

Microsoft® Office Visio® 2007 for Human Resources

New Features

- Color Themes
- Data Graphics
- Templates and Shapes
- Data Link

HR Tasks Supported

- Employee Demographics and Information
- Benefits Administration
- Organizational Structure
- HR Reporting (metrics, performance)
- Compensation Planning
- Retirement Benefits
- Company to Employee Communications
- Employee Directory and Attendance

How To Win

Versatility— Emphasize breadth of use throughout organizations, across different departments; continue to add new content (templates, stencils, shapes) as well as improved communication and employee satisfaction.

Collaboration— Emphasize collaboration tools, integration with SharePoint for posting organizational charts. Integration with Microsoft Outlook calendars to create an overview of all HR meetings and flag key activities.

Low Cost—By utilizing existing, familiar and easy-to-use tools, HR Managers will see quick results, without significant training costs.

Investments—Maximizing the value of existing IT investments.

The Visio Value Proposition

Visualize:

Human Resource professionals can use Visio to visualize company and organizational information.

- Visualize Disparate data with Visio diagrams
- Easily visualize changes to departments and staffing as they occur and anticipate the new hires needed
- Improve visibility of personnel data



Explore:

Explore complex HR information

- Explore corporate strategy and operational plans
- Compare and analyze employee skills and salaries

Communicate:

Use Visio to communicate workforce data, and changes to business operations.

- Comprehensive views of workforce data that can be easily communicated across the organization.
- When changes to business data occur, Visio diagrams can easily update and share with appropriate departments as needed.
- Improve visibility of personnel data

Target Issues for HR Professionals

It's difficult to keep track of company purchase history and employee information.

A. Benefit Administrators and Compensation Analysts can use Visio to create timelines for tracking ESSP purchase and growth, and review raise schedules.

It is difficult to keep track of the constant changes in our organizational structure.

A. The Visio 2007 Organizational Chart solution can be used to document and update an organizations structure and employee information and link that same data to an office layout diagram that indicates office location at the site.

It's difficult to orient new employees on company policies and procedures.

A. Human Resource professionals can easily create diagrams to show the steps required to orient and train new employees.

It's difficult to keep on top of the communication process for all employees.

A. The Visio 2007 Timelines and Chart solution can be used to track and monitor scheduled company wide communications.



Microsoft®

Office Visio® Professional 2007

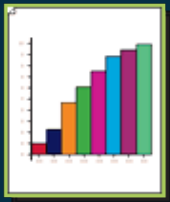
What is Visio 2007?



Microsoft Office Visio 2007 is the diagramming and information visualization tool of choice for business and technical professionals. Visio can benefit Human Resource Departments improve business operations and performance. From timeline and organizational charts, to flowcharts and diagrams that illustrate process and workflow, Visio provides a valuable set of diagramming choices to assist Human Resource professionals with retaining, attracting and optimizing the workforce.



Organizational Charts:
Create an organizational chart with supporting data



Charts and Graphs:
Use charts and graphs to illustrate HR reporting metrics



Office Space Planning:
Shows high level views of building space occupancy



Project Timeline:
Visualize important HR events, billing cycles, and milestones

Who in my organization will benefit from using Visio?

VISIO OFFERS PERFORMANCE MANAGEMENT SOLUTIONS FOR MULTIPLE INDUSTRIES AND JOB ROLES

Human Resources Manager

Organizational charts, workflows of corporate standards and procedures, flowcharts, timelines, benefit charts and applicant interview process diagrams.

Compensation Analyst

Organizational charts, workflows of corporate standards and practices, flowcharts, timelines and migration plans

Benefits Administrator

Fund analysis, workflows of corporate standards and procedures, flowcharts, timelines, migration plans and organizational charts.

LABOR RELATIONS MANAGER

Organizational charts, workflows of corporate standards and practices, flowcharts, timelines and migration plans.

Organizational Development Manager

Organizational charts, workflows of corporate standards and

Industries:

Financial Services

Healthcare

Pharmaceutical

Manufacturing

Engineering

Professional Services

Retail

Summary Statement: Visio is an effective diagramming solution that provides an invaluable tool for improving productivity, profitability and communication across multiple HR functions.