



build
smart

your total hr solution...

***Buildsmart HR
Advanced***

***Job Description Module
Product Overview***

www.psiberworks.com/buildsmart

Index

1.	The Challenge	3
2.	How Buildsmart HR Advanced is able to deliver Value.....	3
3.	What is the Buildsmart HR Advanced Job Description Module?.....	3
4.	Implementation Considerations	4
5.	Integration Considerations.....	4
6.	Key Functions of the Job Description Module.....	4
7.	Screen Examples of the Job Description Module	6
8.	Job Description Reports	8
9.	Benefits of the Job Description Module	8
10.	Sample Forms.....	10
11.	Sample Reports.....	17

1. The Challenge

Companies today are continually facing the challenge of finding the right people to meet the demands of doing business. To find the right people companies need to recruit effectively and to do this will need a Job Profile to match the potential candidates against. The Job Profile will define the role or function that the incumbent will be performing for the Company, thus **Job Description**. The Job Description is a means to align the activities or tasks an individual is required to do on a daily basis, together with all the required skills, training and personal attributes. Only then is a company able to measure a candidate fairly and accurately as the Job Description drives performance management as defined by key performance areas, tasks, weightings, etc. This will then have a direct impact on how a company evaluates the Job, its grade, and hence determine the Job's worth to the company in monetary value.

The Buildsmart HR Advanced **Job description Module** is tailored to address most of these challenges but more importantly, it provides the user with specific standards and processes that will enable the company to better manage its Job Descriptions. The Buildsmart **Human Resource Management Solution** is built to deliver productivity-building tools, to remove pressure and reduce the potential for error.

2. How Buildsmart HR Advanced is able to deliver Value

The Buildsmart HR Solution has been built on the philosophy of delivering maximum performance for your Human Resource function. This has been achieved by:

- Addressing the processes and challenges found in the Human Resource functions;
- Assist in enabling companies to adopt best practices;
- Earn a rapid return on investment by using the Buildsmart HR Advanced Solution;
- Integrating administrative and operational needs enabling companies to handle them efficiently and cost-effectively;
- Delivering a “Modular” solution giving the company the flexibility to select the building blocks to match business needs as it grows;
- The ability to implement the software rapidly;
- Delivering rich functionality simply; and
- Ultimately offering a highly productive tool for the business, HR department and its users.

3. What is the Buildsmart HR Advanced Job Description Module?

The Buildsmart HR Advanced **Job Description Module** addresses the needs and requirements of designing and managing Job Profiles, enabling the administrative, transactional and strategic functions associated with this activity. These Job Descriptions can then be applied to a Position by means of a Job Title allowing the company to keep control and ensure consistency within the organisation. Companies are able to recognise trends, improve visibility and generate meaningful decision making reports from the Job Description Module.

The **Job Description Module** enables the following functions to be managed:

- **Basic Information** about the Job;
- **Personal Criteria** that is required by an individual to fulfil the Job;
- **Qualifications** that are required for the Job to be ‘done’ successfully;
- **Financial / remuneration** for the Job;
- **Development Plans / Requirements** for each Job;
- **Experience and Skills** required to ensure the successful completion of activities a person will carry out on a daily basis for the Job;
- **Equipment** required to complete the Job on a daily basis; and
- Defining **Performance Criteria** for the Job so that the employee can be measured against it.

The system also includes a “**Task Knowledge Base**” function. This allows for the build up of a ‘master’ database of **Performance Criteria, KPA’s, Tasks, etc** that can be used for specific or all Job Descriptions. This means that one can access previously defined criteria from one Job Description and re-use it on another Job Description. This alleviates duplication of effort and enables companies to maintain standards and naming conventions across Job Descriptions.

4. Implementation Considerations

The **Job Description Module** can be implemented as a standalone or integrated module within the Buildsmart HR Advanced system. Within Buildsmart HR Advanced, the Job Description Module and the Position Management Module form the foundation of the Buildsmart HR Advanced suite.

The Module however fully integrates with the Buildsmart HR Advanced database. This means that relevant data already in Buildsmart HR Advanced is automatically available for use in the **Job Description Module**. In addition, all the security controls in this module are established and managed through the Buildsmart HR Advanced **System Administrator** function ensuring controlled access to information by all users.

The Job Description and Position Management Modules are ‘**core**’, and **as such are mandatory** to any other Buildsmart HR Advanced Modules available from time to time.

5. Integration Considerations

The **Job Description Module** offers integration with certain functions available in the Position Management Module in the following ways:

Position Management Module:

- In this module users define the Job Profile and associated Job Title. These same Job Titles defined are then able to be linked to a Position in the Position Management Module.

Training Management Module:

- In this module users define a development plan, highlighting training courses that are required to be completed. In this way one is able to quickly view development needs and expected skills and experience required for identified Jobs.

6. Key Functions of the Job Description Module

By using the **Key Processes** in the Buildsmart HR Advanced **Job Description Module** companies are empowered to deliver key services and functions regarding the day to day management of Job Descriptions. Some of the capabilities are:

General Job Description Module Functions:

- Covers all aspects for defining a Job Description from very basic to advanced information;
- Security is available to prevent unauthorised access and changes to Job Descriptions;
- Users can define system defaults and parameters;
- All screens are easy to read and understand;
- User and Help guides are available online;
- Importing and exporting of Job Description data (i.e. Grades, Skills, Experience, Qualifications, Performance criteria etc);
- Pre-defined and maintainable Pick Lists available for use in the Job Description Module; and
- A List of standard reports to enable both management and HR with information required to make decisions.

Highlighted Job Description Module Functions:

- Define and maintain the most basic information for a job, from its grade, to its purpose and discipline it operates in and link it to a Position;
- Define and maintain the personal requirements specific to the Job. This includes demographic & equity requirements to physical, behavioural and personality attributes;
- Define and maintain the qualifications, minimum and mandatory;
- Define and maintain the financial remuneration package associated with each Job Description;
- Define and maintain the development plan for a Job including timelines;
- Define and maintain the experience and skills required for the Job to be done;
- Define and maintain the equipment required to carry out the Job;
- Define and maintain the performance criteria for a job, allowing the employee to be measured against;
- Define and maintain the Task Knowledge Base of performance criteria used for any and all jobs; and
- Identify business needs, gaps, and costs by using standard reports.

Highlighted Key Processes:**Task Knowledge Base:**

The purpose of this function is to enable users to create and maintain a 'master' database of **Key Performance Areas (KPA)**, and related **Tasks** required to meet these key performance areas, the skills required for each task and the training required enabling a user to complete a task successfully. Some options available are:

- Define and maintain KPA's, their importance level and weighting factor, and the percentage of time to be spent on each KPA;
- For each KPA, allocate tasks that are to be completed, the importance level, weighting factor and percentage of time to be spent on the task;
- Define Performance criteria and measurements for each task;
- For each Task, allocate the skills and experience required, their minimum experience and proficiency levels; and
- Finally for each skill define the training required to 'attain' the skill or indeed define the development plan to be used in the event of the job incumbent not having the required skills.

7. Screen Examples of the Job Description Module

Diagram 1.1 – Creating and Maintaining a Job: Basic Information

The screenshot displays the 'JOB DESCRIPTION MAINTENANCE' interface. On the left is a navigation menu with categories like Position Management, Job Description, Training Management, Recruitment Management, Performance Management, Career & Succession, Pick List Maintenance, System Rules & Utilities, Permissions, and Reports. The main area has tabs for 'Basic Job Information', 'Personal Job Criteria', 'Qualifications Criteria', 'Financial Information', and 'Develop...'. Under 'Basic Job Information', there are two sections: 'Job Selection' and 'Maintain Basic Job Details'. 'Job Selection' includes dropdowns for Job Number, Job Title, Job Category, and Job Grade. 'Maintain Basic Job Details' includes dropdowns for Job Number, Job Title, Job Category, Grade Method, Job Grade, Alternate Job Grade, and Comparative Job Grade, along with a 'View Comparison Table' button. Below these is a 'Linked Position Details' section with a text input for 'Position this Job is Currently Linked to' and a date selector for 'Effective Link Date' (dd, month, yyyy) with a 'Calendar' button.

Diagram 1.2 – Creating and Maintaining a Job: Job Profile and Date details

The screenshot shows the 'Maintain Job Related Details' and 'Maintain Other Job Details' sections. 'Maintain Job Related Details' includes fields for Job Purpose (text), Job Importance (dropdown), Job Discipline (Major, Sub, Minor dropdowns), Job Evaluation Number (dropdown), Job Evaluation Points (0 - 0), Job Security Level (dropdown), and Performance Contract Code (dropdown). 'Maintain Other Job Details' includes date fields for Date First Defined, Job Commencement Date, Job Last Evaluated Date, Job Last Updated Date, and Job Inactive Date, each with a 'Calendar' button. It also includes dropdowns for Job Last Evaluated Reason and Job Last Updated Reason, and a text field for Job Inactive Reason.

Diagram 1.3 – Linking: Linking a Development Plan to a Job

- Position Management
- Job Description
 - System Administration
 - Job Description Maintenance
 - Task Knowledge Base
 - Reports
- Training Management
- Recruitment Management
- Performance Management
- Career & Succession
- Pick List Maintenance
- System Rules & Utilities
- Permissions
- Reports

JOB DESCRIPTION MAINTENANCE

Development Plan

Experience and Skills

Key Performance Areas

Equipment

User Guide

Job Selection

Job Number

Job Title

Job Category

Job Grade

Maintain Development Plan Details

Development Plan Category

Development Plan Code / Description

Time Period to be Completed in: Time Indicator

Estimated Time to Complete: Time Indicator

Estimated Cost to Complete: Time Indicator

Diagram 1.4 – Task Knowledge Base

- Position Management
- Job Description
 - System Administration
 - Job Description Maintenance
 - Task Knowledge Base
 - Reports
- Training Management
- Recruitment Management
- Performance Management
- Career & Succession
- Pick List Maintenance
- System Rules & Utilities
- Permissions
- Reports

TASK KNOWLEDGE BASE

Basic Task Information

Other Task Information

Task Selection

Task Code/Description

Maintain Basic Task Details

Task Code / Description

Task Importance Level Task Weighting Factor Task Complexity Level

Skill Code / Description Skill Experience

Skill Proficiency Level Time Indicator

Skill Code / Description	Skill Proficiency Level	Skill Experience

Course Code / Name Training Experience

Training Proficiency Level Time Indicator

8. Job Description Reports

The Buildsmart HR Advanced **Job Description Module** has a set of predefined reports. These standard reports are enabled by the user who can define the extraction criteria to be used offering further flexibility. There are a number of categories these reports fall into for easy reference. The categories and reports are as follows:

Job Profiles:

- Job Profile Report;
- Job Comparison Report;
- Training Needs Report;
- Job Key Performance Area Report.

Task Knowledge Base:

- Detailed Task Knowledge Base report;

Attachments:

- Attachment Report listing documents that are 'attached' to a Job Description.

9. Benefits of the Job Description Module

Users of the Buildsmart HR Advanced **Job Description Module** successfully enable Job Description activities, offering users the ability to determine standards and transparency. It allows users to easily manage the entire Job Description process from administration to transactional to planning and finally, reporting.

The Job Description Module offers more **business value** by:

- Delivering more services at reduced costs;
- Providing a proven solution that is able to deliver value at lower cost of ownership and scalability as you grow over time;
- Optimising the Job Description defining process, reducing costs and supporting any further growth;
- Accelerating the realisation of your software investment;
- Achieve strategic goals rapidly such as shared data and processes;
- Minimising Risk, such as enabling the visibility and control of Job Description evaluations;
- Enhance the productivity of maintaining Job Descriptions;
- Offering an easily achievable learning curve for the operational tasks and processes defined in the module; and
- Offers simple navigation and routine task execution with ease.

In determining your company's Job Descriptions, the Job Description Module enables you to **avoid**:

- No clear definition of Jobs and their requirements; and
- Trying to manage Job Descriptions at the "last minute" or in an informal way.

In determining your company's Job Descriptions, the Job Description Module will **enable** users to:

- Define and maintain Job Descriptions for every Position in the company;
- The ability to use these Job Descriptions as the base for recruitment;
- The ability to influence training plans and requirements;

- The opportunity to establish standards, consistency and transparency in Job Descriptions; and
- By maintaining a 'master' database of key performance areas (KPA), the tasks required to meet these performance areas, the skills required for each task and the training required enabling a user to complete a task, users are able to define these items once and re-use them for a multiple of jobs.

10. Sample Forms

Company
Logo
Here

PSIberHRM
Human Resource Management System

Job Description - Detailed Information
for :

Job No :	<input type="text"/>	Job Description :	<input type="text"/>
Job Grade :	<input type="text"/>	Job Title :	<input type="text"/>
Current Employee Number :	<input type="text"/>	Employee Name :	<input type="text"/>

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Username : robn

Page : 1 of 1
Job Description - Detailed Information

Job No :	<input type="text"/>	Job Description :	<input type="text"/>
Job Grade :	<input type="text"/>	Job Title :	<input type="text"/>

Basic Job Information

Overall purpose of Job :

Job Category	<input type="text"/>	Job Grade :	<input type="text"/>	Grade Method :	<input type="text"/>	Alternate Job Grade :	<input type="text"/>	Comparative Job Grade :	<input type="text"/>
Job Evaluation Number :	<input type="text"/>	Job Evaluation Points :	<input type="text"/>		Job Discipline :	<input type="text" value="/ /"/>			
Job Importance :	<input type="text"/>	Job Security Level :	<input type="text"/>						
Performance Contract Code :	<input type="text"/>	Performance Contract Description :	<input type="text"/>						

Position that this Job is linked to : Number	<input type="text"/>	Position Name :	<input type="text"/>	Date Linked :	<input type="text" value="DD / MM / CCYY"/>
Org Unit that this Job is linked to : Number	<input type="text"/>	Org Unit Name :	<input type="text"/>		

Employee currently linked to This Position : Number	<input type="text"/>	Employee Name :	<input type="text"/>	Effective Date :	<input type="text" value="DD / MM / CCYY"/>		
Previous employee linked to This Position : Number	<input type="text"/>	Employee Name :	<input type="text"/>	Effective Date :	<input type="text" value="DD / MM / CCYY"/>	Date De-linked :	<input type="text" value="DD / MM / CCYY"/>
				Reason D-linked :	<input type="text"/>		
				Reason Terminated :	<input type="text"/>		
				Date Terminated :	<input type="text" value="DD / MM / CCYY"/>		

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Page : 1 of 1
Company Name
Job Description - Detailed Information
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Job No :

Job Description :

Job Grade :

Job Title :

Personal Criteria

State of health :

Mobile Phone : Yes No

Length of service -

with Group :

min	max	ind
<input type="text"/>	<input type="text"/>	M/Y

Gender :

Marital Status :

Age :

min	max
<input type="text"/>	<input type="text"/>

with Company :

<input type="text"/>	<input type="text"/>	M/Y
----------------------	----------------------	-----

Residential area :

Licence codes :

Passport : Yes No

Languages :

<input type="text"/>	<input type="text"/>	<input type="text"/>
speak	read	write

Passport Country :

PDI Information

PDI : Yes No

Race :

Disabilities :

Physical Attributes :	Importance	Behavioural Attributes :	Importance	Other Attributes :	Importance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Date : 22-Oct-08
Page : 1 of 1
Company Name
Job Description - Detailed Information
Username : robn

Job No :

Job Description :

Job Grade :

Job Title :

KPA's & KPI's

KPA Code :	Description :	Importance Level	Weighing	% Time	Complexity Level	Proficiency Level	Time Period (M)	Time Estimate (M)	Cost Estimate
Task Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skill Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skill Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skill Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Experience Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dev Plan Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dev Plan Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Experience Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dev Plan Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dev Plan Code : <input type="text"/>	Description : <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Recruitment Criteria :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measurement :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Performance Criteria :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measurement :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Date : 22-Oct-08 Page : 1 of 1	Company Name	Username : robn
Job Description - Detailed Information		
Job No : <input type="text"/>	Job Description : <input type="text"/>	
Job Grade : <input type="text"/>	Job Title : <input type="text"/>	
Education & Training		
School Education :		
<input type="text"/>	Mandatory Y / N	Mandatory Y / N
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	Mandatory Y / N
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mandatory Y / N
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tertiary Education :		
<input type="text"/>	Mandatory Y / N	Mandatory Y / N
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	Mandatory Y / N
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mandatory Y / N
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Qualifications :		
<input type="text"/>	Mandatory Y / N	Mandatory Y / N
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	Mandatory Y / N
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mandatory Y / N
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Subjects : <input type="text"/>	Grade : <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Body Memberships :		
<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Membership Status: <input type="text"/>
Membership period :	min <input type="text"/> max <input type="text"/> ind. <input type="text"/>	M / Y <input type="text"/>

Date : 22-Oct-08 Page : 1 of 1	Company Name	Username : robn
Job Description - Detailed Information		
Job No : <input type="text"/>	Job Description : <input type="text"/>	
Job Grade : <input type="text"/>	Job Title : <input type="text"/>	
Skills & Experience		
Skills :		
Skill Group : <input type="text"/>	Skill Category : <input type="text"/>	Skill Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Skill Group : <input type="text"/>	Skill Category : <input type="text"/>	Skill Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Skill Group : <input type="text"/>	Skill Category : <input type="text"/>	Skill Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Skill Group : <input type="text"/>	Skill Category : <input type="text"/>	Skill Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Skill Group : <input type="text"/>	Skill Category : <input type="text"/>	Skill Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Experience :		
Experience Group : <input type="text"/>	Experience Category : <input type="text"/>	Experience Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Experience Group : <input type="text"/>	Experience Category : <input type="text"/>	Experience Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Experience Group : <input type="text"/>	Experience Category : <input type="text"/>	Experience Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	
Experience Group : <input type="text"/>	Experience Category : <input type="text"/>	Experience Description : <input type="text"/>
Proficiency level : <input type="text"/>	Importance level : <input type="text"/>	Length of time : <input type="text"/>
M / Y <input type="text"/>	Development plan code / description : <input type="text"/>	

Date : 22-Oct-08	Company Name	Username : robn
Page : 1 of 1	Job Description - Detailed Information	
Job No : <input type="text"/>	Job Description : <input type="text"/>	
Job Grade : <input type="text"/>	Job Title : <input type="text"/>	
Development Plan for the Job		
Plan Category : <input type="text"/>	Plan Code : <input type="text"/>	Plan Description : <input type="text"/>
Plan Detail : courses to be attended		
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Time period to be completed in :	<input type="text"/>	Estimated cost to complete : <input type="text"/>
Estimated time to completion :	<input type="text"/>	
Plan Detail : experience to be gained		
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Code : <input type="text"/>	Name	<input type="text"/>
Time period to be completed in :	<input type="text"/>	Estimated cost to complete : <input type="text"/>
Estimated time to completion :	<input type="text"/>	
Estimated cost to completion :	<input type="text"/>	

Date : 22-Oct-08	Company Name	Username : robn	
Page : 1 of 1	Job Description - Detailed Information		
Job No : <input type="text"/>	Job Description : <input type="text"/>		
Job Grade : <input type="text"/>	Job Title : <input type="text"/>		
Equipment / Clothing Requirements			
Category : <input type="text"/>	Description : <input type="text"/>	Asset Number : <input type="text"/>	To be replaced after : <input type="text"/> M / Y
Category : <input type="text"/>	Description : <input type="text"/>	Asset Number : <input type="text"/>	To be replaced after : <input type="text"/> M / Y
Category : <input type="text"/>	Description : <input type="text"/>	Asset Number : <input type="text"/>	To be replaced after : <input type="text"/> M / Y
Category : <input type="text"/>	Description : <input type="text"/>	Asset Number : <input type="text"/>	To be replaced after : <input type="text"/> M / Y
Category : <input type="text"/>	Description : <input type="text"/>	Asset Number : <input type="text"/>	To be replaced after : <input type="text"/> M / Y

Date : 22-Oct-08
Company Name
Username : robn

Page : 1 of 1

Job Description - Detailed Information

Job No : Job Description :
 Job Grade : Job Title :

Financial Information

Salary :	Hourly :	Daily :	Weekly :	Monthly :	Annual :	Average :
Minimum Basic :	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Maximum Basic :	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Minimum Total Cost (TCC):	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Maximum Total Cost (TCC):	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Allowances :						
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
Deductions :						
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	

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Date : 22-Oct-08
Company Name
Username : robn

Page : 1 of 1

Job Description - Detailed Information


Job No : Job Description :
 Job Grade : Job Title :

Job Statistics

Date Job first defined :	<input style="width: 80px;" type="text" value="DD / MM / CCYY"/>	Commencement date of Job :	<input style="width: 80px;" type="text" value="DD / MM / CCYY"/>
Last Job evaluation date :	<input style="width: 80px;" type="text" value="DD / MM / CCYY"/>	Reason :	<input style="width: 300px;" type="text"/>
Last Job update date :	<input style="width: 80px;" type="text" value="DD / MM / CCYY"/>	Reason :	<input style="width: 300px;" type="text"/>
Job In-active date :	<input style="width: 80px;" type="text" value="DD / MM / CCYY"/>	Reason :	<input style="width: 300px;" type="text"/>

Date : 22-Oct-08 Page : 1 of 1	Company Name Job Description - Detailed Information	Username : robn	
SIGN OFF SECTION			
Employee / Person creating this Job Information :	<input type="text"/> Name	<input type="text"/> DD / MM / CCYY Date	<input type="text"/> Signature
Employee / Person approving this Job Information :	<input type="text"/> Name	<input type="text"/> DD / MM / CCYY Date	<input type="text"/> Signature

Date : 22-Oct-08 Page : 1 of 1	Company Name Job Description - Detailed Information	Username : robn
<p>END OF DOCUMENT</p> <p>PSIberHRM Human Resource Management System</p> <p>Job Description – Detailed Information</p>		



PSiberHRM
Human Resource Management System

Job Application Form

for :

Completed By:

Contact No:

Date:

DD / MM / CCYY

The contents of this form will remain confidential and will only be used by the Company to ensure compliance with the Employment Equity Act 55 of 1998. Please complete in full.

Date : 22-Oct-08 Company Name Username : robn
Page : 1 of 1 **Job Application Form**

Job being applied for :
 Job Title: Job Category:
 Job Grade: Location:

Personal Details

Surname: Full Names:
 Nick Name: Identity Number:
 Date of Birth: Nationality:
 Postal Address: Physical Address:
 Code: Code:
 Home Tel No: Cell No:
 Email Address:

Drivers Licence Type: Date of issue: Expiry Date: Limitations:
 Drivers Licence Type: Date of issue: Expiry Date: Limitations:
 Drivers Licence Type: Date of issue: Expiry Date: Limitations:

Passport No: Expiry Date: Country:
 Work Permit: Yes No Details:

Marriage Details:
 Marital Status: please tick Married Single Divorced Widowed If married: COP ANC

Spouse's Personal Details:
 Full Names:
 Contact No: Maiden Name:
 Date of Marriage: No of Children:

Alternate Contact Details:
 Full Names:
 Home No: Cell No:
 Relationship:
 Full Names:
 Home No: Cell No:
 Relationship:

Date : 22-Oct-08 Company Name Username : robn
Page : 1 of 1 **Job Application Form**

Job being applied for :
 Job Title: Job Category:
 Job Grade: Location:

Personal Details continued...

Home Language: Speak Read Write
 Other Languages: Speak Read Write
 Speak Read Write
 Speak Read Write

Employment Equity Information

Race please tick African Indian Coloured White Gender: Male Female
 Disability: Yes No If yes, please explain:

Skills & Education

(Please attach proof)
Secondary Education:
 School / Institution:
 Highest qualification: From Date: To Date:
 Subjects:

Tertiary Education:
 Institution:
 Qualification 1: From Date: To Date:
 Subjects:

Status please tick Current Completed
 Institution:
 Qualification 2: From Date: To Date:
 Subjects:

Status please tick Current Completed

Date : 22-Oct-08 Company Name Username : robn
Page : 1 of 1 **Job Application Form**

Job being applied for :
 Job Title: Job Category:
 Job Grade: Location:

Employment History

Employer 1: <input type="text"/> Position / Job: <input type="text"/> Period Employed: <input type="text"/>	Reason for Leaving: <input type="text"/> Reference - Contact Name: <input type="text"/> Reference - Contact No: <input type="text"/>
Employer 2: <input type="text"/> Position / Job: <input type="text"/> Period Employed: <input type="text"/>	Reason for Leaving: <input type="text"/> Reference - Contact Name: <input type="text"/> Reference - Contact No: <input type="text"/>
Employer 3: <input type="text"/> Position / Job: <input type="text"/> Period Employed: <input type="text"/>	Reason for Leaving: <input type="text"/> Reference - Contact Name: <input type="text"/> Reference - Contact No: <input type="text"/>
Employer 4: <input type="text"/> Position / Job: <input type="text"/> Period Employed: <input type="text"/>	Reason for Leaving: <input type="text"/> Reference - Contact Name: <input type="text"/> Reference - Contact No: <input type="text"/>
Employer 5: <input type="text"/> Position / Job: <input type="text"/> Period Employed: <input type="text"/>	Reason for Leaving: <input type="text"/> Reference - Contact Name: <input type="text"/> Reference - Contact No: <input type="text"/>

11. Sample Reports

Printed: 27/07/2011 1:13:35 PM

Demo Group Company Job Description Module

Username: admin
Page: 2 of 3

Employee Training & Development Gap Analysis Report

Job Number : 0000001 **Job Title : Accountant**

Grade	Grade Method	Date Defined	Commencement Date	Last Evaluated
Castellion 1	Patterson	01/02/2008	01/01/2010	01/01/2010

Position Specific Details

This Job has been linked to...

Position Number & Description	Link Effective Date	Linked Employees	Link Effective Date	Payroll
0000001 - Chief Executive Officer	01/02/2010	AM008 - Smit, BJ	19/02/2010	Demo Payroll

Selected Employee Details

Number	Name	Employment Date	Engagement Date
AM008	Barend Jakobus Smit	23/10/2006	23/10/2006

Employment Status	Status Date	Current Payroll	Position	Effective Date
Discharged	12/08/2010	Demo Payroll	0000001 - Chief Executive Officer	01/01/2010

Potential Successor	Date Identified
No	

No

Gap Analysis

Job Requirement	Part of Development Plan Content	Recommended Action for Identified Need	On Employee Record	Gap
-----------------	----------------------------------	--	--------------------	-----

Skills

BWS : Business Writing Skills	Yes	-	No	Yes
TOTAL	1	-	0	1

Experiences

PBR : Business Process Engineering / Reengineering	Yes	-	No	Yes
TOTAL	1	-	0	1

Qualifications

Grade 12	Yes	-	No	Yes
B.Com. Management Accounting	Yes	-	No	Yes
Advanced Certificate in Education (Accounting Education)	Yes	-	No	Yes
TOTAL	3	-	0	3

Development Plans

Exec : Executive Development - intro level	Yes	-	No	Yes
TOTAL	1	-	0	1

Training Courses

				Completed	Planned
SmartBI - Advanced	No	-	-	Yes	No
Buildsmart HR - Basic	No	-	-	Yes	No
Buildsmart HR - Advanced	No	-	-	Yes	No
Buildsmart Payroll - Advanced	No	-	-	Yes	No
Buildsmart Accounts - Basic	No	-	-	Yes	No
SmartBI - Basic	No	-	-	No	Yes
TOTAL	0	-	-	5	1
GRAND TOTAL	6	-	-	5	6

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Demo Group Company
Job Description Module
Job Description Detail Report

Username: admin
Page: 2 of 7

Job Number: 0000001	Job Title: Accountant
----------------------------	------------------------------

Basic Job Details:

Short Job Title	Grade Method	Job Grade	Alternate Job Grade	Comparative Grade
Accountant	Patterson	Castellion 1	Castellion 2	Castellion 14

Job Related Details:

Job Purpose	Job Importance	Job Discipline			Job Category	Evaluation Number	Security Level	Performance Contract Code
		Major	Sub	Minor				
	Important	Financial	Accounting	Auditing	Professional	Job Evaluation Number 1	High Security	Senior Management Contracts

Other Job Details:

Date first Defined	Job Commencement Date	Date Last Evaluated	Last Evaluated Reason	Date Last Updated	Last Updated Reason	Job Inactive Date	Inactive Reason
01/02/2008	01/01/2010	01/01/2010	Job Upgrade	01/01/2010	Job Details Updated		

Personal Criteria Details:

Gender	Minimum Age	Maximum Age	Cell Phone	Marital Status	License Code	Residential Area	Passport
-	35	35	Yes	-			

State of Health	Length of Service - Company		Length of Service - Group		Language	Speak	Read	Write
	Min	Max	Min	Max				
Excellent	0	0	0	0	English	Good	Good	Good

Equity Criteria Details:

PDI	Race	Disabilities
No	African	

Other Criteria Details:

Physical Attributes	Importance Level	Behavioural Attributes	Importance Level	Additional Attributes	Importance Level
Must be presentable	Level 3 - Average	Able to achieve goals	Level 5 - High	Exudes Self Confidence	Level 5 - High

School Education Details:

Name of Institution	Mandatory	Qualifications Achieved	Mandatory	Subject	Mandatory	Grade	Mandatory
-	-	Grade 12	Yes	Accounting HG	Yes	70 - 79 %	Yes

Tertiary Education Details:

Name of Institution	Mandatory	Qualifications Achieved	Mandatory	Subject	Mandatory	Grade	Mandatory
-	-	B.Com. Management Accounting	No	Auditing	Yes	Cum Lade	Yes

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END OF DOCUMENT

Buildsmart HR Advanced Job Description Module

Product Overview

Version 13.02.00