

# ROK Solution and Human Resources department

## HR as the core of operational and strategic excellence

Perpetual changes in the economic and social climate mean that Human Resources are obliged to position themselves at the core of the operational and strategic issues faced by their company. ROK Solution gives HR departments the keys to accompany the changes to their organisation by placing Collaborative Intelligence at the heart of the industry benchmark.



### Applying HR policies

#### How to define and apply HR policies in accordance with the regulatory framework

ROK Solution drives collaborative processes towards employees and their management. The regulatory framework is communicated in real-time and is incorporated into industry operations.

The unified communication of ROK Solution means that new communities can be created and communication on ad hoc subjects can take place at any time.

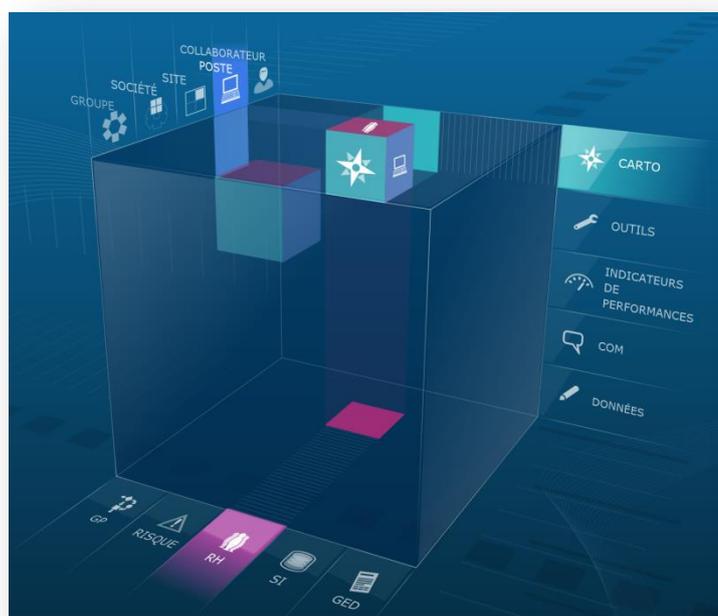


### Steering the HR standards system

#### How can a job description and skills standards system be maintained so as to include operational functions ?

Organisational charts are imported and then maintained in ROK Solution via a simple connection with the company directory.

In ROK Solution, processes, documents and IT systems are natively linked to employee workstations. Job description sheets and the skillsets required are consistent with the operational reality of the organisation.



## Managing rights and SoD\*

**How can IT system and EDM access rights be aligned with workstations so as to guarantee the segregation of duties ?**

The organic and systemic industry benchmark from ROK Solution guarantees integrity between workstations, processes, IT systems and Electronic Document Management. Segregation of duties and the implementation of compensatory measures are handled dynamically.

Changes in role, arrivals/departures and modifications to processes automatically update access rights and job description sheets.

\* SoD = Segregation of Duties (séparation des tâches incompatibles)

## Administering employees

**How can you gather salary parameters, interview employees and refer KPIs ?**

Based on the industry standards guide, ROK Solution allows any user to define and steer repetitive processes (gathering salary parameters, annual reviews, etc.) or ad hoc processes (action plans, surveys or large-scale information-sharing).

Intelligent workflows mean that actions and information can be forwarded directly to employees. Dashboards allow managers to monitor the progress of activities and KPIs.



## Change management

- Organisation is instantly incorporated into the ROK Solution collaborative platform.
- Easier to manage arrivals/departures/promotions of employees, job description sheets and automatic rights.
- Personalised access to information, best practices, documents, IT systems and processes.
- Instant collaboration in ad hoc communities.
- An industry benchmark accompanied by clear instructions, forwarded to the right people at the right time.