

Designing HR portals and Employee surveys online.

Designing HR portals

It is the electronic web system that gives the employees with greater access to the tools and information which they need to do their job.

A human resource portal, or HR portal, is an internal gateway for a company's employees to access HR-related and other information about their workplace. It is also an access point for outside job applicants and potential applicants. HR portals are usually dynamic and interactive and should not function only as repositories for benefits and other workplace information.

For example, if handbooks, benefits enrolment details, and other information are on a portal, a company can save money by reducing printing costs and staff hours in distribution. (HR portals are frequently secure, so existing employees usually must have login credentials to access company information.)

What Items Are Often on a Human Resource Portal?

These portal items could include, but are not limited to the following:

- ✚ **On boarding and Introduction** Packets: When beginning a new job, it's difficult to remember everything the on boarding person told you. A packet on the portal can be a good place to refer new employees who need information. It can also be a place for existing employees to refresh themselves on the basics.
- ✚ **Policies and Procedures:** This can include handbooks, company values, forms, social media policies, diversity policies, and grievance procedures.
- ✚ **Job Descriptions and Recruitment Processes:** This section includes information about salary and performance reviews, organizational charts, payroll information, and internal vacancy notices.
- ✚ **Benefits and Entitlements:** A place for all information about benefits and fringe benefits, including insurance, wellness incentives, retirement plan information, annual leave procedures, and discount programs.
- ✚ **Staff Directory and Bios, maybe With Photos:** This is a place for employees to interact via messaging or a similar tool.
- ✚ **Links to company news and announcements:** Use this section to disseminate new information and developments about the company.

Need For Portal

- ✚ To cope up with the various needs of different users.
- ✚ To meet numerous types of information.

Features /Characteristics

- ✚ Allowing different information

- ✚ Presenting automatically the information and services that the user wants.
- ✚ Allowing the user to select the information and services according to his own interest.

HR Portal

- It enables employee, manager and candidate self service on wide ranging topics, the information displayed for each person is customized.

Designing HR Portal

- ✚ Bringing together key stakeholders.
- ✚ Articulate strategy
- ✚ Understand current content management & technology process.
- ✚ Clearly defined the roles and responsibilities.
- ✚ Establish accountability.

Employee Survey Online

It is the survey which will be conducted in collaboration with the electronic system.

Types of Survey

- Employee opinion survey
- Pulse survey.
- Short form survey
- Merger & acquisition survey.
- Expatriate and expatriate spouse survey.
- Global employee survey.
- Special focus survey.

Employee Survey - Steps

- ✚ Need Analysis
- ✚ Focus Group
- ✚ Survey Design
- ✚ Develop Question
- ✚ Questionnaire Review
- ✚ Instrument Pre Test
- ✚ Administer the Questionnaire
- ✚ Analyze The Questionnaire
- ✚ Presentation Of Survey Result

Issues in Employee Privacy

- Privacy in workplace is a controversy issue.
- An employer has all right to monitor an employees performance and behaviour
- Employees are often concerned about maintaining personal privacy.
- Some workplace practices, such as computer monitoring, telephone monitoring, and video surveillance, may hinder employee privacy, present some of the most common workplace conflicts.
- Additionally, employers may also monitor email messages and Internet usage.
- Telephone monitoring is another issue of employee privacy.
- Employers may install surveillance video cameras to maintain safety, prevent theft, and to monitor employee activities.

Ways by Which Employees Can Be Monitored.

- ✚ Email
- ✚ Phone conversation
- ✚ Voicemail
- ✚ Messages

Employee Legal Rights

- ✚ Right to be free from discrimination and harassment o all types
- ✚ Right to a safe workplace free of dangerous conditions
- ✚ Right to fair wages for work performed
- ✚ Prohibits employers from discriminating in the hiring process based on race color, religion, sex, or national origin.