

# HRIS Induction

This custom-built Human Resources Induction System (HRIS) application guides staff through company induction in a simple and user-friendly manner. Staff members answer questions after reading each policy document, and the real-time management reports show the induction progress for each person. With easy steps to add your policies and procedures documents, assign induction tasks and update questions, this HRIS application will make induction a breeze.

## System Benefits

- Faster onboarding of new staff
- Audit staff policy comprehension
- Easy-to-interpret summaries
- Personalize policy questions
- Multiple choice options
- Open questions with free text fields
- Set correct answer with adjustable threshold of answer matching
- Employee Skills Matrix for career development and succession planning
- Job Descriptions
- Notifications and Insights on the Management page
- Leave approval workflow
- Certifications Register
- **Bonus:** role qualifications register across staff applet



365 Solutions Group have developed custom applications within SharePoint for years and have packaged up a few of our favourites for quick bundle applications added to your existing SharePoint systems for a fraction of the cost of developing them. Each bundle has different limitations, client expectations and system requirements.



# Ease of use!

- Works with your current policy PDFs. No need to recreate them. Just upload the documents to the SharePoint library provided and they are automatically added to the induction system and reports
- Based on user login, so each user can only see their own progress and cannot see the results/ progress of others unless they are authorised as a Manager/Administrator
- Custom questions function allows you to easily customize the questions for each policy, including specifying the correct answers, with reports by user and policy

## End-User Experience

The **Induction** page automatically lists all the policies that the administrator added to the policy library.

The screenshot shows the HRIS Induction application interface. At the top, there's a navigation bar with the 365 Solutions Group logo and 'HRIS'. Below that is a search bar and navigation options like '+ New', 'Send by email', 'Previous', and 'Page details'. The main content area is titled 'Induction' and features a 'In progress' section. A policy titled 'Car Park Policy' is expanded, showing an embedded PDF of the policy document and a 'Induction Questions' section. The questions are: 'Q1. Choose correct one:' with three radio button options, and 'Q2. Parking is only permissible in a \_\_\_\_\_ car park.' with an input field and a 'Submit' button. Below the 'In progress' section is a list of other policies, including 'Company Vehicle Policy', 'Expense Reimbursement Policy', 'Smoking Policy', 'Corporate Credit Cardholder Policy', 'Grievance and Dispute Settling Policy', 'Harassment Bullying and Discrimination Policy', 'ICT Use Policy', 'Incident Hazard Reporting and Investigation Procedure', 'Induction Procedure', 'Occupational Health and Safety Policy', 'Overtime Policy', 'Personal Leave Policy', 'Checklist', 'Presentation Dress Code Policy', 'Receiving Rewards, Benefits and Gifts Policy', 'Social Media Policy', 'Visitor Policy', '365SG-final.pdf', and 'ABN Registration.pdf'. At the bottom, there's a 'Completed' section with 'Alcohol Drugs Policy', 'Code of Conduct', and 'Video Policy Test'.

When a user clicks on the name of a policy, it displays the embedded PDF which the user can scroll through to read. Immediately next to the PDF, the user is asked the relevant questions configured for each policy. When they read the policy and successfully answer the questions, this policy is displayed under the **Completed** category (bottom section). They can progress through the remaining policies at their own pace and pick up again later from where they left off.

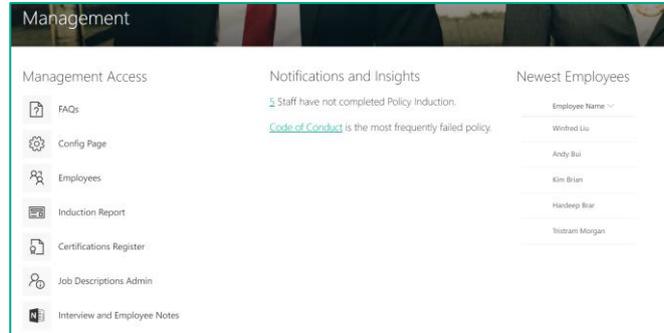




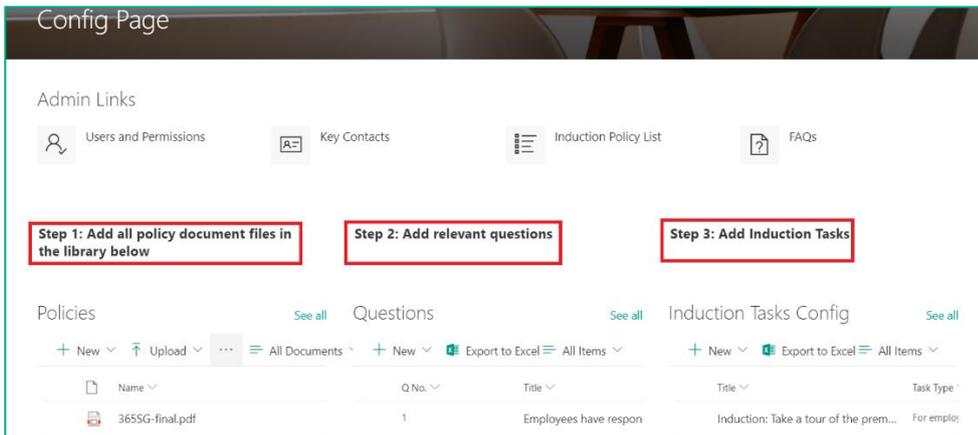
# Admin Config

## Management Experience

There are many useful tools quickly accessible in the **Management** page to help HR Managers improve employee engagement and efficiency.



In the **Config Page**, HR Managers are guided step-by-step through the configuration settings of the induction. The Manager uploads the policy files to the SharePoint library provided, and they are automatically added to the induction policy list, which is displayed to users when they log in.



The next step is to add customized questions for each policy. There are three types of questions, including **Choice – Single Answer**, **Choice – Multiple Answers** and **Free Text**.

Relevant Policy: (None)

Q No. Title \*

Question Type: Choice - Multiple answers

Choice 1: [ ] Correct? (NA)

Choice 2: [ ] Correct? (NA)

Choice 3: [ ] Correct? (NA)

Choice 4: [ ] Correct? (NA)

Choice 5: [ ] Correct? (NA)

Save Cancel

Relevant Policy: (None)

Q No. Title \*

Question Type: Text

Answer: test Correct? Yes

Similarity: 80.00 %

Please Note: This is for measuring the accuracy of the staff's provided answer. It must be between 0% and 100%, where 100% means they have to answer exactly the same answer that you've entered above. The smaller this number, the more typos or variations are accepted as a correct answer. If this is 0% any answer will be accepted as correct.

Save Cancel





# Report Views

## ● Reports

**Notifications and Insights** section in the Management Page provides Managers with a quick summary of induction completion progress.

Notifications and Insights

[5](#) Staff have not completed Policy Induction.

[Code of Conduct](#) is the most frequently failed policy.

More details can be found in the **Induction Report** page. This page is a dynamic list of all users and policy documents, with information on whether they have been completed or needed a follow-up. Simply clicking between the different report views, Managers can quickly and easily see which users have completed which parts of the induction, a list of any questions, which policies have the most questions, and which documents are yet to be read by whom.

### By Policy

**Report (by Policy)**

Answers See all

+ New Export to Excel By Policy

Policy	Employee Name	Score	Result	Answer 1	Answer 1 Correct	Answer 2	Answer 2 C
Policy : Alcohol Drugs Policy (1)							
Policy : Car Park Policy (1)							
Policy : Code of Conduct (1)							
Employee Name : Winfred (1)							
Code of Conduct	Winfred	2/2	Pass	Choice3	Yes	Choice3	Yes

### By Employee

**Report (by Employee)**

Answers See all

+ New Export to Excel By Employee

Policy	Employee Name	Score	Result	Answer 1	Answer 1 Correct	Answer 2	Answer 2 C
Employee Name : Winfred (5)							
Alcohol Drugs Policy	Winfred	2/2	Pass	Choice1,Choice2	Yes	I've read this policy.	Yes
Policy : Car Park Policy (1)							
Car Park Policy	Winfred	2/2	Pass	Choice4	Yes	designated	Yes
Policy : Code of Conduct (1)							

An **easy to read total** is provided next to the heading of each policy group for fast information. The reports can be exported to an Excel spreadsheet with one click.

Alcohol Drugs Policy	Pass	Choice1,Choice2;	Yes
Alcohol Drugs Policy	Fail	Choice2;	No

Conditional formatting is used in the **Answers list** where different background colours are applied based on the result field (Pass in light green or Fail in pink)





# Useful Tools

## Useful HR Tools

When a new employee joins the organization, the system will generate a list of tasks for both the employee and the Manager based on the pre-configured tasks list. Employees and Managers can find their induction tasks on the home page and mark them as complete as they work through the list, until all tasks are completed and the list for that employee moves to the Completed section on the page.

### My Induction Tasks

		items	Due Date
✓	<input checked="" type="checkbox"/>	Induction: Take a tour of the premises	... 8 March
	<input type="checkbox"/>	Induction: Supply TFN and bank details	... 8 March
	<input checked="" type="checkbox"/>	Induction: Provide Personal Details, eg Address, Emergency Contact	... 8 March
	<input type="checkbox"/>	Induction: Complete the Policies Induction	... 8 March

## Certifications Register

### Certifications Register

**Quick Links**

- [Add new staff certification](#)
- [Manage all certifications](#)
- [Manage Categories](#)
- [Manage Certifications and Courses](#)

**Expired qualifications** [See all](#)

Category	Course or Certificat...	Assigned to	Expiry Date
IT	Certificate in SharePoint	Winfred Liu	9/11/2018
Business	Diploma of Office Admin	Kim Brian	14/11/2016

**Training Register** [See all](#)

Category	Course or Certi...	Description	Expiry Date	Reminder Period	Assigned to	Code
Category : Business (1)						
Category : IT (1)						

HR Managers can manage employee certifications in one place. Managers can add new certifications and modify existing certifications. The system will send users an email reminder before the qualification expiry date, which will also be shown in this page.

## Job Descriptions Admin

### Job Descriptions Admin

**Quick Links**

- [Manage Employee Qualifications](#)
- [Manage Position Requirements](#)
- [Manage Skills](#)

**Job Description Files** [See all](#)

+ New
Upload
All Documents

Name
Document.docx
Document1.docx

**Search**

This search page can:

- show a list of employee names that meet the position requirement.
- show a list of positions that the current employee can meet.
- compare the selected employee skills to the position requirement.

Jobs: Consultant
Employees: --- Select One ---
Threshold: 100 %

Search people for the selected job:

---

**Result for job - Consultant:** 4 results

**100.00% Hardeep**  
Extra Skills Required: None;

HR Managers can upload their job description files in this page. It also provides a search function with which Managers can:

1. Search for a list of employees who meet the position requirement
2. Search for a list of positions that the current employees meet the requirements for
3. Compare the selected employee's skills to the position requirements



**A simple, visually pleasing and cost-effective solution that makes it easy to ensure company policies are read and understood by all staff and induction procedures are completed in a timely manner.**

## ● HRIS Induction

This **complete bundle** includes SharePoint site collection feature configuration, installation of subsite, configurations of page connections, user permission levels (management vs staff), testing and project management. The **optional additions** as listed on the right can be included for an additional fee. Restrictions and limitations apply. Further changes and associated costs can be discussed upon expression of interest.

## ● Assumptions / Conditions

- To purchase this bundle, you must have an existing SharePoint Online environment, configured Office 365 users and SharePoint Online Plan 2 (which comes with Office 365 Enterprise licenses).
- A login must be provided to the 365 Solutions Group team with full global admin rights within your tenant for the duration of the build.
- A 365 Solutions Group work order must be issued, reviewed and signed by an authorized agent prior to work commencing.
- Unless the additional branding option is purchased, the navigation, colour scheme and overall branding of the SharePoint site will remain the same as your existing SharePoint environment, and may look different to the screenshots in this document.
- The list of staff is populated by the Office 365 users list. Therefore, the induction process can only be completed once per user login, and multiple staff cannot sign into SharePoint using the same login.
- There are specific features in the back-end of SharePoint (such as 'Publishing' and allowing the modern experience) that must be configured specifically to ensure a smooth installation. If your SharePoint environment is already highly customized or includes other add-ins, certain features may be conflicting.
- If required, we can further customize the solution to include multimedia files (e.g. video), which would be at an additional cost.

## Bundle Inclusions

**This HRIS Induction bundle includes the following:**

- A new HRIS subsite added to your SharePoint site and navigation
- A simple Modern HRIS home page with quick links
- A configured library to upload your Policy documents
- The induction page as described above with an accordion display of policies
- Reports page with 5 types of views (*Listed + export all items*)
- Applied user permission levels up to 3 groups (Owners/Managers/Staff)
- Manuals for Users and Managers/Administrators
- Certifications Register solution
- Skills Matrix
- Job Description search
- Leave approval function
- Interview and employee note on OneNote
- HR events calendar

## Optional Additions

**The following will incur additional costs if desired:**

- User email notifications of new/updated policies
- Management email alerts of report events
- Branding

## Questions?

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