

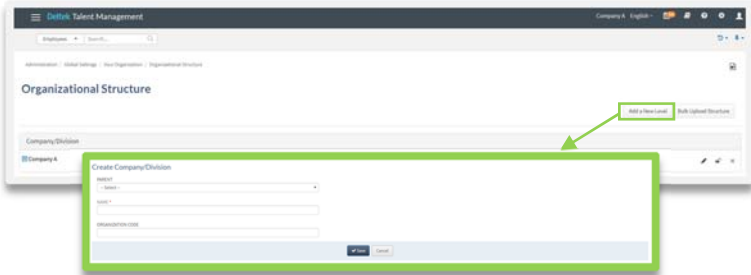
Talent Management Development Series for Administrators: Configurations



Organizational Structure

Administration icon > Global Settings > Your Organization > Organizational Structure

This chart illustrates the organization's divisions, departments, and any other business units that make up its infrastructure.



You can add into your Organizational Structure in 2 ways:

Add Manually - A form to enter one level at a time.

Bulk Upload - A .csv file to input information and upload all at once to populate a chart.

Locations and Location Groups

Locations are a means of cataloguing physical sites or regions designated as a work place.

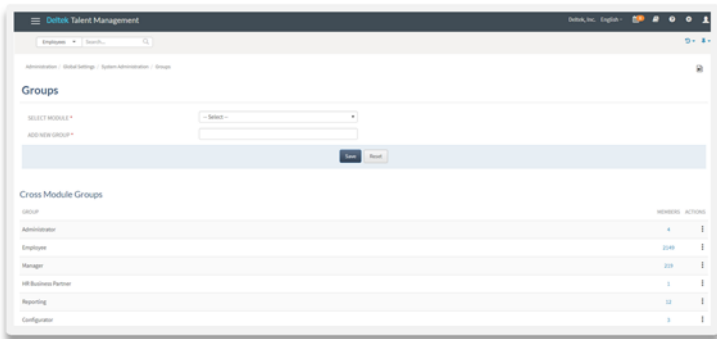
A **physical** location has an address with a street name, a city, etc.

A **remote (virtual)** location provides a means for an organization to account for those employees who do not have a physical location close to their residence.

Location Groups are created from separate locations in the organization that can be grouped together to be quickly associated when creating requisition and appraisal workflows.

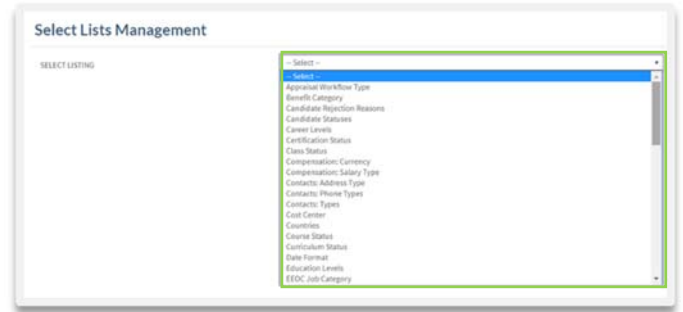
User Groups

The system already has several default Groups created. These can be edited and additional custom groups can be added as needed.



Drop-Down and Multi-Select List Management

Many of the drop-down and multiple-select lists displayed in the system can be configured with the values that meet your business processes.



- A Candidate Statuses**
Used to indicate the status of an applicant or candidate in process. Item must be mapped with a "logical value" so the system knows how to expedite them. Example: "First Interview" or "Hired"
- B Requisition Statuses**
Used to indicate the status of a requisition in a recruiting workflow. Item must be mapped with a "logical value" so the system knows how to expedite them. Example: "Open" or "Filled"

Job Profiles

Job Profiles are used to describe the role of an employee with that job title within your organization and are compiled in a library. Requisitions are created from a Job Profile.

A **Position** is an instance of a job. In the system, each employee will have a Position within the company. When a new hire is made, the recruiting user will either select a Position for him/her or the system will automatically generate a Position for that person.

The **Manage Positions** listing displays all employees currently in a Position, indicates any open positions, and allows you to create new Positions for a Job Profile.

Skills and Competencies

Skills are those proficiencies that are learned or developed through training or experience.

A **Competency** is a behavior trait or knowledge that a person possesses that they can use to make him or her effective and essential to a specific job or organization.

Configure 9 Box

