

ERP HEADtoHEAD™ Demonstration Script, Ireland, 2019

1.1 Introduction to the ERP Products and Vendor

Provide a brief introduction to the ERP product and the vendor, covering:

- The ERP software author
- The software partner/reseller (if relevant)
- The names and versions of the software products being demonstrated today (including 3rd party software if relevant)

1.2 General Navigation

Provide a brief overview of the system interface and how to navigate around the system. During your demonstration please specifically show:

- Search capabilities
- Integration with desktop tools such as Outlook and Excel.

1.3 Self-Service

A key aspect of any modern HR system is the usability of employee and manager self-service tools. Please provide an overview of the functionality provided as standard by your system, showing:

- How an employee can log-in and perform tasks such as:
 - view/amend their personal details
 - view their current holiday balance and book time-off
 - access their payslips and view their benefits package
 - request and book training
- How a manager can have an overview of all their direct reports, including:
 - approving holiday or logging absence
 - managing annual appraisals

1.4 Performance Appraisals

Provide a brief overview of the functionality available to assist with managing employee Performance Appraisals, covering such areas as:

- How the annual appraisal process is triggered, and how the form is created, pulling through details of the previous year's plan and any relevant business information
- Dashboards available to the HR department that can monitor overall progress through the appraisal process
- How the employee can set both their personal goals, objectives and associated action plan, and personal development plan
- How their manager can review and update this and how both the manager and employee can sign this off
- How actual performance is recorded against current objectives, how a rating is assigned and how a manager can review this for both the whole team and an individual employee

1.5 Unique Selling Points

Provide an overview of some of the unique selling points for your system which are of relevance to HR processes.

1.6 Overflow time/Questions

Total Session = 60 minutes



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