

HRM Made Easy

With

Synergy



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GLM Systems
For a better fit

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Features

- ✓ Relieves the Burden of Routine HRM Administration Functions
- ✓ Supports Every Step in an Employee Lifecycle
- ✓ Provides Security with HRM Data on Resources

HRM Department Challenges

- ✓ High Level of Administrative Data Entry
- ✓ HRM Data Inconsistencies
- ✓ Lack of Standardized Processes
- ✓ Compliance
- ✓ Reporting Requirements Inside / Outside
- ✓ Distributing Forms and Documents
- ✓ Collection of Forms from Staff

Hire to Exit



Hire

- ✓ Job Requirements & Definitions
- ✓ Posting Vacancies
- ✓ Matching Applicants
- ✓ Competencies
- ✓ Managing Resumes
- ✓ Applicant Tracking
- ✓ Track Offers
- ✓ Hiring Process
- ✓ Archive Hiring Documents

Assess

- ✓ Resource Card Updating
- ✓ Manage Resources Roles and Rights in Synergy
- ✓ Create and Review Policies for HRM Department
- ✓ Organizational Structure
- ✓ Orientations and Processes for New Employees
- ✓ Processes for Updating Information to Employees
- ✓ Planning & Scheduling
- ✓ Employment Contracts
- ✓ Manage Day to Day HRM Functions (Time Off)

Train & Develop

- ✓ Create Competence Profiles to Identify Development Requirements
- ✓ Track Training and Certifications (Including Due Dates)
- ✓ Built In Testing Capability for Training / Surveys
- ✓ Performance Reviews
- ✓ Monitor Employee Tasks

Succession Planning

- ✓ Identification of Employees Skills and Certifications
- ✓ Planning of Training for Employees
- ✓ Performance Reviews
- ✓ Review of Employees Workflow Activities

Exit

- ✓ Exit Checklists
- ✓ Return of Company Assets
- ✓ Exit Documentation

Compliance Reporting

- ✓ Headcount
- ✓ Anniversaries
- ✓ Absences
- ✓ Training
- ✓ Inflow / Outflow
- ✓ EEO Compliance

Contact Us

Contact us to schedule a demo or
receive additional information on
our tools

Dave Kloepfer
Sales Manager

SynergyExpert.com

dkloepfer@synergyexpert.com

847-956-6500 (Office)

847-867-4401 (Cell)

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