

Core Platform Services

Critical Centralized Services Leveraged By The Entire SumTotal Platform

SumTotal Core Platform Services are a common set of centerpiece capabilities – Talent Profiles, Employee Records, Competencies, Job Profiles, and Reports – that are leveraged by all talent products within the SumTotal platform.



Talent Profiles

SumTotal's comprehensive Talent Profile provides a definitive talent-based system of record for managers, employees, and HR administrators to easily view every detail of talent-related information. Talent Profiles include core employee record details, task summaries, performance history, career preferences, awards, certifications, professional experience, payroll history, absence history, equipment and security

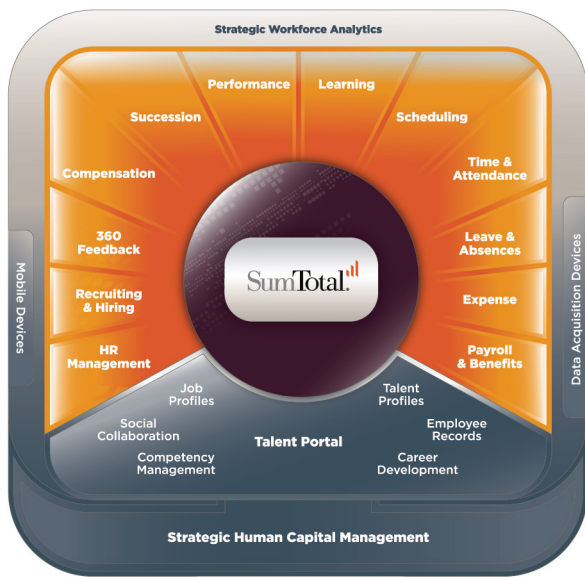
details, and many other employee specific details in a single, secure location within an easy to use navigation structure. Talent Profiles can be dynamically created during the new hire on-boarding process based on information contained with candidates' resumes. An embedded resume parsing capability provided within SumTotal Recruiting & Hiring provides this capability, thereby reducing the amount of manual data entry required to create new profiles.

Employee Records

SumTotal's Employee Records, powered by SumTotal HR Management (an enterprise-class HRMS), centralize key personal information about employees, including name, address, contact information, military service, Equal Employment Opportunity (EEO) information, and other employee details. SumTotal's Talent Profiles build upon this core employee data to generate unique profiles for all employees. Employee Records are typically populated from a third-party HRMS through a pre-defined batch/web service interface or directly if SumTotal's HRMS solution is being used. SumTotal HR Management maintains a detailed history and audit trail of all changes to Employee Profiles for the purpose of tracking and compliance reporting.

Key Benefits

- Provide a definitive talent-based system of record for managers, employees, and HR administrators to easily view every detail of talent-related information
- Centralize key personal information about employees, including name, address, contact information, military service, Equal Employment Opportunity (EEO) information, and other employee details
- Leverage a pre-defined library of competencies across the entire platform, and easily import existing competencies into the system
- Provide a standard mechanism for defining job positions by articulating required skills, competencies, certifications, experience, and other user-defined criteria
- Enable more effective decision making via hundreds of pre-defined, out-of-box reports that provide metrics and analysis of the data contained within the SumTotal talent platform



Competencies

SumTotal provides a library of pre-defined competencies that are leveraged across the entire platform. For example, SumTotal Career Development enables competency-based employee development and career planning. SumTotal 360 Feedback enables employees to receive feedback on how well they demonstrate the competencies relevant to their jobs, which also contributes to the establishment of employee development plans. SumTotal provides tools designed for managing competencies, including competency categories, supporting definitions, behaviors, on-the-job activities, and development opportunities. SumTotal also enables customers to easily import their existing competencies into the platform.

Job Profiles

SumTotal's Job Profiles provide a standard mechanism for defining positions by articulating required skills, competencies, certifications, experience, and other user-defined criteria. Job Profiles are a centerpiece of SumTotal Recruiting & Hiring, the solution that streamlines the entire hiring lifecycle from requisition to candidate selection. By pre-defining all of the criteria for a particular position, recruiters and line managers save time and effort by not having to repopulate redundant information every time a new job requisition is opened.

Reports

SumTotal's reporting capability consists of hundreds of pre-defined, out-of-box reports that provide metrics and analysis of the data contained within the SumTotal talent platform. Every product – for instance, Performance Management or Succession Planning – provides a standard set of reports that are easily accessible to end users. Reporting is built around SumTotal's robust security model to ensure that access is provided only to individuals with the proper credentials. SumTotal also provides a more robust set of analytic tools, SumTotal Workforce Analytics, for deep cross-solution and – functional measurement.

“When we were evaluating the different options that we had for implementing a platform to run across all of our different business units, SumTotal was the only one that actually had all of the modules we needed in one integrated solution.”

Verónica Elizondo,
Director of Human Capital Projects
ALFA

About SumTotal // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

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