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Evaluate/Manage Human Resources

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The task of managing your company's human resources is a critical part of your success. By taking control of your employee staffing, you can ensure that your business is in capable hands, while eliminating wasteful spending. In today's economy it is essential that your company has the peace of mind that comes from knowing that all of your staffing needs are met and that there are no dollars being wasted. That is why the experts at iDOC Corp created the Employee Review software application.

iDOC Corp's Employee Review program provides your business with a range of functionality designed to streamline the employee review and evaluation process. This user-friendly application employs cutting edge technology and advanced logic to help you analyze individual positions, as well as work groups or departments. This allows a user to manage company and department staffing requirements, while also evaluating individual staff performance.

Whether you are a small business, large corporation, a franchise business or an enterprise, iDOC Corp's Employee Review software application can help you to more effectively manage your company's staffing needs and ensure that your staffing dollars are well spent.

Employee Review:

- **Employee Evaluation Form** – Manage employee performance by analyzing valuable criteria such as overall rating, received warnings, relative salary, owned skills, lacked skills, employee rank, etc.

Position Downsizing

- Manage reductions in staff, in situations where a position in your department or work group will be downsized (position will still exist but will be filled by fewer persons), by inputting the number of employees before and after downsizing and analyzing incumbent employees in this position.

Position Consolidation

- Manage positions that will be restructured or consolidated with another position by inputting the total number of employees after consolidation and analyzing the current essential job functions of incumbent employees in the position being consolidated and the anticipated job functions of the position after consolidation.

Position Elimination

- Manage the process of eliminating an entire position from your company, including tools to measure and compare various positions.

Staffing Plan:

- **Department Staffing Plan** – Manage employee lists and records with the ability to view and modify them. Staffing Plan details include such criteria as: Employee Name, Supervisor, Date of Last Hire, Months in Job Classification, Performance Ratings for Past 3 Years, Currently on Disciplinary Action or Performance Plan?, Overall Ranking Based on Job Functions to be Performed After Reduction in Force and Tentative Recommendations to Retain or Not Retain.

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