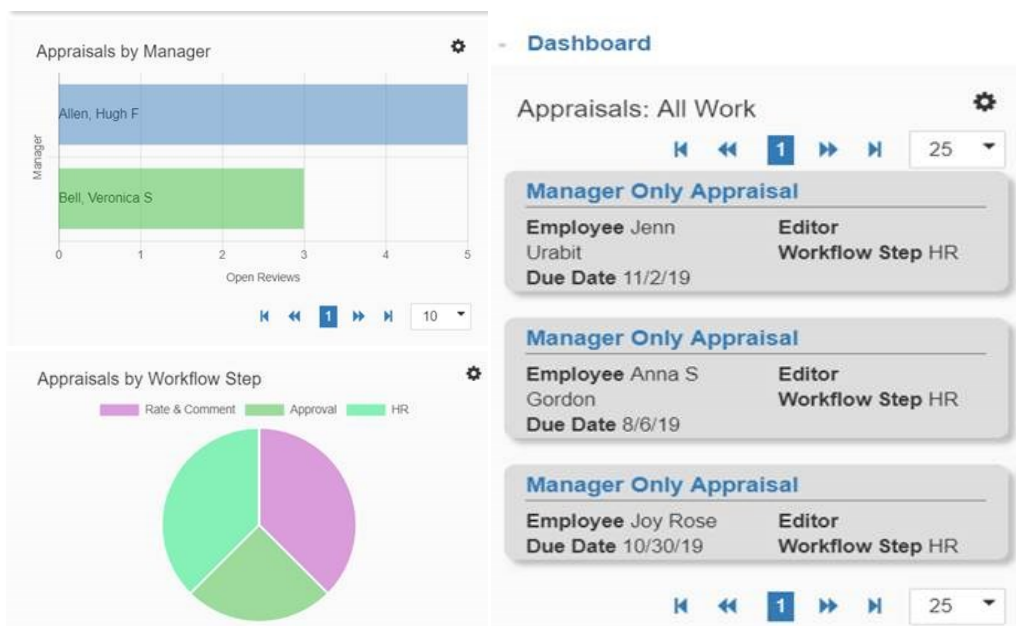# LIGHTWORK TALENT MANAGEMENT

LightWork transforms the overwhelming task of managing employees into an indispensable business strategy. With LightWork, it's easy to identify strengths and areas for improvement in your workforce and align employees and groups with goals to optimize your company for success.

Its flexibility and intuitive interface contains easily modified appraisals and criteria templates to help you provide valuable feedback to your employees in a thoughtful and efficient way. If you already have something in mind, templates can also be created from scratch. LightWork is 100% web-based and integrates with any HRMS solution.  Global setup options and integration with your current HRMS software allow you to get started quickly and easily, eliminating the need for rekeying of employee data and guaranteeing the accuracy of employee information.

Because your IT requirements are as diverse as your employees, we offer three deployment models. LightWork can be purchased and hosted on your server, procured as a subscription to be housed wherever your organization wishes, or leased through our software as a service (SaaS) model.



## FEATURE HIGHLIGHTS

### REVIEWER FLEXIBILTY

LightWork enables you to define a multitude of ways to designate who should be involved in the appraisal process. Some of the options available to you are: a supervisor only appraisal, a supervisor and employee appraisal, a peer appraisal by employee's supervisor and supervisor's direct reports, a 360 appraisal review with supervisor, employee and employees direct reports, a 360 extended appraisal review with supervisor, supervisor's direct reports, employee and employees direct reports, a custom appraisal review where a list of people can be assigned to provide input to the appraisal.

## TEMPLATE LIBRARY

The Appraisal Library allows you to get started with LightWork quickly and easily. Appraisal templates can be modified to meet your requirements or replaced with templates based on your unique specifications. Within the templates, measurement criteria can be defined for similar job functions. Appraisals can be as simple or as detailed as your organization requires

## CONFIGURABLE WORKFLOW PROCESS

LightWork provides several standard appraisal workflow options along with your ability to customize an appraisal workflow. There is no limit in the system to the number of appraisal approval levels, but practically you would want to keep the number of approval levels reasonable.  If you so desire, LightWork has the option to require that HR be the final approver.  LightWork also has an acknowledgement option whereby the supervisor and employee are required to "sign off" on the final appraisal within the system.

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## DASHBOARD INSIGHTS

LightWork provides quick visual access to the information contained in the system.  You can view appraisals in the system by workflow step, appraisal manager and a host of other filters.  Drill down capabilities are available to provide you the detail contained in a dashboard. LightWork provides easy access to goals, journals, team members and appraisals that are coming due or are past due.  LightWork provides an "ALL WORK" widget that displays: appraisals in queue and any item that requires and action by the person.  All Dashboards are configurable so they can be personalized to provide each person with efficient and comfortable views.

## MY TEAM

See information on members of your team in one central location. Demographic data, employee pictures, and valuable performance information are all available at your fingertips.

## GOAL MANAGEMENT

Managers and employees alike can define individual employee goals of a professional or personal nature for a holistic personal development plan. Future goals and objectives can be set to appear on the next appraisal for easy assessment and follow up. **Objectives and Key Results (OKR's)** are supported for companies executing this strategy within their organization.

## JOURNALS

Employee journals allow employees and supervisors to record notes on goals and performance be-tween appraisal cycles throughout the year. When it's time for another review, you'll have the tools you need to give accurate feedback.  This functionality supports companies who are executing ongoing employee **Coaching and Mentoring** to augment or replace standard assessments.

## FEATURE HIGHLIGHTS (Cont.)

### INTEGRATION

LightWork can integrate with any HR or payroll solution through the LightWork Connector. LightWork's Connector tool allows your current HRMS system to be integrated with LightWork for easy deployment and a consistent user experience.

### PHRASE SELECTOR

The phrase selector provides an extensive library of comments for reviewers to use or modify to best articulate their feedback for an employee. The phrases displayed are based on the competency being rated and the score the reviewer has selected.

### LIGHTWORK SOFTWARE MISSION DELIVERED

LightWork Software, has been serving clients since 1993 in the United States, Canada, and the Caribbean.
**Our focus is on the people. Companies are not successful, people are.** We look to ease the daily workload with our technology, increasing the quality of life for people in the workplace and providing a more direct path to achievement.

From developing innovative solutions to providing award-winning customer support,
LightWork is dedicated to surpassing expectations in all aspects of our business.