



Curriculum Vitae



The assessment of Curriculum Vitae (CV) or business resume forms a vital part of any employee recruitment process. Once hired, though, the employee's CV is often forgotten.

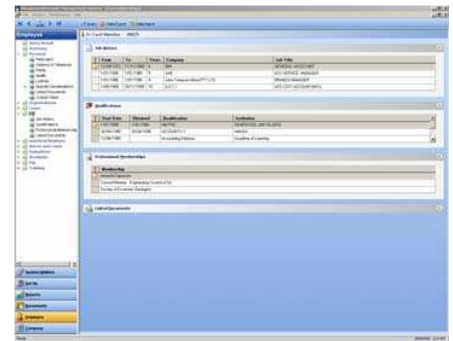
Today, the CV of any employee is a very dynamic information profile that changes frequently with:

- New job responsibilities
- Additional qualifications acquired
- New professional memberships
- Training programs attended
- New Skills and competencies acquired

An up-to-date resume is not only important in any staff reviews for both employee and manager; it also helps to accurately evaluate the employee's prospects for internal promotions.

In addition, management often needs a cross-section view of their employees skills mix. This information is critical in developing future training and education programs to fulfil the company's skills needs. A current, company-wide view can also be used to pinpoint redundant training and ensure education costs are well managed.

ABSALOM SMART HR facilitates the easy capturing and reporting of all changes to an employee's status, to complement and update their initial CV.



These include:

- Complete and unlimited work history within and outside the current employer.
- Unlimited history of positions within and outside the company.
- Link CV to employee record (E.G. word, PDF format).
- Employee able to update CV information via browser-based Employee Self Service System.
- Structured analytical management reports by group or department based upon experience, education and skills.

Any updates to the employee profile needs to be included on the CV so that management can quickly access the full business history of each employee.