

## **E-Employee Profile**

### **Introduction**

Maintaining Employee Records is particularly important for internal purposes when it comes to getting the best out of your employees. It also improves the organization's readiness to respond to information of this type. This also helps with the overall planning of the human capital needs of the organization both immediate and future.

For internal purposes, maintaining employee records is necessary for the formulation of employment policies, the procedure for recruitment, training, promotion, etc. For example, the statistics of employee records help develop employment policies free from any bias on grounds of gender, religion, age, disability, etc., to ensure fair treatment of all employees.

To draw the best out of employees with respect to performance management, it becomes essential to maintain records pertaining to job skills, education, and certifications, experience, career history, etc., to know what resources are available to meet production/service requirements. These details empower line managers to make decisions based on facts. These records also play an important role in planning training and career development for individuals. It also influences the recruitment and selection process.

The E-Employee Profile web application provides a central point of access to the employee contact information and provides a comprehensive employee database solution, simplifying HR management and team building by providing an

employee skills, organization chart and even pictures. E-Employee profile maintenance lies with the individual employee, the manager and the database manager.

E-Employee profile consists of the following:

- Certification
- Honor/Award
- Membership
- Education
- Past Work Experience
- Assignment Skills
- Competency
- Employee Assignment Rules
- Employee Availability
- Employee Exception Hours
- Employee Utilization
- Employee tools
- Job information
- Sensitive job Information
- Service Details
- Calendar
- Calendar Administration
- Employee Locator.