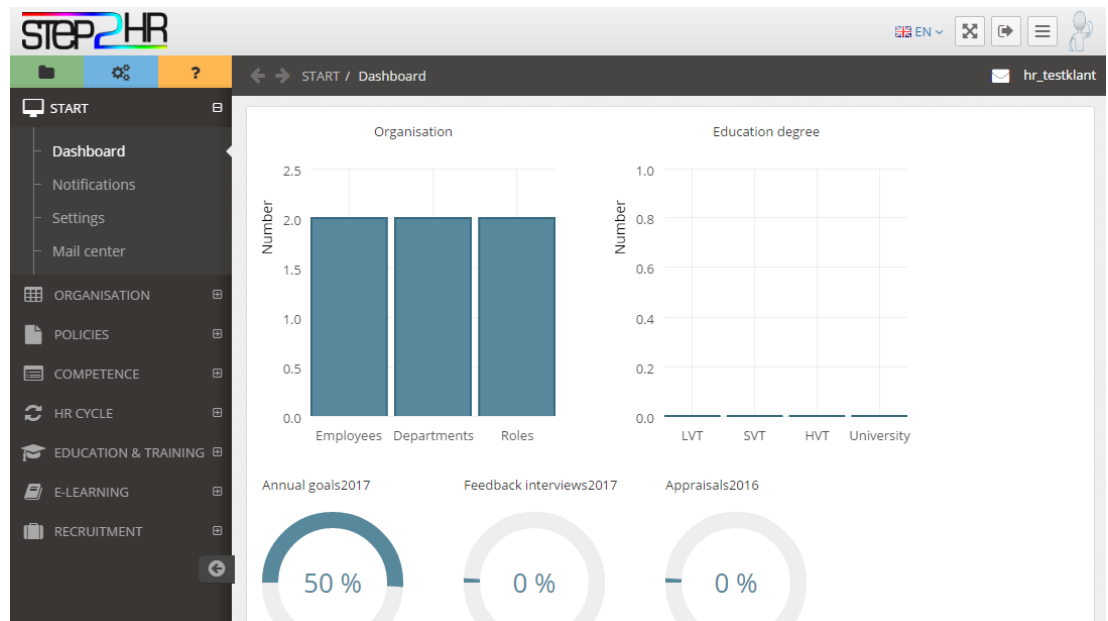


# Service Features and Benefits

Step2HR is an extensive and complete HRM system with many features in the cloud. It registers and maintains documents and data regarding your organisation and its employees. Step2HR actively supports various HRM processes by providing templates, automatic signalling and many reports.



## SOFTWARE AS A SERVICE

- Employee Self Service
- 24/7 availability
- ISO 27001 Datacenters
- No installation required
- Daily backups

## COMPONENTS

- Dashboard
- Personnel Information
- Organisation Information
- Competence Management
- Performance Management
- Learning Management
- E-Learning
- Recruitment Management

## PRICING

See [www.step2hr.com](http://www.step2hr.com) for details on our price plans:

- €0 per user per month
- €1 per user per month
- €2 per user per month

(Prices excluding VAT).

## LANGUAGE

Dutch and English are supported

Step2HR is easy to use for all employees within the organization through its clear and intuitive user-interface. It is an Employee Self Service (ESS) solution. This means that employees and managers can access and manage their information and processes 24/7.

Each user can access only the information he or she is allowed to see. To manage access, there are 4 access levels: Admin, Director, Manager and Employee. All data is stored on secured servers in data centers in The Netherlands.

Step2HR is a Personnel Information System as it manages employee-related information such as birthdate, social security number, start and end dates of employment contract, position within the organisation, etc etc and files associated with the employee.

Step2HR is also a Competence and Performance Management solution. The integrated competence library lists and defines 80 competences on a 5-level scale. Managing the HR Cycle with its periodic reviews has never been easier.

The Learning Management module registers diplomas and certificates for everyone. It enables the organisation to manage contracts for individual employees regarding training and other education paid for by the organisation. Employees can rate the training courses they did. Step2HR automatically signals when certificates are about to expire or when the progress of an education program has stalled. Step2HR includes 42 e-Learning modules (in Dutch) including workbooks aimed at improving competence levels. It is possible to add custom e-learning modules and exams to the system.

The Recruitment Management module makes it easy to manage information regarding vacancies and to keep track of the status of each of them. A portfolio of interesting candidates is maintained.



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