

## 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 with familiar Microsoft Windows navigation and integrates with all HR systems with tightest integration to Sage HRMS. 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

#### MULTIRATER WORKFLOW

Review workflows can be configured to gather feedback from the employee's supervisor only or to gather feedback from multiple sources including the employee, the employee's peers, other managers, and even parties outside the organization like contractors, suppliers, or customers. These defined workflows can be as unique as your organization and may vary based on appraisal type and employee.

#### TEMPLATE LIBRARY

The LightWork 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.

#### VISUAL ANALYTICS

See a visual representation of where your employees' appraisals sit in the organization with LightWork Analytics. Also view a visual analysis of how your employees score on competencies individually, as an organization, and more.

#### DEPLOYMENT

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## 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.

## JOURNALS

Employee journals allow employees and supervisors to record notes on goals and performance between appraisal cycles throughout the year. When it's time for another review, you'll have the tools you need to give accurate feedback.

## 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.

## HRMS INTEGRATION

LightWork's Universal Link tool allows your current HRMS system to be integrated with LightWork for easy deployment and a consistent user experience.

## INTEGRATIONS

LightWork can integrate with any HR or payroll solution through the LightWork Connector. Some of the integrations LightWork clients have in place today include:

- ◇ Abila
- ◇ ADP
- ◇ Ceridian
- ◇ Paychex
- ◇ Sage Abra
- ◇ Sage HRMS
- ◇ Standalone (no HRMS necessary)

From developing innovative solutions to providing award-winning customer support, LightWork is dedicated to surpassing expectations in all aspects of our business. For more information about LightWork, contact us at 800-551-6875.