

how will **youmanage?**

The Youmanage service is a powerful business tool, helping you improve the quality and effectiveness of your HR management processes.

youmanage effectively

Youmanage is a complete online toolkit, designed to support people managers and HR professionals through all the key aspects of a typical employee lifecycle. This user-friendly toolkit provides all the information, processes and guidance required to manage employees effectively - from recruitment and interviewing to performance management

- in one easy-to-access location. The system incorporates a comprehensive suite of modules to support your people management processes and can be personalised to include your organisation's own branding, documents, policies and procedures. Youmanage will help ensure managers act in accordance with current employment legislation and

that your organisation meets its HR-related compliance obligations. Getting started is quick and straightforward, plus you'll receive support and guidance at every stage as Youmanage provide a full range of implementation, consulting and training services.

Features The Youmanage toolkit comes packed with useful features created to improve the performance of people managers and HR professionals.

It's easy-to-follow and provides step-by-step procedures for the most common management tasks, whether it's preparing for interviews or handling a disciplinary situation. Useful information, such as training materials, forms or

guidance notes, is delivered at the specific point in a process the user requires it.

Standard documents can be easily produced in line with best practise and company policy, for example offer or disciplinary letters. These are stored and provide an audit trail should any subsequent issues arise.

Comprehensive employee records can be held within the

system. In addition to typical information, such as contact or salary details, Youmanage will automatically capture details on individual performance, as a natural by-product of managers carrying out their day-to-day activities, enabling you to build a much richer picture of your most valuable assets.

Reporting tools are incorporated to allow senior managers or HR personnel to monitor activity to

ensure company policies or industry specific regulations are being complied with, particularly in the areas of recruitment, induction, employee development and appraisals, where line managers play a pivotal role.

The system will also track activity and send out email reminders to alert the line manager if an action is required.

Benefits Youmanage can improve the performance of your organisation in a wide variety of ways.

Increasing the day-to-day effectiveness of managers and having a structured framework to support areas such as recruitment, absence and performance management, will help to create a more focused, motivated and competent workforce.

Having all the tools and information in one place enables line managers to be more self-sufficient. This in turn reduces the support required from your HR department, lowering admin costs and freeing them up to concentrate on broader strategic activities.

Not only will Youmanage have a positive effect on managers and HR departments, it will benefit your employees too. More

competent and motivated staff will deliver increased productivity and better employee retention will result in lower recruitment costs.

Youmanage can also help to reduce the risk of an employment tribunal, or failures to comply with industry-specific regulations, which could result in excess cost, wasted time and negative publicity for your organisation.

Our aim is to provide a complete solution to your people management challenges.





Each module addresses a different aspect of people management, giving you the option to select those that work best for you.

youmanage productively



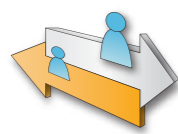
The Youmanage toolkit is made up of a suite of process-based modules that support people managers and HR professionals through the full employee lifecycle. Each module includes a combination of workflow tools, report functions, standard documents and best practice guidelines. All modules are underpinned by a single employee database.

As the toolkit is modular it can be implemented as a whole system or tailored to suit the needs of your business. Furthermore the system can be personalised to include your organisation's branding, documents, policies and procedures.



Managing recruitment and interviewing

Module overview: Manage processes from Job Spec through to Offer; includes comprehensive candidate database, criteria-based interview templates, guidance for managers on equality and diversity, support for multiple interview formats and auditable records of interviews.



Managing starters & leavers

Module overview: Effective tracking of starter and leaver processes; includes client-editable offer letter templates, new employee checklists, easy access to induction information, automated alerting of the end of probationary periods, leaver information forms and staff turnover reporting.



Managing performance

Module overview: Powerful functionality to set up, track and review objectives, development plans, career goals and competencies; includes support for ad-hoc 1-2-1 or scheduled review rounds, customised review form templates, pre-populated forms for each employee, comprehensive manager support packs, tracking of appraisal completion and results.



Managing job profiles & competencies

Module overview: Easy to manage job profiles includes; job descriptions, person specifications, generic objectives and competency profiles. Set up and manage competency frameworks and link to interview templates, performance reviews and personal development plans. Deliver information to managers in an accessible, usable format.



Managing discipline & grievance

Module overview: Step-by-step processes for managing discipline and grievance issues; includes standard letters based on client-editable templates, meeting guides for managers with situation-specific advice, an audit trail of all meetings and documents, automated alerting of key milestones, tracking of investigations and suspensions.



Managing absence & holidays

Module overview: Easy recording and tracking of absences and holidays; includes prompts to ensure processes and policies are followed, automated alerts to managers based on client-defined absence triggers, graphical absence timeplanner, improved visibility of absence levels for senior managers and HR.



Managing employee information

Module overview: One easily-accessible system for storing comprehensive employee data including employment history, contract details, salary and benefits, company assets, equality and diversity details - provides managers and HR users with a complete view of their employees.

Core system

Other core system elements include a Managing Documents module, comprehensive management reporting tools, organisation charts and administrative tools.

For full details on all of our modules, please visit www.youmanage.co.uk

Youmanage is more than just an online system. We offer a complete solution that includes implementation, consulting and training services to support your managers.

youmanage professionally

Easy, secure and reliable

The Youmanage toolkit is delivered online and is straightforward to implement as all software, data and content is hosted on the Youmanage servers, which means no IT support costs are incurred in setting up and maintaining the service. You'll have peace of mind that the system is designed to ensure minimal risk, high availability and that your information and data is

always secure. All clients are automatically upgraded to the latest version of the software at no additional cost or inconvenience. Additional users and extra modules can be easily added to support new locations or remote working patterns. Our software is based on industry-standard technologies so integration with other systems is relatively straightforward.

Supporting services Our aim is to provide a complete solution to your people management challenges. That's why we offer a full range of Implementation, Consulting and Training services, to ensure all aspects of your business requirements are addressed. We have experienced CIPD-qualified HR Consultants as part of our team. They will help to provide strategic and workable solutions to your people management challenges. The Youmanage team will be on hand to offer full

support through each step of the implementation process and will ensure that full consideration is given to your organisation and its needs. Full management training programmes have been created to complement the functions and processes of the toolkit. These are available to all managers and have been developed so that users are equipped and competent to maximise their own effectiveness.

About Youmanage The concept for Youmanage was based on the belief that if organisations are to meet their HR-related compliance obligations and also improve the focus, competence and productivity of their employees, then better support needs to be provided to people managers. The Youmanage service has been developed by a team of HR and management professionals who are passionate about changing the face of people management. Youmanage is the first solution to bring together all of the tools, information and guidance that line managers and HR professionals need into a single, easy-to-use toolkit. The service was launched in 2006 and is now being used by organisations in a range of business sectors, from Care Homes and Security to Marketing Services.

For more information call
01786 458037
or go to www.youmanage.co.uk



Youmanage HR Ltd
Scion House
Stirling University Innovation Park
Stirling
FK9 4NF
01786 458037

www.youmanage.co.uk

