

PEOPLE & PERFORMANCE SOFTWARE



ALL IN ONE SYSTEM

EMPLOYEE DATA & DOCUMENTS



Design the Company structure, manage job and contracts register. Handle different contract types, save and archive document files. Collect and manage personal data of Employees. Manage all certificates, permits and proofs, track deadlines, set reminders. All Employees have access to own data and overview of documents.

ABSENCE, SCHEDULES & TIME REPORTING



Tools for complete vacation management, including vacation planning schedule, updates, and Manager approvals. A personal holiday balance is calculated for each Employee. Create shifts and work schedules, fill in and submit working time reports, add Manager confirmation. Operative statistics for Managers.

OKR & PERFORMANCE LEADERSHIP



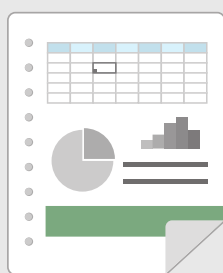
Communicate your Vision, Mission and Values. Set and display strategic goals for all Employees. Create annual OKR & action plans, add metrics and monitor results. Delegate objectives and provide online feedback. Publish Handbooks and instruction documents for staff, simple meeting management and memo tools.

1-ON-1 SESSIONS & COACHING



Create a new Employee On-boarding plan and assigning topics to selected team-members. Manage different mentoring, instructing and coaching projects. Send invitations to participants, add automatic notifications. A thorough overview of activities that are already completed or in the pipeline.

COMPETENCE DEVELOPMENT



Enter or import competencies and behavior indicators, compile competence profiles according to position and needs. Conduct competence assessments using 180 °, 270 ° and 360 ° methods. Different automatic reports for Employee and Manager, also reports for team overview, comparison of persons or evaluations.

TRAINING & E-LEARNING



Manage all training activities from training plan and budget to completed activities and statistics. Initiate internal trainings, add announcements to the electronic board and allow registration of participants. Create and deliver e-trainings, upload electronic learning materials, compile tests and live broadcasts.

RECRUITMENT



Manage the entire recruitment process, from planning, preparing Job postings, managing & evaluating candidates, and sending e-mails during or at the end of recruitment. Create and manage a Talent Pool with suitable keywords. Publish Job postings to homepage and recruitment portals.

SinuLab is designed and developed to meet the needs of small and medium-sized businesses and the appropriate processes.

The software is available in English, Russian, Estonian and Finnish.