

CABIS Performance

Define mission, set goals, determine key performance indicators, set targets, and manage achievement.



Overview

Effective business planning and performance management provides the foundation for business success. This requirement is reflected in standards such as: 'Business Excellence Model'; 'Investors In People'; and QS 9001:2000 Quality Standard.

HR professionals require comprehensive recording and reporting systems to support efficient people management. In addition, they need to successfully develop and recruit people in line with the needs of the business and the individual.

CABIS Performance contains a set of integrated modular software tools, namely Performance, Personnel and Skill, which support these processes.

Performance

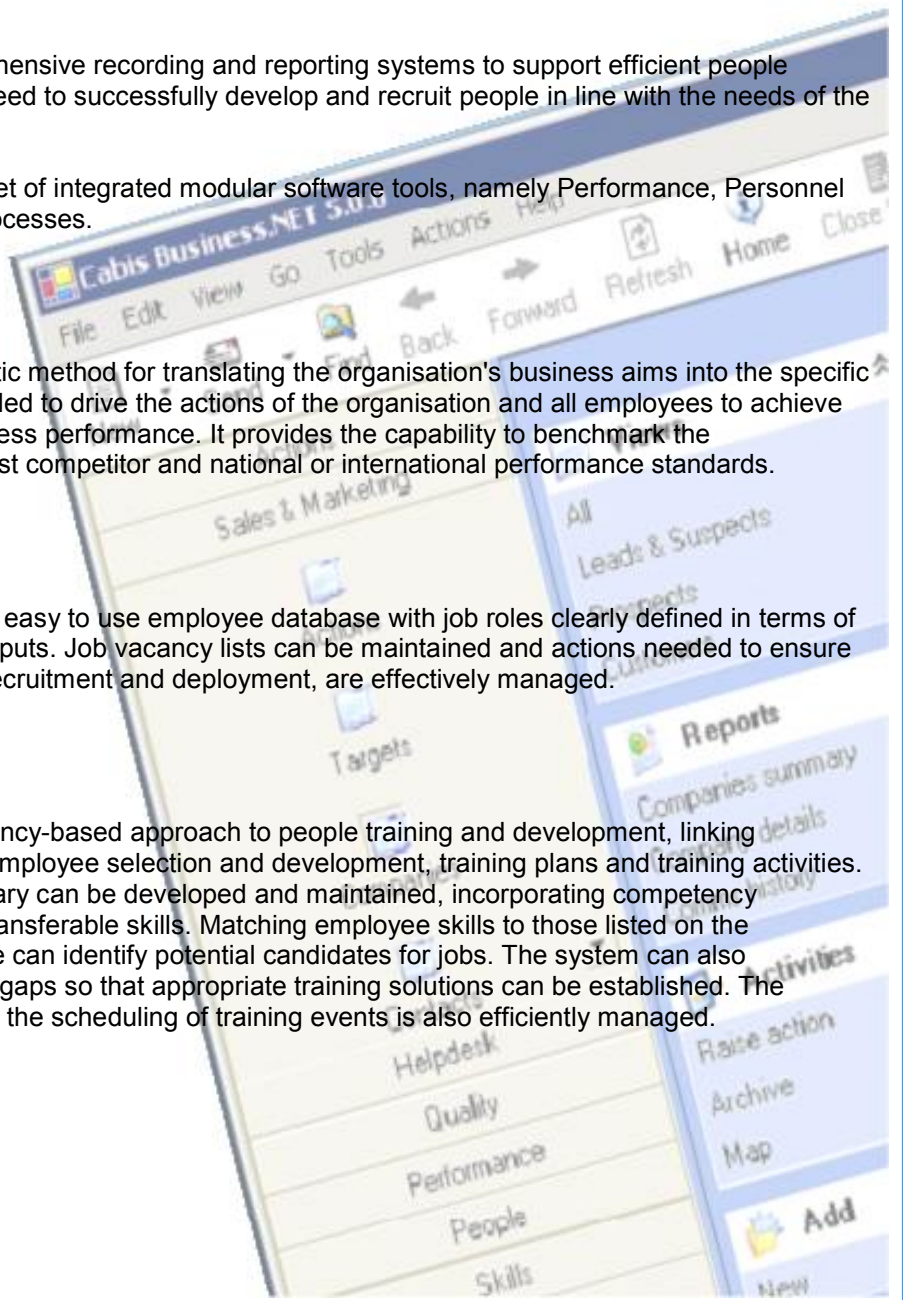
Performance provides a systematic method for translating the organisation's business aims into the specific goals, indicators and targets needed to drive the actions of the organisation and all employees to achieve continuous improvement of business performance. It provides the capability to benchmark the organisation's performance against competitor and national or international performance standards.

Personnel

Personnel provides a flexible and easy to use employee database with job roles clearly defined in terms of key activities and measurable outputs. Job vacancy lists can be maintained and actions needed to ensure successful employee selection, recruitment and deployment, are effectively managed.

Skill

Skill provides a practical competency-based approach to people training and development, linking competencies to job definitions, employee selection and development, training plans and training activities. A user-definable competency library can be developed and maintained, incorporating competency definitions for occupational and transferable skills. Matching employee skills to those listed on the associated job competency profile can identify potential candidates for jobs. The system can also accurately identify employee skill gaps so that appropriate training solutions can be established. The approval of training requests, and the scheduling of training events is also efficiently managed.



Features

Users can:

- define and communicate the organisation's vision and values;
- define and communicate the organisation's goals, indicators and targets;
- develop business improvement plans and manage associated actions;
- manage employee performance reviews and associated actions.
- create and maintain records of employee details, salary, grade etc...;
- produce and maintain job definitions and competency requirements;
- record vacancy details and track associated actions;
- conduct skill searches;
- identify skill gaps and future training needs;
- identify employee skill gaps and training needs
- manage assessment of training activities and maintain training plans;
- set up customised fields.

Benefits

- The organisation's vision and values can be clearly defined and communicated throughout the organisation
- The organisation's goals and targets can be identified, clearly defined and linked to both team and individual objectives to ensure clear ownership and consistency of purpose
- Plans can be easily communicated throughout the organisation and the status of targets and actions tracked and reported
- The clear defining of job roles in terms of key activities helps to eliminate performance gaps caused by a lack of understanding of the job role
- Objectivity is brought to career and succession planning
- The essential evaluation of training outcomes is recorded, enabling the impact of training on employee skills and job performance to be effectively assessed
- All the CABIS products are supported by the CABIS Business framework and database. Companies can obtain and install additional CABIS products to support other key areas of their business in order to develop a comprehensive software system

Intranet Packs

In some cases users may only need a subset of the functionality provided by a CABIS Business product and it would be an overhead in terms of IT management and usability to install the full product. In other situations the users may be mobile or on temporary sites where it is not feasible to maintain a client installation.

CABIS Intranet Packs provide a number of benefits in these circumstances. Designed to run in a web browser or in Microsoft Outlook, Intranet Packs are a quick and easy way to give users access to the most commonly used features of the products.