

HR and Employee Management with BizPortals 365



Easy Information Distribution

Easy publishing features to distribute corporate news, department stories, and announcements without requiring coding or IT skills.



On-line Forms

A library of pre-built electronic forms which automate workflows and simplify the routing, review and approval process; and save time.



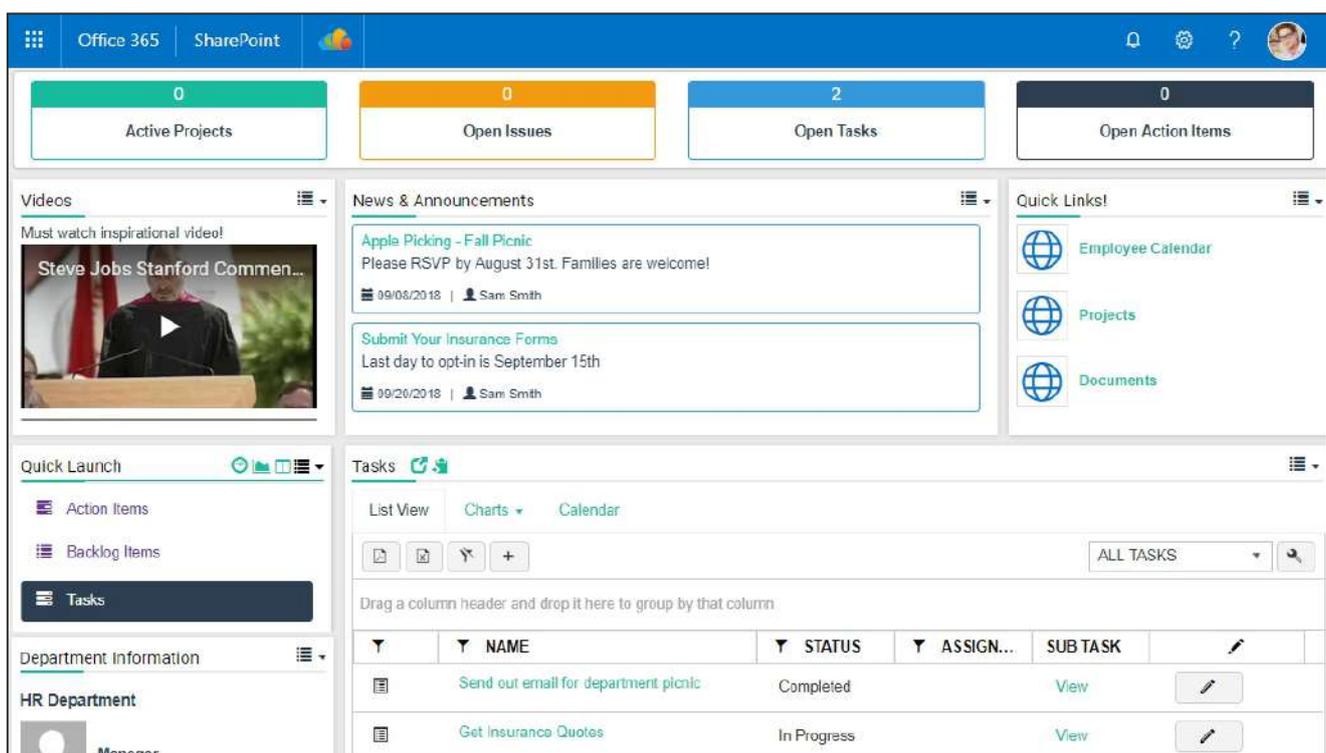
Employee Directory

A clean layout of employees with complete profiles – makes finding them easy. Communicate through email, phone, or instant messaging.

HR Department Site

A dedicated site for HR personnel where they can organize, manage, and accomplish work.

- ✓ Create Quick Links to websites and external tools used by the department
- ✓ Add department related content like videos and announcements
- ✓ Create and manage projects, tasks and activities of its members
- ✓ Create document libraries to store, share and manage all HR related documents



NAME	STATUS	ASSIGN...	SUB TASK
Send out email for department picnic	Completed		View
Get Insurance Quotes	In Progress		View

Employee Center

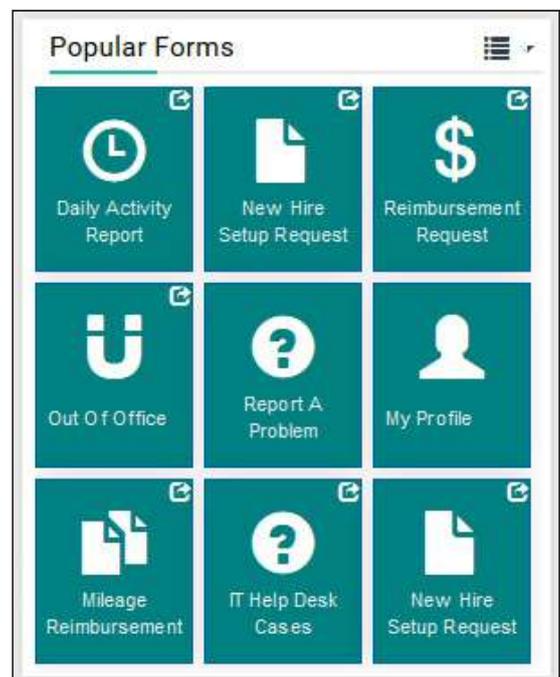
A go-to place for your employees to get important, relevant, and updated information.

- ✓ Keep employees informed through news and announcements
- ✓ Post policies, procedures, and guidelines
- ✓ Easily create content such as benefits, payroll information, and calendars
- ✓ Provide links to important sites, information, and contact lists
- ✓ Share corporate videos and photographs
- ✓ Setup a training center with videos, documents, and quizzes

Forms Processing

BizPortals 365 comes ready with a variety of electronic forms that employees can start using immediately.

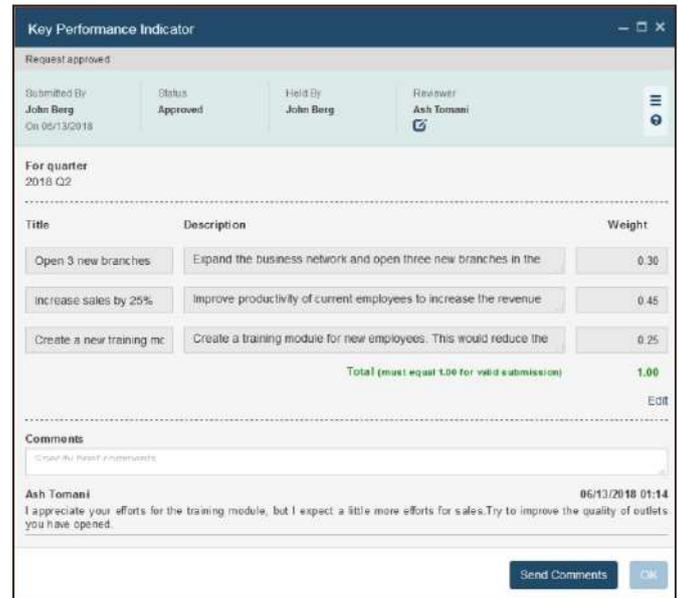
- ✓ Popular forms displayed in an attractive layout on the Home page
- ✓ Variety of pre-built, commonly used forms to choose from
- ✓ Customize forms based on your needs
- ✓ Get notified when forms are submitted, approved, or rejected
- ✓ Report IT issues and provide feedback
- ✓ Reduce clutter by replacing paper forms with electronic forms



Employee Performance Review

A quick and efficient process to compile and complete quarterly, half-yearly, or annual appraisals.

- ✓ Easy-to-use system
- ✓ Define goals and complete the review and assessment cycles
- ✓ Give constructive and timely performance feedback
- ✓ A two-way process where employees get to self-assess their performance
- ✓ Increase employee accountability
- ✓ Get reminders when approvals or assessments are due



More HR Features on BizPortals 365



FAQs

Populate and maintain questions commonly asked by employees. Categorize questions in custom groups to make it easy and quick to find answers



Quick Links

Provide links to important websites, applications and information for quick access by the employees



Contact List

Maintain a list of internal (HR, Admin, IT) as well as external (insurance company, travel agency, car rental service) contacts for quick reference

Learn more about how BizPortals 365 can streamline your HR and employee management by visiting intranet.bizportals365.com