- View calendars on the location or the contact record. View confirmed hours booked, required hours, holiday hours.

For more information, contact Kirsty Morgan on 01672 541541 or email kirsty@harlequinsoftware.co.uk