





















# PRODUCT OPTIONS

<b>REPORT</b>	 Graphical Insights & Report Builder				
<b>RETAIN</b>	 Career & Succession planning		 Rewards & Recognition		
<b>DEVELOP</b>	 360° Employee Evaluations	 Performance Management	 Personal Development Plan (PDP)	 eLearning Management	 Event Scheduling
<b>MANAGE</b>	 Onboarding & Offboarding * (In Development)	 Update My own information	 Salary Increase Management (Not Payroll)	 Leave (Time Off)	 Payroll (3 <sup>rd</sup> Party)
<b>ATTRACT</b>	 Job Profiling & Competency Analyser		 Recruitment		
<b>EXTENDED CORE</b>	 Full People Management Mentoring and Coaching Electronic document signing		Recruitment Requisition Chatbot Helpdesk		 <b>MOBILE APP</b>
<b>CORE</b>	 Basic People Management Organisation Structure User and Access Management		Job and Position Library End-user access (ESS & MSS) Basic Chatbot Helpdesk		Standard Reports Custom Branding Course & Qualification Libraries

The system is modular, allowing our clients to only select the products they require, and additional modules at any time in the future. The **CORE** is always included.

Products indicated with (3<sup>rd</sup> Party) refers to products that we integrate with.

\*This module is in development.

# PEOPLE MANAGEMENT FEATURES


The table below indicates the specific information that can be maintained as part of the **People Management** Product.

CATEGORY	SECTION / SCREEN	PART OF ...		PART OF SPECIFIC PRODUCT ONLY
		CORE	EXTENDED CORE	
PROFILE	Personal Information	✓	✓	
	Contact Details	✓	✓	
	Address	✓	✓	
	Dietary Requirements	✓	✓	
	Documents	✓	✓	
	Auto Document Creation		✓	
	Permits		✓	
	Assets		✓	
	Vehicles		✓	
	Next of Kin		✓	
	Criminal Record		✓	
	Licences		✓	
	Medical History		✓	
	Employee Funding		✓	
	Custom Fields		✓	
	Notification Detail		✓	
Leave (Time Off)			Part of <b>Leave</b>	
APPOINTMENT	Appointment History at Current Company	✓	✓	
	Reporting Lines	✓	✓	
	Employment History at Previous Companies		✓	
DEVELOPMENT	Learning Records (Training/Qualification History)	✓	✓	
	Strengths and Weaknesses	✓	✓	
	Notes	✓	✓	
	Professional Memberships		✓	
	Online Assessment Results			Part of <b>eLearning</b>
	PDP			Part of <b>Personal Development Plan (PDP)</b>
	Talent Assessment			Part of <b>Career &amp; Succession Planning</b>
PERFORMANCE MANAGEMENT	Performance Management			Part of <b>Performance Management</b>
LABOUR RELATIONS	Disciplinary Standard	✓	✓	
	Disciplinary Advanced, Disputes, Grievances		✓	
	Complaints		✓	
	OHS Representation		✓	



## CONTACT US

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# PRODUCT OVERVIEW

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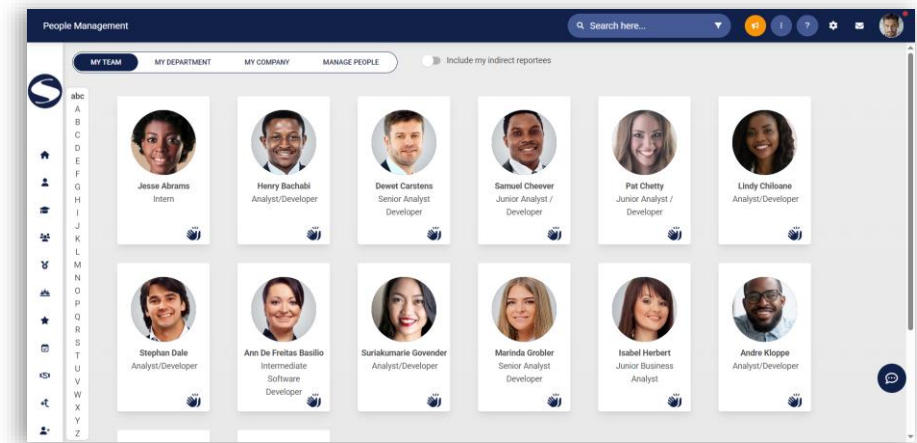
## CORE

**The CORE product serves as the foundation of the Signify Talent Management Solution, providing organisations with essential features for effective talent management.**

It encompasses various functionalities, including the management of the organisational structure, basic people management, user and permission management, and a job and position library.

Accessible to all users, the CORE product also offers basic helpdesk functionality, allowing users to request general support from HR. Moreover, it offers a wide range of standard reports for data analysis and decision-making.

With its user-friendly interface and robust capabilities, the CORE product acts as the backbone of the Signify Talent Management Solution, enabling organisations to streamline talent management processes and drive overall organisational success.





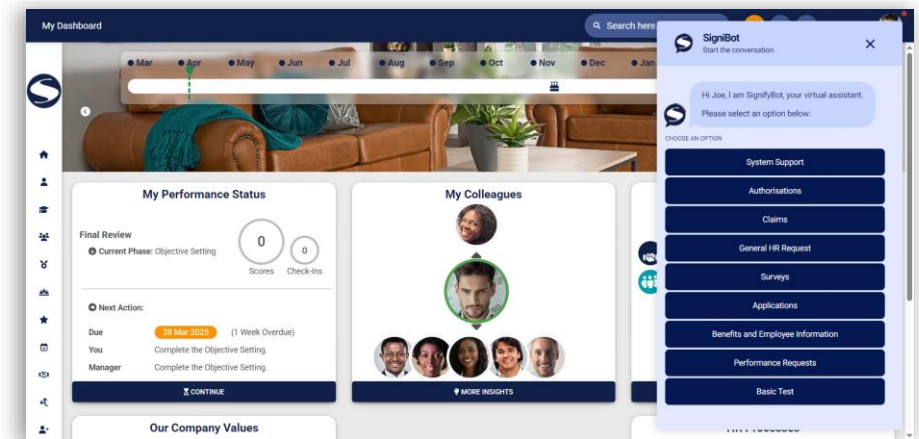
## EXTENDED CORE

The **EXTENDED CORE** product expands upon the foundation of the Signify Talent Management Solution, offering organisations additional features to enhance their talent management capabilities.

Mentoring and coaching features foster **employee growth** and **engagement**. The recruitment requisition feature enables managers to start the recruitment process, after which the recruitment request is sent to a 3<sup>rd</sup> party recruitment system.

The inclusion of a chatbot helpdesk **improves user support** and **enhances HR service delivery**.

The **EXTENDED CORE** product equips organisations with **comprehensive tools** to **optimise talent management**, drive efficiency, and support the growth and development of their workforce.





# Job Profiling & Competency Analyser

The Signify Job Profiler streamlines the process of maintaining and analysing detailed job information.

It provides standardised templates, custom competency frameworks, and a user-friendly interface for defining job requirements, responsibilities, qualifications, and training matrices.

The product **enables competency mapping** and **gap analysis**, aligning job profiles with strategic goals. Through integration with other Signify products, organisations can **optimise** recruitment, career and succession planning, and training programs, while fostering a culture of continuous learning and development.

The Job Profiler contributes to **maximising workforce potential**, enhances talent acquisition, and drives organisational success.

CODE	TITLE	POSITIONS	VACANCIES	PUBLISHED	LOCK STATUS
447	S&T Attendant	🟢	🟡	📅	🔒
453	Compliance Clerk	🟢	🟡	📅	🔒
453	System Tester	🟢	🟡	📅	🔒
455	Verification assistant	🟢	🟡	📅	🔒
456	3rd Line Verification Agent	🟢	🟡	📅	🔒
459	Trainer	🟢	🟡	📅	🔒
454	Africa Regional Human Resource Services Officer	🟢	🟡	📅	🔒
449	Regional HR Manager	🟢	🟡	📅	🔒
CA0A	Administrative Assistant	🟢	🟡	📅	🔒
COB-03	Team Leader	🟢	🟡	📅	🔒

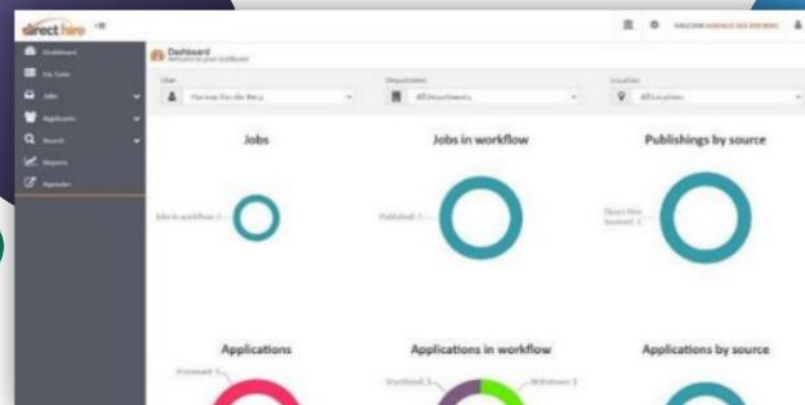
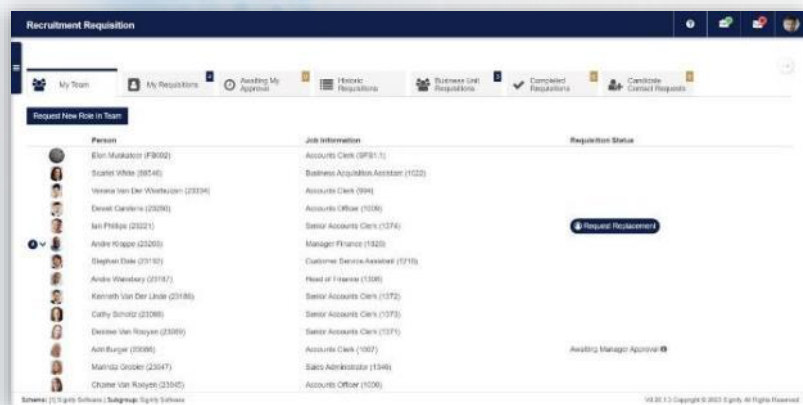
TITLE	PROFICIENCY LEVEL	LAST ASSESSED	ACTIONS
Technical/Engineering Knowledge	Required level not set. Rated: <span>100%</span>	19 days ago	📅 🗑️
Program/Project Management	Required Rated: <span>100%</span>	27 days ago	📅 🗑️
Project Planning and Management	Required Rated: <span>100%</span>	1 month ago	📅 🗑️
Business Strategy and Implementation	Req. Not Not Rated Yet		📅 🗑️



## Recruitment Integration

You have the option of using Signify's own Recruitment (Applicant tracking) module, or integrate with specific third-party recruitment systems, providing a significant boost to the overall recruitment process for organisations.

Starting within the Signify system, managers can **initiate the recruitment process** through the Recruitment Requisition process.



This feature enables managers to request the **creation and filing of specific positions**, as well as the replacement of existing employees.

By integrating with external recruitment tools or platforms, organisations can harness the strengths of these tools while capitalising on the **comprehensive talent management feature** provided by Signify. This integration empowers organisations to optimise their recruitment efforts, streamline workflows, and effectively manage their talent management acquisition process.



## Update my own information

Signify's Talent Management Solution enables individual employees to take ownership of their own data and keep it up to date.

This self-service functionality allows employees to **maintain accurate and current information**, starting from personal and biographical details to contact information, qualifications, work experience, and more.

People Management

JESSE ABRAMS (22861) Intern

Go To Another

Welcome Notification Password

SUMMARY

PROFILE

Personal Details

Contact Details

Address

Dietary Requirements

Documents

LEAVE

EXTENDED PROFILE

USER PERMISSIONS

APPOINTMENT

PERFORMANCE MANAGEMENT

TRAINING AND DEVELOPMENT

LABOUR RELATIONS

Particulars Biographical Direct Social Physical Work Location Residential Address

Home Postal Address Reporting Lines

PARTICULARS

Username \* Employee Code Name Surname

22861 22861 Jesse Abrams

Middle Name Initials Title Known As

Michelle J Mrs

Home Language

English

SAVE CANCEL

With configurable field settings, organisations have **full control** over which fields employees can view or update, ensuring **data integrity** while still providing employees the **flexibility** to manage their own information.

By shifting the responsibility of certain data maintenance to individual employees, organisations can **improve data accuracy, reduce administrative burden, and foster a culture of data ownership and accountability.**

My Dashboard

Search here...

Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan 2026 Feb Mar Apr

My Performance Status

Final Review

Current Phase: Objective Setting

0 Scores 0 Check-Ins

Next Action:

Due 28 Mar 2025 (1 Week Overdue)

You Complete the Objective Setting

Manager Complete the Objective Setting

CONTINUE

My Colleagues

Kudos

RECEIVED GIVEN

Grateful for your support and collaboration, Joe!

Thanks for being a reliable team player, Joel!

SEND KUDOS TO A COLLEAGUE

OUR COMPANY VALUES

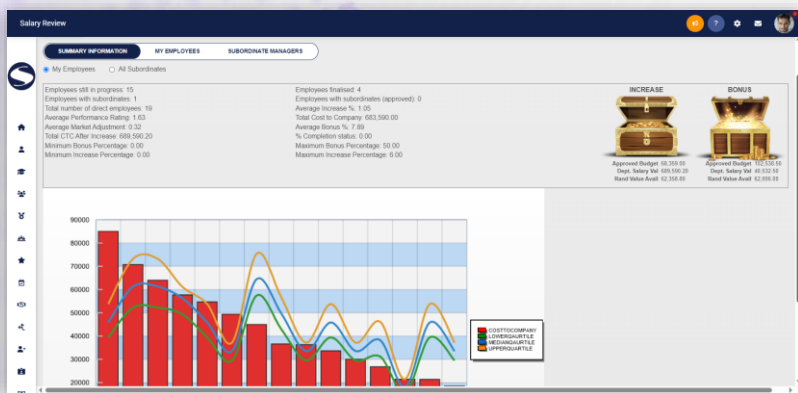
HR PROCESSES



## Salary Increase Management

Utilise the Salary Increase Management product for effective management of annual salary increases.

Provide managers with **employee salary** and **market line values**, alongside a **departmental budget** for salary increases. Integration with the **Performance Management product** suggests performance increases, market adjustments, and bonuses per employee, empowering managers to make informed decisions and streamline the annual performance increase process.



## Leave

The Signify Leave product efficiently manages employee leave with request, approval, and tracking features.

It maintains balances, provides leave calendars, and supports **customised leave policies**.

Employees can view balances, submit requests, track history, and approve requests through a **self-service portal** and **mobile application**.

The product offers **comprehensive reporting** and **compliance features**. With **streamlined processes** and transparency, Signify Leave simplifies leave management for employees and managers.



## Payroll Integration

The integration capability of the Signify system allows for seamless synchronisation of people data with third-party payroll systems.

This **integration ensures** that key employee information such as personal details, employment status, and organisational hierarchy remains **consistent** and **up to date across both platforms**.

By **eliminating manual data entry** and providing real-time or scheduled data exchange, organisations can streamline their HR and payroll processes, reduce administrative burdens, and improve data accuracy.

The integration between Signify and third-party payroll systems ensure a **seamless flow of information between HR and payroll functions**.

The screenshot shows a web application window titled "My Payroll". It features a search bar at the top with a "Search" button. Below the search bar, there are two input fields: "Document Description" and "Document Type (All Document Types)". There are also two date pickers for "Document Date Between" and "And". A "Search documents by year" field is present with a "Clear" button. Below the search area is a table with the following columns: "Action", "System", "Document Description", "Document Type", "Start Date", and "End Date". The table contains three rows of data:

Action	System	Document Description	Document Type	Start Date	End Date
Download	Signify Software	Payroll August 2019	Payroll	20190801	20190831
Download	Signify Software	Payroll September 2019	Payroll	20190901	20190930
Download	Signify Software	Payroll October 2019	Payroll	20191001	20191031

At the bottom of the table, there is a "Next" button. The footer of the application window contains the text "Software | © Signify Software | Support | Contact Us" and "HR | © Signify Software | Signify Software | All Rights Reserved".

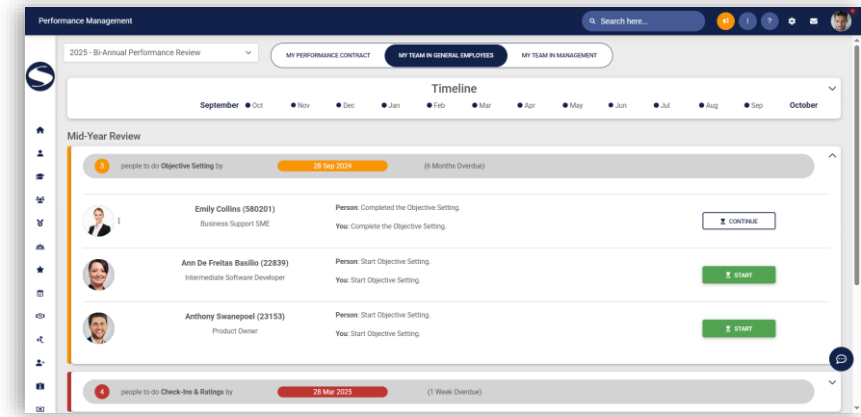
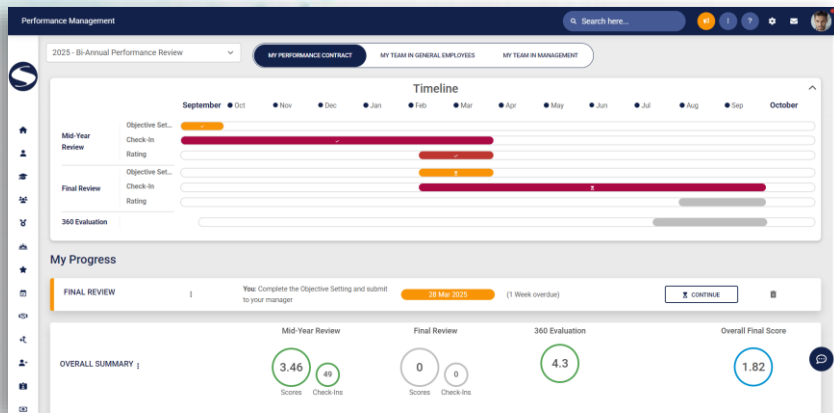


# Performance Management

The Signify Performance Management product streamlines and enhances performance evaluations.

It **enables** goal setting, progress tracking, and reviews, aligning individual objectives with organisational goals.

Ongoing feedback and coaching facilitate meaningful performance discussions. Customisable criteria, ratings, and analytics support evaluation processes.



Automated reminders and visual timelines **ensure timely completion** of different phases of the performance review processes.

The **user-friendly interface** empowers organisations to drive performance, engages employees, and foster a culture of growth.



# Personal Development Plan

(PDP)

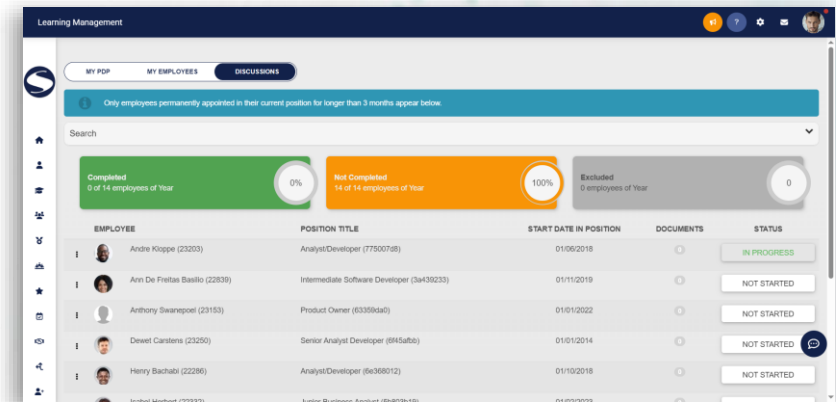
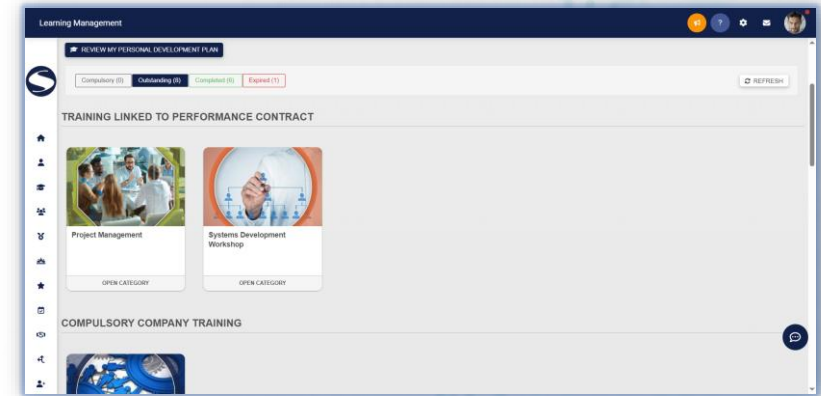
The Personal Development Plan (PDP) product within Signify empowers employees to create and manage their professional training plans effectively.

It **encompasses** company-specific, job-related, performance gap, and personal growth training.

The product facilitates **ongoing tracking and progress updates**, enabling employees to reflect on their **training achievements** and make necessary adjustments.

It provides access to learning resources, training programs, and serves as a valuable source of information for creating the annual workplace skills plan for the organisation.

With PDP, employees can **take ownership of their growth**, align their aspirations with organisational objectives, and foster a culture of continuous learning and improvement.





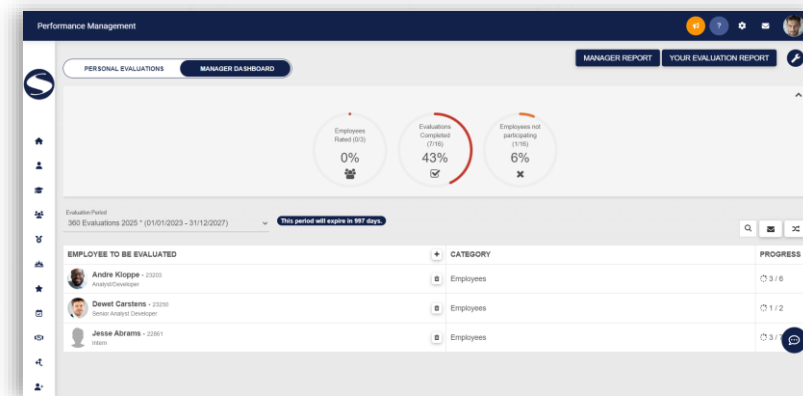
# 360° Employee Evaluations

The Signify 360° Employee Evaluation product enables comprehensive multi-rater assessments, gathering feedback from supervisors, peers, subordinates, and self.

It supports **customisable** evaluation criteria and rating scales for alignment with organisational needs.

The product provides detailed reports, analytics, and performance summaries to support talent development and decision-making.

With its **user-friendly interface** and robust features, the Signify 360° Employee Evaluation product enhances performance management, fostering a culture of continuous improvement and employee development.



The screenshot shows an evaluation form for 'Shawnna Baschke' with the following questions and options:

Section 1: Results Orientated

1.1. Processes begin to target

Options:  Never,  Hardly Ever,  Very Often,  Sometimes,  Fairly Often,  Often,  Most of the time,  Always

1.2. Always seems to exceed expectations

Options:  Never,  Hardly Ever,  Very Often,  Sometimes,  Fairly Often,  Often,  Most of the time,  Always

1.3. Keeps going with resilience in the face of difficulties or obstacles

Options:  Never,  Hardly Ever,  Very Often,  Sometimes,  Fairly Often,  Often,  Most of the time,  Always

Questions Answered: 4/7



# eLearning Management

Signify's eLearning management module is a versatile platform that enables organisations to deliver structured online learning in line with the organisation's skills development strategy.

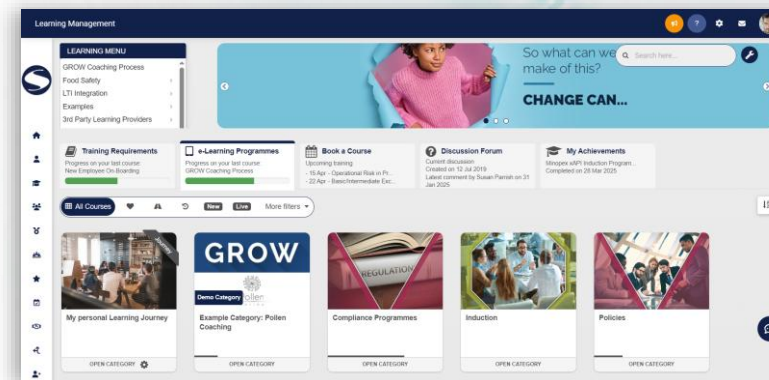
It offers a **personalised range** of digital courses, training materials, and resources accessible to learners anywhere, anytime.

With support for **various learning formats** like videos, quizzes, assessments, and interactive modules (such as SCORM, xAPI, HTML), employees can learn at their own pace and earn certifications and badges.

It also facilitates general compliance training and promotes continuous learning, knowledge retention, and professional development.

The eLearning module empowers organisations to cultivate a culture of lifelong learning and skill enhancement.

Additionally, the Signify Pollen eLearning series is also available





# Event Scheduling

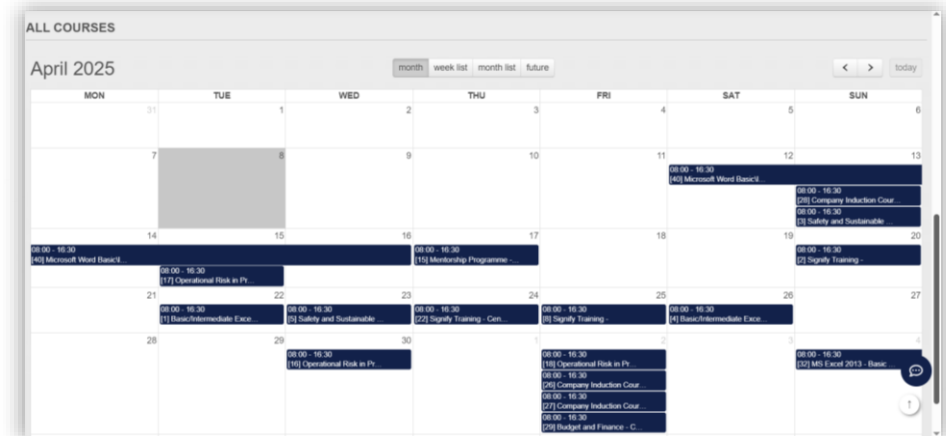
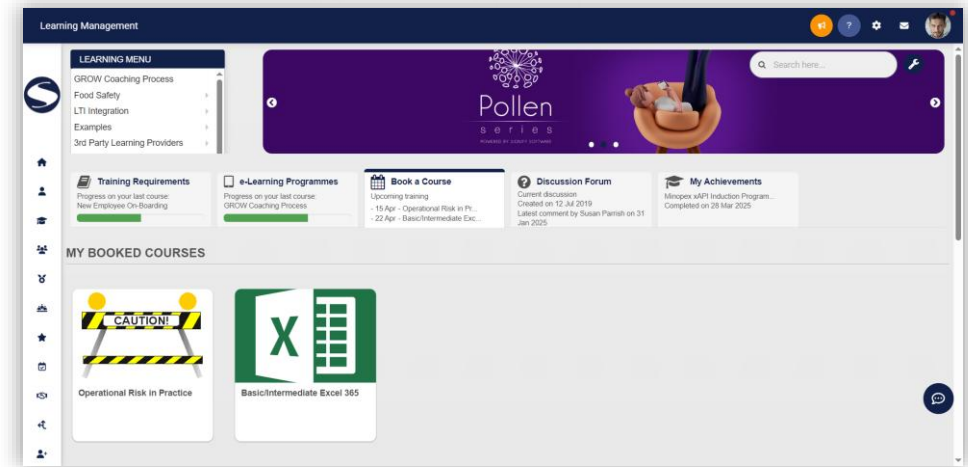
The Event Scheduling product in Signfy simplifies the planning and management of training sessions.

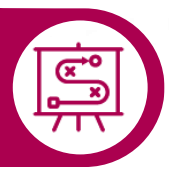
It allows administrators to create calendars, schedule sessions, and assign participants effortlessly.

Employees can also request training bookings, subject to approval workflows. The product includes automated notifications, attendee tracking, and resource management for **smooth training coordination**.

Administrators can set prerequisites, track attendance, and collect feedback to evaluate training effectiveness. The product optimises training logistics, can be incorporated as part of a **blended learning approach**, and enhances overall training program efficiency.

With Signfy's Event Scheduling product, organisations can streamline their training processes and deliver **impactful learning experiences**.





# Career & Succession Planning

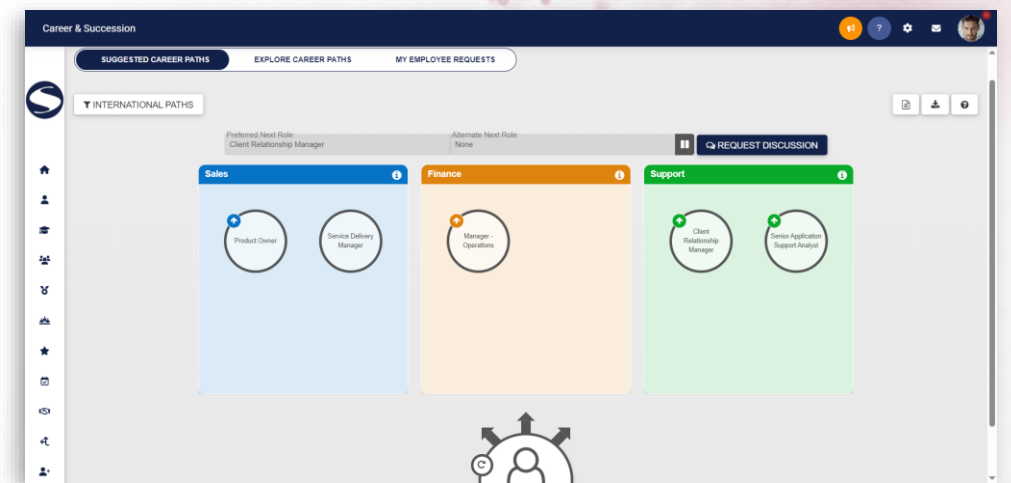
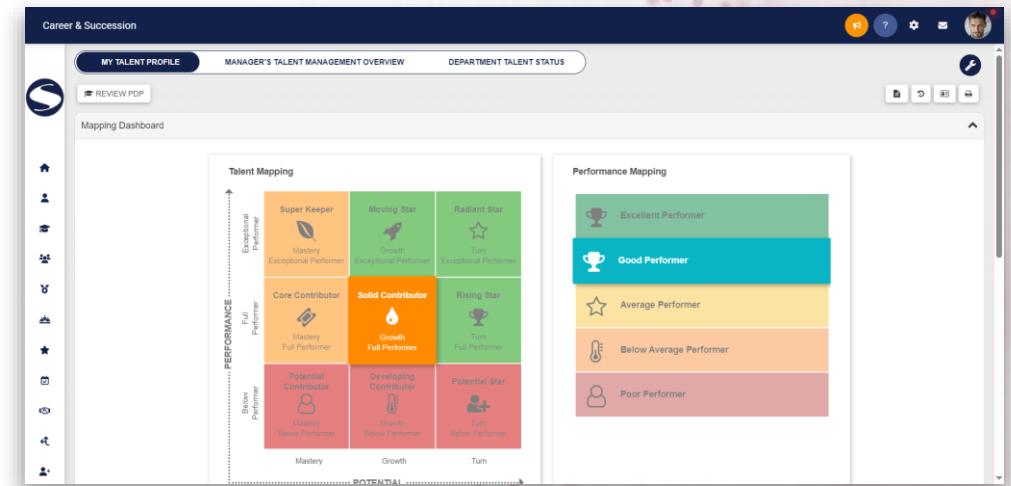
The Career and Succession Planning product in Signify provides organisations with a robust tool to strategically manage their talent pipeline and plan for future leadership needs.

It incorporates features such as the **9-box Talent Matrix**, which helps assess and classify employees based on performance and potential.

This matrix aids in **identifying high-potential individuals** and creating development plans accordingly.

The product also includes risk profile and succession planning functionalities, allowing organisations to identify critical roles, assess succession readiness, and create succession plans to mitigate talent gaps.

With the **Career and Succession Planning product**, organisations can proactively nurture talent, enhance leadership development, and ensure a smooth transition of key positions.





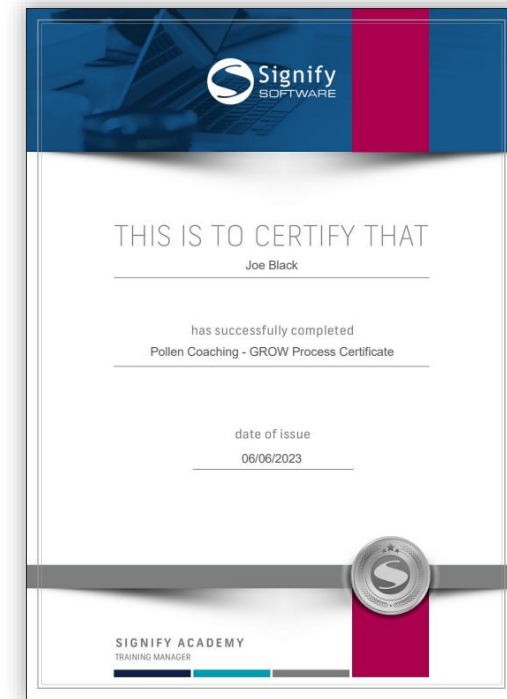
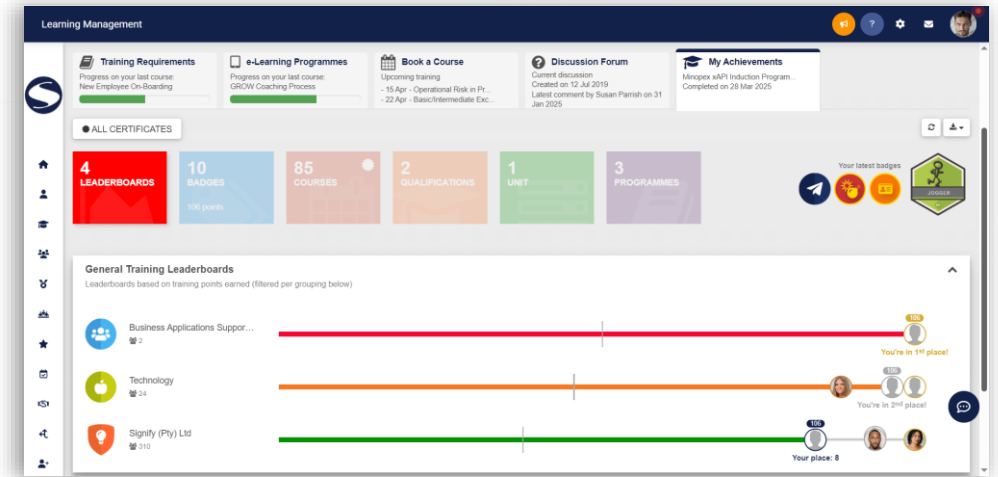
# Rewards & Recognition

The Rewards and Recognition product in Signify empowers organisations to acknowledge and incentivise employee achievements.

It offers a **comprehensive system** where employees can earn badges and points for their accomplishments, initially though the learning module and later extended to other functions such as performance management.

The product enables the generation of reports that identify employees and their accumulated points, facilitating effective reward allocation.

With the **Rewards and Recognition product**, organisations can foster a culture of appreciation, motivation, and engagement, recognising and rewarding employees for their contributions and driving a positive and high-performance work environment.





# Graphical Insights & Report Builder

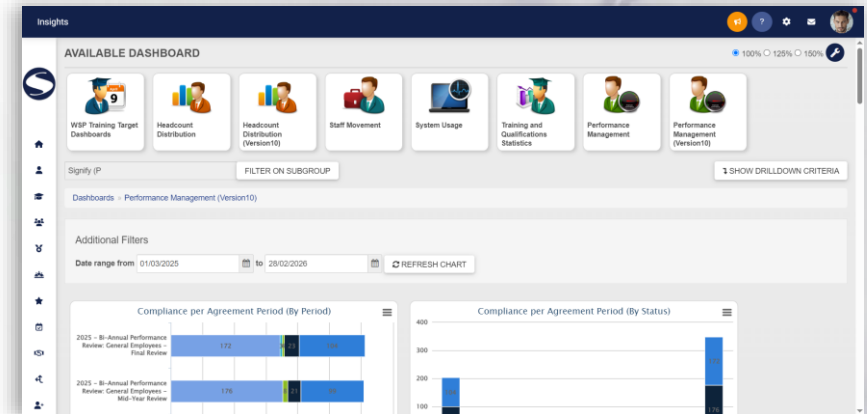
The Graphical Insights & Report Builder product in Signify empowers users to gain valuable insights from their data.

It offers the flexibility to create **customised reports** using the data warehouse.

Users can **design reports tailored to their specific needs**, enabling them to analyse trends, track key metrics, and make data-driven decisions.

Additionally, the product provides the option to view data in a graphical format, facilitating visual representation and understanding of complex information.

With the **Graphical Insights and Report Builder product**, users can unlock the power of their data, uncover meaningful patterns, and drive informed actions for improved performance and success.



The screenshot shows the 'Report Builder / EGI Report' interface. It features a top navigation bar with the 'Signify' logo and user profile. Below the navigation bar, there is a section for 'DATA SOURCE' and 'FILTERING'. The main content area displays a table with columns: 'TENANT NAME', 'BILLING TYPE', 'USER NAME', 'NAME', and 'SURNAME'. The table contains several rows of data, including 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', 'Signify Demo', and 'Signify Demo'. The table is filtered to show 'People' and 'Advanced Options'.

TENANT NAME	BILLING TYPE	USER NAME	NAME	SURNAME
Signify Demo	Signify Demo	22287	Thomas	Herricksburg
Signify Demo	Signify Demo	22286	Henry	Brochabi
Signify Demo	Signify Demo	22229	Peggy	Adino
Signify Demo	Signify Demo	22877	Paralela	Banolois
Signify Demo	Signify Demo	22933	Amantia	De Jager
Signify Demo	Signify Demo	22025	Ashle	Filippe
Signify Demo	Signify Demo	22885	Adri	Burger
Signify Demo	Signify Demo	22192	Stephan	Dale