

THE HRTMS NEWSLETTER

MARCH 2018



YOU THRIVE, WE ALL THRIVE

It was just over six years ago when I entered the doors at HRTMS and began my career as Marketing Director. I was a bit nervous but excited to be part of a growing company and work with people who were truly passionate about what they do. From the very beginning, I felt that my co-workers were more than colleagues and more like friends who I respected both professionally and personally. Working for a company like this was like nothing I've ever experienced. We volunteer to help our coworkers on difficult projects, the phrase "good job" is routinely expressed during most every meeting and we are encouraged to express our opinions and expand our working knowledge. And that's just during the workday.

IN THIS ISSUE

YOU THRIVE, WE ALL THRIVE	1-3
WHAT'S NEW IN FEATURES	3
BREAKING NEWS	4
UPCOMING EVENTS	4
QUICK TIPS	5

YOU THRIVE, WE ALL THRIVE (continued)

Outside of work we can often be found enjoying a long hike with our coworkers, at a colleague's house for a picnic, participating in charity walks, or even traveling hundreds of miles to attend a team member's wedding. I just recently caught an episode of Young Sheldon where Sheldon was trying to make friends to appease his protective mother. When he went to the library, the librarian handed him a copy of "How To Win Friends And Influence People" by Dale Carnegie. I'm quite familiar with this book as I've read it several times. One of the principles reviewed in his book is "become genuinely interested in other people." This may seem like common sense, but it strikes me as quite common for people to appear interested, while in reality, they are just waiting for a break in conversation to interject. I'm uncertain if my fellow colleagues ever read this book but I can say with complete confidence that when each day starts with a sincere "how are you doing today", it's clear we are genuinely interested in each other. No matter the products sold, or the benefits had, it's the people that

make an organization great. People who care for what they sell, the customers they serve, and the colleagues they work alongside. But not all organizations are so lucky. What are they missing that makes great people want to join their team and lead it into the future? First, a company must be self-aware. Every good relationship guru will tell you that before you can find a partner, you must know who you are, what you believe, and what you expect from others. This same advice applies in business. You must know your company culture, your goals, and what you expect from your employees. Once these things are known, it's important to be sure that every stakeholder knows as well. This information should be dispersed to every corner of your organization from recruitment methods, training practices, compensation strategies, and yes, to the job description.

Ah, yes, the job description; you didn't think we'd share an article without bringing up the job description, did you? If you've read any of our collateral, you know that we believe that the job description is the centerpiece of everything HR. It is the playbook that details



YOU THRIVE, WE ALL THRIVE (continued)

a goal and what is needed to attain it. It also lays out the expectations of the employee and what is valued throughout the organization. Whether the goal is to hire the right person or to retain top talent, a company must know their culture and embed that into every touchpoint. Your job descriptions must reflect the goals and expectations of your organization to make sure the people you employ are in line with your company vision. A clear and descriptive playbook that reflects your corporate culture gives recruiters insight into the employees you wish to bring on board and employees a sense of what their job entails. This guide is critical to the success of your people and your organization.

I can't help but reflect on my good fortune of working for a company whose values align with my own. It is a rare opportunity, yet one that people are constantly chasing. People will not hesitate to leave a company they feel does not parallel their own values, and so it is crucial that every organization is aware of their culture. Organizations need to reiterate their culture through all practices and processes, and hire people who can thrive in its environment. For when people thrive, so does the company.

WHAT'S NEW IN FEATURES

JDX EMPLOYEE PORTAL

Allows for the generation of a unique, cryptographic, strong 128-character code/key that can be given to an employee (via email or through an Intranet Portal) to visit their personal JDX Home Page and view their job description, acknowledge a job description or review past job descriptions.

NEW USER-DEFINED FLAGS

Updates were made to the current flag structure to allow up to 5 user-defined filter flags. These flags work like the existing flags such as IsChild, IsNew, IsApproved, etc. but differ in that you can name the flags using the business rules and create your own customized criteria to filter your job descriptions. The authorization settings let you restrict visibility and set sticky filters using the user-defined flags. You set flag values for your job descriptions individually or in bulk by importing them using the importing tool in Job Description Administration.

CUSTOM HELP ICONS

Enhancements have been made to allow for custom help icons. Previously, you could only add custom help icons in the form builder at the building block level. Now, you can add custom help icons to any form that supports customization and to the home page icons.

NEW WORKFLOW TASKS LOOK AND FEEL

The Workflow Tasks screen offers a new look and feel. The main grid of tasks includes an intuitive graphic that shows the current status of the workflow, including the active step, completed steps, completed tasks by participants and ad-hoc participants. On the right side of the screen, the tasks actions are shown vertically. Each task has a separate, user-definable block of instructions. This new look and feel allows workflow participants to easily view all workflows at a glance, and for active tasks, they have more detailed instructions.

To view other recently added features, release notes, and other announcements, please [click here](#) and login to the HRTMS Community.

BREAKING NEWS!

Introducing JDXreviews: Job-Centric Performance Management Software

Without a clear understanding of what the job entails, managers and employees are left in the dark about the requirements of the job and what activities constitute adequate performance. Knowing that there was a void in the market of Performance Management tools that allowed for instant recall of job information, we decided that it was time to introduce something different. Our new product JDXreviews, was designed to extend the influence of your JDXpert job information portfolio and put job descriptions back at the center of Performance Management.

JDXreviews is completely integrated with JDXpert so that not only is job data available in the performance process, but the printable job description is accessible for review and sign-off. JDXreviews can also pull information from your JDXpert job profiles to help formulate job-related performance measures/competencies and deliver everything from comprehensive annual reviews to frequent check-ins. This allows managers and employees to complete reviews with a clear understanding of what the job entails. Changes to job responsibilities can be captured during this process, enhancing job description accuracy and in turn, promoting review accuracy.

JDXreviews embodies the rare combination of simplicity and flexibility. This allows users to engage, complete their reviews, and get back to work quickly with minimal impact on productivity. Our early adopters are experiencing compliance rates they have never seen. Part of the reason for this is JDXreviews unique design process. You can design review forms yourself using language, calculations, with a look, feel and layout that your users will find familiar and comfortable. You don't have to learn some arcane, confusing vendor form builder that

you'll forget how to use by the next review. You design your forms using Microsoft Excel. Your team already has an extensive knowledge of Excel and this familiarity allows you to create sophisticated, customized designs. These designs can reflect your exact needs and can evolve to meet the requirements of a dynamic, ever changing business. Once completed, JDXreviews imports your design and turns it into a sophisticated custom web application. Excel acts as the designer, only. What users see is completely Web 2.0, with real-time tracking and robust, ultra-flexible workflows. JDXreviews provides power and simplicity at a very affordable price.

JDXreviews is an excellent option for those organizations looking for a flexible, cost-effective Performance Management application that leverages the power and influence of their job information repository. If you're looking to add JDXreviews to your JDXpert license, or simply want to see what JDXreviews is all about, please contact our VP of Sales, Bill Rost at brost@hrtms.com or speak with your Implementation Specialist.

UPCOMING EVENTS

WEBINAR - BEST PRACTICES FOR COMPLIANT JOB DESCRIPTIONS

MARCH 29TH | REGISTER

HR USER TRAINING

APRIL 19TH | REGISTER

MAY 17TH | REGISTER

ADMINISTRATOR TRAINING

APRIL 10TH THROUGH 12TH | REGISTER

MAY 8TH THROUGH 10TH | REGISTER



QUICK TIP

Exporting Multiple Jobs to Print Version

Did you know that you can download multiple jobs into their print version at one time? No? It's super easy and here's how to do it:

Navigate to your Job Description Library and search for the jobs that you would like to print. Once you have found the jobs that you would like to print, select all of the jobs.

After you have selected all of the jobs that you would like to print, click on the "Export" button on the top menu. Click on "Export Job Description to Printable Formats". Select your format and Ta-Da! - You have all of your selected jobs downloaded into their Print Version.

Extra Tip: You can select several jobs by clicking the first job and then holding down "Shift" and clicking on the last job in the list.

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