IMAGE

Welcome to a short demonstration of **IMAGE**.
IMAGE is a human resource management system aimed specifically at competence
and performance management.

IMAGE was developed by **KB Solutions** , a local company, established in 1992, specialising in the
design and development of business applications.
The development of **IMAGE** started in 1992 and has since been enhanced according to the guidelines
laid down by the NQF.
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System requirements to run **IMAGE:**
      Windows 95 or Windows NT
      CD-ROM Drive
To install **IMAGE**
      In File Manager or the Windows Explorer select the CD-ROM Drive
      Double click SETUP.EXE
      Follw the instructions that appear on the screen
      Setup creates a program group in Windows NT or in Windows 95
      a single program icon should be placed directly under the Start>Programs menu
      Click on the icon to start the demo

IMAGE is a client-server application developed using the Microsoft range of development tools.

Image is a comprehensive competency management application. It focuses on the competencies of an
employee mapped against the competencies required of the employee in the job that he or she performs.
Tools are provided to assist management in ensuring that the employee is developed to perform
effectively in the job as well as recognising each employee's aspirations in the form of
employee-specific career paths.

1. Employees

The following details are typically captured for each employee:
· name;
· date of birth;
· details of employment,;
· home details and
· office details.
Telephone lists, birthday lists and lists of employees by department are a few examples of what can be
generated from this information.

2. Mentorship

Each employee is assigned a mentor. Information relating to the status and dates of employee - mentor
meetings are captured. Comments about meetings can be entered in free text format. Trends on status
(cancelled, arranged and held) as well as dates are reported on by employee, by mentor and by department.

3. Job Profiles

Job are defined in terms of competence profiles. A competence profile defines :

i. work to be done (job outputs) and
ii. competencies required.

Job competence profiles are split into an output profile and a competency profile.

i.   Output Profiles

· Quality requirements and quality indicators are defined for each output. A range of variables define the
 scope of the output.
· The outputs in the output profile are made up of tasks. Performance requirements and performance indicators are defined for each task.

ii.   Competency Profiles

Competency profiles are created for :
· Jobs :
The purpose of the job competency profile is to establish which competencies are required to successfully perform in that job. In this profile, each competency is assigned a level and a weight which indicates the importance of each competency for that job.
· Employees :
A employee competency profile specifies what competencies an employee has and the level at which
the competency can be performed.
· Training courses :
the competencies that a training course concentrates on developing.

Each competencies is assigned a class. Examples of classes are skills, attitude, knowledge, experience and qualifications.

From i. and ii. the following analysis can be done:

Employee - Job Fit
The employee competencies are mapped against the competencies for a particular job. Any shortcomings and the training courses which can address these shortcomings are identified..

Competency Search
A search can be done in any part of the organisation for people that fit a specified set of competencies or a specified job. This search will group people that fit the competency requirements according to their level of competence. It will also return details regarding the people.

Career Development
A career path can be set dynamically by selecting a stream of jobs. An employee is then mapped against all the competency profiles of the jobs in this career path. All the competencies in this career
are displayed and whether the employee meets these competency requirements. Training courses can
be dynamically identified that will address any shortcoming. Within this function the training courses
available can be evaluated and the employee booked on the most appropriate course.

The functions above are used for identifying development requirements, tracking of development, recruitment and selection, career progression and succession planning.

4. Training

The system provides for management of all aspects of training :
· Suppliers :
Suppliers of training, their details and the courses they supply are captured.
· Training Course Types :
Training courses are divided into any number of training groupings e.g. technical, managerial, basic
adult are a few examples.
· Quick Evaluation of Training Courses :
A concise description is added to each training course giving details of prerequisites and level of competency that will be attained.
· Course Bookings :
Employees are booked for courses and details of cost, cost centre, status (requested, cancelled, completed) are entered. If a course is cancelled the reason for cancellation is entered.
· Budgets :
A budget for training expenses is provided by department or cost centre.
· Control of Expenditure :
An analysis of how much time and money was spent can be done by employee, department, supplier,
course, course type, cancellation code and racial grouping for any given time period.

5. 360 degree Performance evaluation

For each employee a performance evaluation questionnaire can be generated from a library of standard
questionnaires. These questionnaires are then completed by a selected group consisting of the employee's superiors, peers and subordinates.
The results are calculated and can be displayed in a variety of ways.

6. Lookup Tables

Lookup tables are utilised throughout Image to provide for easy maintenance of data. Information stored in lookup tables includes :
· jobs descriptions,;
· outputs;
· competencies;
· suppliers of training;
· departments;
· cost centres;
· courses and
· course groupings.

The advantage of the lookup table is that anything changed in a lookup table will be changed through
out the system.

Example :
A competency may have a description of "Management Learning Systems". If this is changed to "Learning Management System" the competency will be reflected against every job, employee and

training course that it is loaded against with the new description. No manual effort is required to update
all the records impacted.

7. Environment

The Image application operates in a 32 bit Windows environment (either Windows 95 or Windows NT).
Communication with other Windows applications such as Excel, MS Word and E-Mail is very easy to achieve due to the integrated nature of the suite of Microsoft products.

The front end application is written in Visual Basic 4 and communicates to a Microsoft SQL Server 6.5
database via ODBC (open database connectivity). This environment has the following advantages :
· VB4 is a rapid application development tool. Enhancements can be delivered quickly and cost effectively.
· Image is suitable for operating over a LAN or WAN in a multi-user environment.
· It is easy and feasible to communicate or even convert to other databases. For example ODBC allows
communication to an ORACLE database. Employee information such as name or department, can be
downloaded from the HR system without the need for re-typing or clumsy interfaces.