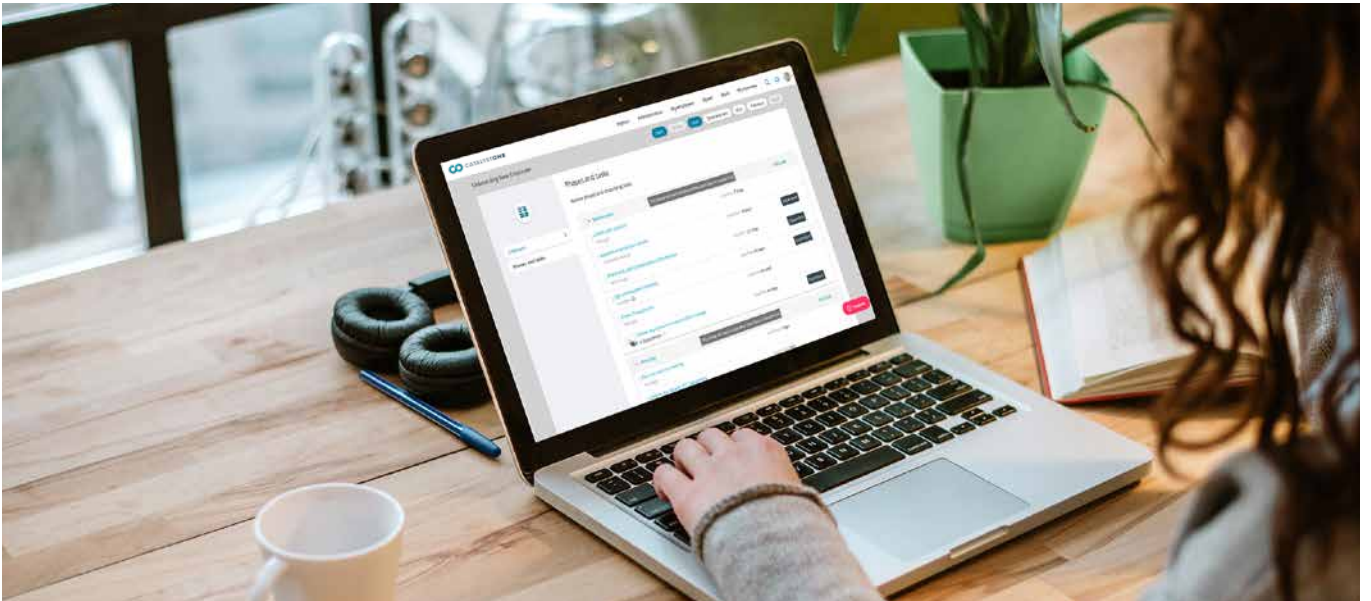


The CatalyStone HR Solution



CATALYSTONE



About CatalystOne

We are one of the Scandinavian leaders in HR software, delivering digital cloud solutions for Human Capital Management, including core HR processes and functions, competence development, performance and talent management, compensation, absence, and more.

We have 200+ employees across multiple offices in Sweden, Norway, Denmark and India. We love nothing more than to help our customers achieve measurable results and meet their organisational goals through the use of our solutions.

Our greatest strength is our ability to meet and exceed our customers needs far beyond their expectations, with software that is both easy to use and highly configurable.

Over the years we have won multiple awards and achieved an impressive growth of between 30-40% each year. We have some of the industries highest customer satisfaction ratings and we are always looking for more happy customers to join our family.



Introduction

Much like other business functions, HR has undergone dramatic changes in recent years. Focus has moved away from routine administrative tasks and the role of HR has become much more strategic.

A modern HR department needs useful, reliable data insights that can only come from a digital HR system.

Furthermore, there is an increasing demand for quality HR master data from IT and systems administrators with regard to access management and data security. Erroneous software licences resulting from out-of-date employee records can cost thousands and waste valuable personnel resources in data maintenance.

There are many HR systems on the market today, and it can be difficult to differentiate between them. Systems can look like they do the same things, but the way in which they tackle them can differ enormously. Even when you know the processes you want your HR system to handle, comparing different systems can be like comparing apples to oranges.

In this guide, we offer a comprehensive overview of the complete CatalystOne HR system solution and how it can benefit your organisation.

If you're still unsure whether you need a digital HR system, or you're just starting out, our [Buyers Guide to HR Systems](#) might be a good place to start. You can download it free from our website.

We'd like to thank you for considering CatalystOne Solutions to help your organisation reach its business goals and realise the full potential of its HR department.

Please don't hesitate to [contact us](#) if you'd like to discuss any aspect of our solution.

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Core HR

Core HR is the heart of the CatalystOne system. It securely stores your employee data in the cloud, enabling you to create accurate, high-quality reports and gain valuable insight into your workforce. It supplies data to other modules within the solution as well as providing data to other IT systems and solutions through integrations.

“Our employees are our greatest asset” is a phrase we hear all the time. But without a reliable overview of your employees, you won’t be able to fully realise or benefit from the value of your greatest asset.

While HR master data – and the reporting and analytics it can provide – are the key functions of Core HR, we also include a range of features that cover the foundational HR processes you use every day.

CORE HR CONSISTS OF:

- HR Master Data
- Compensation
- Absence

HR Master Data

Introduction

HR Master Data is a part of the Core HR. CatalystOne **HR Master Data** is a central hub for the secure storage of high-quality and fully compliant employee master data. In-built process automation relieves HR staff of time-consuming administrative tasks, and powerful analytics provide HR and leadership with a breadth of insight that can be used to support the wider organisation at a strategic level.

Enjoy easy, secure master data management through self-service functionality and integrations with other key systems, ensuring your employee data – stored in the secure, GDPR-compliant cloud solution provided by Microsoft Azure in Europe – is always up to date. **HR Master Data** makes it easier than ever before to establish a "unified company" governance model with standardised processes in place across your organisation.

Features

A SINGLE SOURCE OF TRUTH

Master data is not only the basis of employee data for the HR system itself; it also provides up-to-date information to other IT systems when integrated. This can include payroll, ERP systems, licence databases and more.

ANALYTICS AND REPORTING

Quickly and easily generate reports and visually engaging graphs to illustrate new insights and trends. The insights gained will help you position HR as a strategic advisor to leadership and the wider organisation as well as to identify gaps and emerging issues to better support management decision-making, improving organisational performance as a whole.

ONBOARDING AND OFFBOARDING

Automated onboarding and offboarding workflows ensure all stakeholders are kept up to date with tasks and responsibilities, all of which are automatically followed up by the system. Ensure accurate and timely access management, saving money on erroneous software licensing and avoiding dangerous, costly security breaches. Enjoy a common, unified process that encourages consistency and makes for a great employee experience, even before your new hire's first day.

CUSTOMISED WORKFLOWS

Onboarding and offboarding are examples of the kinds of workflows Core HR has to offer, but in reality, you can create any type of workflow that will benefit your organisation and its workforce. From preboarding through to rehabilitation, you can create the workflows that will give your employees and managers the most value.

HR Master Data (cont.)

Business benefits

CatalystOne's **HR Master Data** aims to empower HR staff and managers to initiate their own workflows in ways that allow them to put stronger focus on more strategic work.

SAVE TIME BY AUTOMATING TASKS AND STREAMLINING HR PROCESSES

Poor quality data stored haphazardly in different systems not only causes inefficiencies, it exposes your organisation to data security threats and risks non-compliance with applicable laws and regulations.

Rather than being bogged down by administrative drudge work, CatalystOne's **HR Master Data** puts the focus on what truly generates value and brings your organisation closer to its strategic objectives.

HR MASTER DATA:

- helps you to reduce time spent on administrative tasks like employee requests, data maintenance, and report writing;
- consolidates data that may be spread over isolated and disparate systems, providing integrates with other solutions to keep data secure and up to date;
- streamlines your onboarding and offboarding processes and introduces consistency and automated follow-up;
- contributes to your data security and compliance with data privacy regulations, such as GDPR; and
- provides in-time, actionable insights and analytics to use as a basis for your strategic business decisions.

AUTOMATE PROCESSES AND REDUCE ADMINISTRATIVE LOAD

HR Master Data supports and automates your core HR processes, meaning time that was once spent on administrative and operational duties can be better spent on high-value tasks that steer your organisation towards meeting its business goals.

Here are just a few of the things **HR Master Data** can do to help streamline your HR department and its contribution to your organisation:

- Centralise HR and management processes across departments, functions and regions.
- Automate notifications to stakeholders and process participants to help you kick off processes automatically and make sure routines are followed.
- Provide smooth and painless onboarding to create a great employee experience.
- Keep track of equipment and data to ensure a seamless offboarding process.

YOU ARE COMPLIANT AND IN CONTROL OF YOUR DATA AT ALL TIMES

HR Master Data puts you in control of your organisation's data, ensuring it is secure and compliant with regulations like GDPR.

A single source of truth for your HR data, secured in a GDPR-compliant system, means that you always have the most up-to-date and relevant data at your fingertips. This data integrates seamlessly with your other IT systems to improve their efficiency, quality and usefulness.

Your employees will have role-based access control and can use simple self-service tools to keep their data updated. This not only saves time and significantly increases data quality without the need for HR assistance or intervention, it also means that digital organisational charts are updated automatically, giving employees at all levels a relevant and accurate view of your company at any time.

Compensation

Introduction

Reviewing and updating employee compensation can be difficult for both managers and HR. Taking into consideration individual and team performance, employee expectations, budget constraints, and industry benchmarks means there is a lot to balance – and there is a lot at stake.

CatalystOne's **Compensation** digitalises your entire salary review process, all the way from budget allocation to employee evaluation and decision-making. It helps you stay up to date with real-time budget adjustments, combining industry data with your own performance metrics for competitive benchmarking.

Features

AUTOMATED SALARY REVIEW PROCESS

Compensation guides your managers through every step of the salary review process, providing relevant budget and performance information to help provide clarity in decision-making.

- Proposed salary adjustments are aggregated, enabling HR to easily identify any deviations from the guidelines.
- Individual employee salaries can be adjusted by set amounts or percentages, with automatic notification if an adjustment slips outside of the set budget.
- Guidelines for setting salary levels are included.

Business benefits

Time-consuming salary reviews are a headache for busy managers. For most businesses, the salary review period is both hectic and stressful.

CatalystOne **Compensation** helps you define processes, carry out reviews and manage approvals in a single system so you are no longer relying on complex or inconsistent spreadsheets and disparate systems. It can even send out digital salary letters and update relevant changes both in the past and to reflect upcoming changes.

Automated compensation processes minimise HR administration and make the review process a much simpler one for managers.

Absence

Introduction

Disorganised absence processes make it hard to follow up requests, and even harder to keep track of how many vacation days your employees are due, or how many sick days are being taken. This leads to frustration for managers, employees, and HR.

Digital absence management provides consistency across your entire organisation, allowing for simple, transparent registration and follow-up of leave and sick days, with built-in flexibility to support Scandinavian policies and regulations.

Automating your absence process not only increases data quality, it's also far more efficient for HR, managers, and your employees.

Features

SELF-SERVICE ABSENCE MANAGEMENT

Employees can register all absence types in an interactive calendar, automatically triggering an approval process and notifying the relevant manager. Dashboard widgets show how many sick days or vacation days have been used, and there are built-in measures to ensure employees don't take unauthorised leave.

AUTOMATED PROCESSES

Approval processes are automatically triggered as new requests are received by the system, with managers notified as soon as they need to take action. You can follow up on long-term sick leave simply and in full compliance with local rules and regulations. Relevant data can also be exported to your payroll system automatically. You also have the possibility of integrating with your time management system for seamless bi-directional data flow.

ABSENCE REPORTING

Workforce oversight is essential to planning, especially at times when illness-related absences are most prevalent or when many of your employees will take vacation. Accurate reports can help you put business continuity strategies in place.

Absence reports also give valuable insight into potential problem areas. **CatalystOne Absence** makes it possible to identify general trends in absence behaviour so that you can proactively address any issues before a potentially problematic situation arises.

Business benefits

When you reduce unwanted absences, you create a healthier, happier organisation.

With digital absence management, you can automate all your absence processes for simpler, more streamlined workflows. Managers are able to quickly respond to leave requests, with alerts notifying them when they need to take action.

Automated processes lessen the administrative burden associated with managing absence, and notifications will help managers respond to requests quickly.

A structured, unified approach to absence approval will reduce stress and frustration among employees and managers alike, helping managers stay compliant with policies and regulations and ensuring that your staff take the vacation days they should. It also leaves space for approaching the follow-up of sick leave in a way that is both sensitive to your employees' needs and complies with relevant regulations.

Your employees will have easy access to their absence information in a simple dashboard, and sick leave registration and vacation requests can be made in seconds, from any connected device.

Managers and HR will be able to view live statuses for any employee, and track both past and planned absences all in one place.

Continuous performance

Continuous performance management is at the heart of an organisational culture that promotes openness, feedback and recognition. It helps you reward high-performing employees for their successes and address poor performance before things get out of hand. Our solution will help you not only understand how your employees are doing, but to meaningfully improve their performance on a day-to-day basis.

Unlike traditional performance models that pit employees against one another during annual appraisals focussed on ratings and rankings, Continuous performance management seeks to actively improve the performance of your people with regular check-ins, 1:1 meetings and constructive feedback.

CONTINUOUS PERFORMANCE CONSISTS OF:

- Appraisal & Goals
- Fast Feedback
- One to One

Appraisal & Goals

Introduction

Digitalize your performance process with the CatalystOne's **Appraisal & Goals**. Eliminate unnecessary administrative tasks, get rid of those outdated spreadsheets, and align your targets with wider organisational directives to ensure your people are working towards a common vision.

With digital support for your performance management process, the process becomes streamlined and agile, while still being documented. Both employees, HR and managers can track the progress on their own individual dashboards.

You can align individual Key Performance Indicators (KPIs) with the overall shared corporate goals and ensure that every employee plays a part of a bigger goal.

Features

PROCESS SUPPORT

Support your managers and employees throughout the entire appraisal process, from preparation and evaluation to alignment and goal-definition alongside regular follow-ups throughout the year. Templates will help you structure performance conversations for increased consistency.

AGILE GOAL AND KPI ALIGNMENT

Align employee goals with those of managers and the organisation as a whole to keep everyone moving in the same direction. With priorities often changing during the course of a year, dynamic KPI and goal adjustment give you the agility you to adapt as necessary.

PERSONAL CAREER DEVELOPMENT

Shift the focus away from quantitative ratings by taking advantage of career planning and personal development tools. If you identify any learning objectives, you can link them directly to relevant training courses to provide tangible steps employees can take to achieve their targets.

Business benefits

KEEP YOUR PEOPLE ON TRACK AND ENGAGED WITH CLEAR, FLEXIBLE, MEANINGFUL GOALS

The best way to achieve your goals as a business is for them to be reflected in the targets of each and every one of your employees. However, shifting market conditions and disruptive technologies tend to shake things up at unexpected times and you need to be able to react quickly as priorities change. Targets set in January may well be redundant before the year is out.

Continuous performance management means that you have the opportunity to regularly revisit goals and targets, adjusting them as your needs and priorities change throughout the year.

MINIMISE ADMINISTRATION WITH ONLINE APPRAISALS

The appraisal process is absolutely vital to the long-term success of your business, giving you the chance to improve the performance of every single individual in your organisation. But regardless of how important this process is, conducting tens, hundreds, or even thousands of appraisals takes up an enormous amount of time.

By taking your appraisal process online, you're able to eliminate countless man-hours of unnecessary administration across your company, giving your staff more time to perform the jobs your hired them to do.

SHOW YOUR TOP TALENT THE WAY FORWARD

Appraisals shouldn't only be about measuring your employees' past performance; they should also seek to enhance and improve it for the future.

Shifting the focus towards career planning and individual development ensures your employees get the attention they need to feel valued. With a clear plan for progression and advancement in place, your people are far more likely to commit to your long-term vision.

Fast Feedback

Introduction

Transparency and openness are key drivers of employee engagement. Acting on constructive feedback is one of the best ways for your employees to grow as individuals. CatalystOne's **Fast Feedback** makes it incredibly simple for your people to share their thoughts after interactions with colleagues and management.

As more and more people work across functions, it's important that feedback channels aren't hampered by organisational boundaries.

With **Fast Feedback**, we decided to lower the threshold for acknowledgement with a simple tool that functions as a feedback channel for the entire organisation. As well as sharing feedback with colleagues, your employees can also share feedback they've received with their managers so that it can be included as valuable input into the appraisal process.

Features

EASY, INSTANT FEEDBACK

Feedback is at its most impactful when it's shared right after the event it concerns. **Fast Feedback** makes it easier than ever for your employees to pass on their thoughts after interacting with colleagues.

In addition, detailed reports on feedback activity help HR to better understand how successfully your feedback culture is being implemented.

BUILD EACH OTHER UP

It's always nice to hear someone tell you you've done a great job. With **Fast Feedback**, employees can proudly share positive feedback they've received with their managers, or the wider organisation. They can also request feedback from colleagues at any time in order to better understand how their work is perceived by others.

CONNECTED TO THE APPRAISAL PROCESS

Feedback can be directly imported into **Appraisal & Goals**, helping employees demonstrate to their managers just how great a job they're doing.

Business benefits

TIMELY RECOGNITION CREATES TRUST AND LOYALTY

There's nothing quite like recognition to make your employees feel valued. By promoting a feedback culture, you ensure that good work doesn't go unnoticed.

Organisations without such mechanisms risk alienating employees who feel they don't get the recognition they deserve, no matter how much hard work they put in. When employees feel unnoticed, they are much less likely to commit their long-term future to your company.

Fast Feedback helps to equip your organisation with the tools it needs to foster a recognition-based culture.

REGULAR FEEDBACK KEEPS EMPLOYEES MOTIVATED

Fast Feedback is all about lowering the barriers that prevent organisations and their employees from providing timely recognition and feedback. While it's great to be told you've done a good job, it's safe to say the impact of glowing praise is greatly reduced if it comes many months after the work in question is completed.

Fast Feedback is a single-channel, peer-to-peer solution that ensures your people can give and receive the feedback they need about the work they're doing in just a couple of quick and easy steps.

HELP YOUR PEOPLE DEMONSTRATE THEIR VALUE

Studies show that 8 out of 10 Millennials prefer instant acknowledgement and recognition rather than having their performance revisited as part of a formal review processes. Delays in receiving feedback can really decrease the impact. To combat this feedback malaise, you need tools that encourage on-the-spot recognition for maximum impact.

However, **Fast Feedback** isn't just about making your employees feel good. It also gives them a powerful tool with which to demonstrate their value to the organisation by enabling them to share positive feedback with their manager or other colleagues.



One to One

Introduction

One to One is a digital tool to support effective and structured 1:1 meetings in a quick and easy way. It encourages the participants to prepare for the meeting and ensures follow-up and registration of to-dos, so both manager and employee get the optimal outcome from the meeting. It is a modern and digital way of enabling productive and meaningful conversations between your managers and employees in a quick and easy way.

Features

TOPIC TEMPLATES

HR can define topic templates for managers and employees to help them structure the conversation, for situations like 1:1 meetings, Exit interviews, Sick-leave interviews etc.

INSIGHTS AND MONITORING

HR can easily monitor the amount of **One to One** meetings in the organisation, and see who initiated the meetings.

FOLLOW-UP TO-DOS

During the meeting, both members of the meeting can register a to-do or a task that should be followed up. Afterwards, they can see the status of the task and who it was assigned to, and in their next meeting they can see what was agreed during the previous meeting.

Business benefits

ENABLE PRODUCTIVE AND STRUCTURED 1:1 MEETINGS

By having a structure for 1:1 meetings, with a clear agenda, follow-ups, notes and topic templates - your meetings will have higher quality and ensure that all action points from the meeting are followed up on.

IMPROVE PERFORMANCE

Frequent meetings and check-ins between employees and managers are key in aligning the employees' work and provides insight into the wellbeing and performance of both individual employees, the team and the organisation as a whole.

A great dialogue between managers and employees, can also help boost engagement and improve the work-relationship - which can boost both productivity, employee retention and much more.

Competence & Learning

Building an overview of competencies at both an organisational and an individual level is the first step towards offering your employees targeted training and development programs. Bringing your competency solution online greatly improves user-accessibility and uptake, making it easier than ever to educate, develop and retain top talent.

The CatalystOne HR competence and learning solution makes education and development opportunities transparent and easily accessible to all your employees. Competence overviews, gap analyses and personalised goals form comprehensive development plans that not only increase loyalty and engagement, they also help your people achieve their true potential, providing greater value to the business.

You can run courses and other learning activities through CatalystOne **Learning** to keep your employees interested, stimulated, and up-to-date with relevant regulations. Not only does this help meet your compliance goals, it fosters a learning culture, which can lead to increased employee engagement and loyalty.

In addition, CatalystOne **CV** gives your organisation accurate online CVs for each employee in your entire workforce. These CVs can then be used to bid for new business or customers.

COMPETENCE & LEARNING CONSISTS OF:

- Competence
- Learning
- CV

Competence

Introduction

CatalystOne **Competence** provides a structured approach to assessing role-specific competencies in your organisation. When you're able to quickly identify competency strengths and weaknesses within your workforce, you can proactively respond to knowledge gaps and plan for the skills you will need in the future.

On a broad level, you will be able to identify skill gaps in specific departments, or in your whole organisation, and decide where training and development are needed. In addition, individual employees benefit from skill mapping and using detailed competency profiles to give direction to those who want to develop or broaden their skillset.

Features

FLEXIBLE AND CUSTOMISABLE

Specify the competencies and certifications needed in your organisation so that your system matches your workforce and its future needs.

ROLE- OR LOCATION-BASED COMPETENCIES

You can decide whether you want to map competencies by role or by location depending on the complexity of your organisation and how you want to develop your employees.

CONNECT CERTIFICATIONS TO COMPETENCY PROFILES WITH EXPIRY DATES

If you're also using CatalystOne **CV**, you can link certifications to your employees' competency profiles, including expiry dates where needed. This helps you keep track of important certifications and stay compliant with applicable rules and standards.

DEFINE CRITICAL COMPETENCIES

On a general level, you can define if a competency is extra important and should be highlighted in the organisation. These will then be highlighted in your competency matrix, allowing you to easily spot skills shortfalls in your organisation.

Business benefits

Do you have a solid understanding of existing competencies within your organisation?

As companies grow, it can become increasingly difficult to maintain an overview of staff competencies both business-wide and at an individual level. With CatalystOne **Competence** in place, identifying knowledge gaps is no longer left to guesswork, making it not only possible, but easy to plan for future skills needs.

Focus on competency development

Competence gives HR, management, and senior leadership a complete overview of skill gaps in your organisation or department. Identifying areas where training and development are required is easy, with skills mapped on a per-employee basis. Detailed competency profiles also give direction to employees looking to broaden their skillsets.

Take control of certification renewals

If your organisation is required to meet external obligations for the proportion of employees with certain certifications, **Competence** makes sure you always keep sight of your responsibilities, with alerts triggering when critical certificates expire. Managers then have the ability to approve all changes to the certifications within their area.

Learning

Introduction

CatalystOne **Learning** is a Learning Management System (LMS) that makes it incredibly simple to offer your employees all kinds of courses relevant to your business, including e-learning modules and classroom-based industry qualifications. You can use **Learning** to plan, implement, and document courses and other training measures all in one place, from any connected device.

Features

STREAMLINED COURSE CREATION

You may need to run similar courses over and over again but need to alter the details each time. **Learning** allows you to reuse previously-run courses so that you have the flexibility to customise each instance.

SCHEDULE COURSES

If you need courses to be available at specified times, you can schedule courses to begin in the future, and also set an expiry date for when they are no longer needed or relevant.

DEFINE YOUR OWN LEARNING PATHWAYS

Customisation is one of the CatalystOne system's cornerstones, and **Learning** is no different. You decide how you want your training courses to run, using learning paths to define a set of courses or steps that need to be done in sequence.

USE YOUR OWN INTERNAL RESOURCES OR INVITE EXTERNAL INSTRUCTORS

If you need to bring in outside expertise to facilitate your training, you can feel secure giving them external instructor access to the system.

ADD YOUR OWN CONTENT TO YOUR COURSES

We support SCORM, xAPI and embedded materials as well as embedded video in your e-learning courses so that you can add your own learning packages for administration and follow-up in the system.

Business benefits

Make your courses easy to find and easy to sign up for

In CatalystOne **Learning**, courses and training opportunities are available right in your employees' dashboard, making them easy to find and sign up for. This results in better uptake and greater participation and completion. Managing the course catalogue, seeking the right people for training opportunities, and following up with attendees is easy and simple for HR staff.

Improve course administration

Streamline course administration by presenting all your training opportunities in one place, putting all the information your employees need right at their fingertips. Your employees can sign up directly to whichever courses they choose, with managers able to send course suggestions through the system to encourage development of certain competencies.

If you're also using **CatalystOne CV**, completed courses are automatically added to employees' CVs.

The right training at the right time

Managers and HR can take advantage of real-time reports documenting completed, ongoing and future training programs for individuals, departments, or the entire organisation. Use this knowledge to plan company-wide education drives or up-skill teams with valuable competencies. Keep on top of compliance with certifications and mandatory training at a glance. Your managers will be able to develop their teams as they see fit by suggesting training courses to team members directly through the system.

CV

Introduction

CatalystOne **CV** helps keep employee CVs up to date, automatically populating them with relevant information from your other systems. Sophisticated auto-generation functionality allows you to create CVs suitable for many different situations, depending on your requirements.

With **CV**, your employees' education, experience and competence can be documented in a recognisable CV format, allowing you to search for employees based on competence criteria.

Features

POWERFUL SEARCH HELPS YOU FIND THE RIGHT EXPERTISE

Use our built-in search engine with its wide range of search criteria to find people with relevant expertise and experience for internal recruitment drives and project staffing. Filters further refine your search results, and when you're ready you can export CVs for your prospective clients or when applying for tenders.

SELF-SERVICE DATA MAINTENANCE

Employees can keep their own CVs up to date in the system without intervention by administrators. This means you always have a good quality overview of the skillsets your organisation needs to win new business.

MONITOR CERTIFICATIONS TO STAY COMPLIANT

CV helps you stay on top of certifications, sending notifications when they are due to expire so your employees can take action in good time.

Business benefits

Keep CVs up to date

Your employees' personal information, skills, and certifications change all the time and it can be overwhelming to think about updating them all when a tender process is in the works. But with CatalystOne **CV**, responsibility for keeping CVs up to date is in the hands of those who know each person's situation best: your employees. Need to include different parts of an employee's CV for use in different situations? No problem, we support that too.

Produce accurate CVs on the fly

CatalystOne makes CV creation incredibly straightforward; it only takes a few clicks to put together a professional document containing all the information you need.

Define CV templates and then have your employees input basic information about their education and competencies. If you're also using CatalystOne **Competence** and **Learning**, other information can be synchronised to include relevant certifications and training courses automatically.

Save time and headaches with CV data at your fingertips

Whether you are about to begin an internal recruitment drive, staff up a new project, or you're preparing to bid for a tender, you need information quickly, in a useable format. Our built-in search engine helps you find employees with the expertise and experience you need.

Organisation & Culture

Discover whether your people are aligned with your values, engaged with their roles, and balanced in their workloads. Gain a better understanding of your corporate culture through advanced survey and feedback functionality. Our Organisation & Culture solution has been designed to help you engage your people in open and honest discussion, facilitating an ongoing dialogue through scheduled follow-ups and well-organised feedback.

ORGANISATION AND CULTURE CONSISTS OF:

- 360 Feedback
- Work Balance
- Pulse Survey

360 Feedback

Introduction

With **CatalystOne 360 Feedback**, employees have access to a wealth of information about their own performance. This knowledge, based on accurate and fair assessments, can be used to help guide developmental priorities.

Features

CUSTOMISABLE FEEDBACK CATEGORIES

Create your own statements and categories that respondents will address in their feedback, making results relevant and useful.

AUTOMATED FLOW BETWEEN RESPONDENTS

Participants will receive notifications when they need to take action, saving time and effort for HR and management.

EASILY SHARE RESULTS WITH MANAGERS AND EMPLOYEES

360 Feedback makes it easy to share results with interested and invested parties, if desired, allowing employees to celebrate positive feedback and gain support in areas where they might need to improve.

COLLECTING AND COLLATING FEEDBACK

360 Feedback greatly simplifies the process of collecting and collating feedback. The reports form an integral part of the employee appraisal process, providing the basis for individual development plans.

Business benefits

The bigger picture

When employees better understand how others see them, it's easier to identify what they need to work on. If your employees only ever receive feedback from their line manager, they're missing out on a great deal of information about their own ability and how others perceive their work.

360 Feedback gives your people so much more, helping to highlight key strengths and weaknesses, as well shed light on any blind spots.

When your employees are clear about their performance and are supported to improve in the areas highlighted by **360 Feedback**, your business will reap the rewards of having more motivated, focused and dedicated staff.

Focus on development

Feedback gives incredible motivation for personal improvement, enabling employees to play to their strengths and work on their weaknesses - some of which they may not have known they had in the first place.

CatalystOne 360 Feedback gives your employees ownership of their own development, helping them to create meaningful improvement plans and take control of their careers. The result is greater accountability and increased commitment.

Balanced, holistic feedback

360 Feedback helps you gather feedback from all the people your employees interact with, including subordinates, peers, and supervisors, providing a complete picture of how the individual in question is functioning in their role.

While managers tend to focus predominantly on productivity, feedback from other colleagues often sheds light on other skills, such as collaboration and leadership. The end result is a more balanced view of characteristics and behaviours.



Pulse Survey

Introduction

Check the pulse of your organisation with CatalystOne's **Pulse Survey** and get a better understanding of your organisation's wellbeing. With a pulse survey you can send out quick, short questionnaires that will provide an overview of the health and engagement in your organisation, multiple times during the year.

We have partnered with some of the best pulse survey solutions on the market - Populum and Winningtemp - and created a tight integration with them.

You can pick the option which fits you best and benefit from having everything integrated into a single solution.

The result is a perfect combination of flexibility and value for you and your employees.

Features

SURVEYS BASED ON YOUR SPECIFICATIONS

Setup the surveys according to your own specifications defining the format exactly how you prefer the survey to be and how often you would like the surveys to go out.

You can get reports, analytics, and insights which enable both HR and managers to view the status of the organisation and the different teams and departments.

Populum

The **Populum** platform is built using modern technology and design, powered by artificial intelligence, and based on the most recent management research, organizational psychology, and neuroscience.

Populum is flexible and user-friendly, featuring AI which creates automated and intuitive insights and predictions in real-time.

Read more on: populum.io

Talent & Succession

Identify top talent within your organisation and provide high-potential individuals with the kind of tailored support they need in order to grow and thrive. Make strategic decisions on whether to hire for key roles externally or promote from within with powerful succession planning tools.

Talent & Succession

Introduction

CatalystOne **Talent & Succession** gives your organisation the ability to quality assure employee assessments. When you better understand your people, it's a far simpler task to identify top talent.

It helps your HR department to better visualise, document and execute your succession plans, making it far easier to identify suitable internal candidates for new or changing roles.

Simplify the process of finding talent for key positions, streamline the identification and selection of suitable successors, and prepare your people for future opportunities well ahead of time.

Features

PERFORMANCE MATRIX

Helps you identify talent in your workforce, calibrates performance evaluation to balance out bias, and helps you prepare for salary reviews.

EMPLOYEE SCORECARDS

With a simple mouse-over movement in the performance matrix, you can see a quick overview of your employees and their scorecards.

VIEW APPRAISAL EVALUATIONS, INCLUDING ANY POTENTIAL FLIGHT RISKS IN KEY STAFF

You can include training initiatives in the development plans of potential successors, preparing them for future roles well in advance.

CREATE CUSTOMISED MINI MATRICES

By comparing different scales, you can see data about your employees in different ways, helping you measure performance in ways that are meaningful for your organisation.

Business benefits

Uniform assessments

Ask two managers to assess the same staff member and there's a good chance you're going to get two very different reports back. But these kinds of inconsistencies result in unreliable data that makes it difficult for HR to provide accurate statistics to leadership teams. **Talent & Succession** eliminates the guesswork, standardising assessments for all your staff and supporting managers by helping them avoid unconscious bias.

Simple, effective, consistent performance reviews

It's important to ensure your managers are held accountable for their evaluations. A great way of doing this is to conduct evaluation calibration, requiring managers to justify ratings assigned to employees. With **Talent & Succession**, managers can quality-assure their staff assessments for increased consistency and accuracy.

Identify both high and low-performing employees

Every employee is represented by a comprehensive scorecard detailing achievements and expertise, as well as potential growth areas and personal information.

These scorecards combine to form an enormous source of knowledge for HR, helping with company-wide performance analysis, or providing the ability to drill down to teams or individuals if required.

Meet your employees' career aspirations

One of the major reasons employees seek outside opportunities is that they feel there is no room for career growth with their current employer. But with thoughtful, conscious succession planning in place, you can foster a culture of career progression and internal development, which will boost both employee retention and your reputation as an employer.

Recruitment

A good recruitment solution is a must-have in today's digital world and can help attract top talent with a professional and efficient recruitment process that boosts collaboration and promotes your brand.

Whether you already have a solution you are happy with, or you are looking for a recruitment solution, we have one for you.

We offer a standard integration with a series of our preferred recruitment partners, but can often create a custom integration with other recruitment solutions too.

RECRUITMENT INTEGRATES WITH:

- ReachMee by Talentech
- Talent Recruiter by Talentech
- Webcruiter by Talentech
- Teamtailor
- TalentAdore
- and many more

Recruitment

Introduction

CatalystOne offers a seamless integration with your Recruitment system. Whether you have an existing recruitment system, or are looking for a new one, we can create a seamless integration with CatalystOne and them.

We have partnered with some of the leading recruitment and application tracking solutions in the Nordics: **TalentAdore**, **Teamtaylor** and Talentech's **Talent recruiter**, **Webcruiter** & **ReachMee**, all of whom have a pre-built integration with CatalystOne.

But our API supports integrations with most other recruitment systems.

Features

EASY PUBLICATION AND ADVERTISING

Design an eye-catching career page that contains all the information applicants need to get excited about your brand. Reach candidates via their preferred channels through seamless integration with top job application sites and social media platforms. Smart advertising guarantees great feedback and quality applications.

COLLABORATION

Improve collaboration with a powerful tool that supports your entire recruitment process. Flexible access allows colleagues across different teams to participate in reviews, and an informative careers page ensures you attract the right candidates.

AUTOMATION AND EFFICIENCY

Customisable workflows make it easy to adapt the recruitment process to your organisation's unique needs. Automation helps you manage large volumes of applicants, preventing delays that might damage your reputation. KPIs and ROI reports let you measure the quality of your recruitment drives and the efficiency of your advertising channels.

Business benefits

Hiring the right person saves money and headaches

Recruitment can be expensive and time consuming, requiring lots of admin and input both from managers and HR. The cost of a bad hire can run into the thousands for even entry-level positions; the cost is even higher for senior appointments.

Hiring the right person for every role means that all the effort, money, and time you put into recruitment is well spent, positively impacting productivity and boosting your reputation as an employer among staff, customers and on the job market.

Collaborate in pursuit of the perfect candidate

Both recruiters and hiring managers benefit from a simplified, collaborative recruitment process. Make use of customisable templates to help drive high-quality conversations and invite colleagues to take part in reviews when you need a second opinion.

KPIs give you additional insight into your end-to-end recruitment process, enabling you to optimise your chosen communication channels.

Attract and hire top talent

Attract the best people available in your industry by building a powerful brand and an effective careers website. Once you have the candidates you're looking for, consistent communication and a smooth, simple process ensure a positive candidate experience.



The Platform

No matter which parts of our solution you choose, there are always a series of features in our platform which all our customers enjoy and benefit from daily.

CLOUD BASED AND ALWAYS UPDATED

Our solution was born in the cloud and is always updated with the latest features and functions. This enables you to have access to your HR solution no matter where you are - and you can rest assured that the solution is updated with the latest versions and security updates.

The cloud solution we use is among the most secure and reliable in the world - you can read much more about it under the chapter "Security and Privacy"

ROLE AND PERMISSIONS

Our platform features an advanced and flexible solution for configuring, maintaining, and updating your roles and permissions.

You can define exactly who has access to which information, including who can view and edit fields - in accordance with GDPR.

The same roles and permissions enable you to select and reduce the information presented to employees, making the system more accessible and engaging for the employees.

AUDIT TRAILS

All changes and updates to your data fields are monitored and logged in an audit trail, which enables a high level of security and compliance with GDPR.

Both the date, value, and user who has edited the data is registered in the log.

The audit trail tracks all notes and changes, which can be used for documentation or compliance audits.

MOBILE FRIENDLY INTERFACE

With CatalystOne there is no need to install an app to access the system. All you need is an internet browser on any modern tablet, smartphone, laptop or PC.

Security and privacy

Hundreds of customers worldwide trust CatalystOne with their employee data, which isn't something we take lightly. We've implemented world-class security features so you can rest easy in the knowledge your data is always safe and secure.

100% GDPR COMPLIANT

Our HR software and IT-infrastructure is fully compliant with all privacy and security requirements laid out by the European Union, including GDPR.

YOUR SECURITY IS OUR BUSINESS

Protecting our customers' data is of paramount importance to CatalystOne. We have implemented robust technical and organisational security controls to ensure persistent data protection. This includes strict policies ensuring correct access, usage and transfer of employee data.

ENCRYPTION

Your data is always safe during transfer because all communication with CatalystOne servers is encrypted using industry standard HTTPS over public networks.

DATA CENTRE AND NETWORK SECURITY

CatalystOne servers are hosted within world-class data centres provided by Microsoft Azure, whose security level is supported by "more certifications than any other cloud provider" - SSAE-16, PCI DSS, or ISO 27001.

DATA BACKUP

All databases are backed up daily and geo-replicated to two different locations in Europe. This allows us to quickly and easily redeploy any solution within 1 hour, with a point-in-time recovery of less than five seconds. Backup verification tests are performed quarterly, and disaster recovery verification tests yearly.

ACCESS MANAGEMENT

We offer seamless access control for simple and secure access management, including options for authentication and single sign-on (SSO). We also support configurable MFA, password complexity and IP-block.

Our role-based access control model helps you manage which users have access to data and functionality, in full compliance with GDPR's regulations regarding a clear and definite need to view personal data.

Our HR solutions come pre-packaged with features such as privacy by design, data deletion & portability, built-in personal data privacy, access directory, documentation, audits & reports, and change management and audit trails. All of which ensure our software does everything possible to keep you GDPR compliant.

Features

DATA CENTER SECURITY AND DATA ACCESS

- Only CatalystOne employees based in Scandinavia who have a specific need due to their remit have access to customer data.
- Access to customer applications is assigned and monitored in the CatalystOne Cloud Management System, our internal access system where carefully managed permissions are assigned and revoked.

APPLICATION SECURITY AND AUDIT TRAIL

- All changes made to your system are stored in the database listing, including who implemented the change and when.
- All logfiles on the server include login-information and change-trails.
- This information is sent securely to Papertrail for analysis, with alerts sent to Support when keywords are triggered.

PRODUCT SECURITY FEATURES

- CatalystOne supports SAML 2.0, the de facto industry standard for implementing Single-Sign-On (SSO) solutions, supporting both ADFS and AzureAD.

COMPLIANCE CERTIFICATIONS

- Each year, we undergo an external audit by information security experts.
- CatalystOne is tested annually against the OWASP top 10 framework by Mnemonic.

Integrations

When employee information is duplicated across several systems, data quality suffers, increasing the risk of security breaches, inappropriate access, and unnecessary license costs. But when your data is centralised in a single HR master data solution and integrated with your other systems, you have a solid data foundation on which you can build your business.

Whether you're a medium-sized company with a simple IT setup, or a global enterprise with a multitude of different systems, we ensure the seamless flow of data between your existing IT landscape and your CatalystOne implementation.

IMPROVED DATA QUALITY

We recommend our customers integrate their relevant IT systems with our Master Data solution, consolidating employee data in one place. This gives your company a single source of truth for employee data. As a result, the quality of data across all your systems will improve.

ACTIVE DIRECTORY

By integrating Microsoft Active Directory (AD) with your CatalystOne Master Data, your IT infrastructure will always use the latest updated user information and access rights. This minimises unused software licenses and removes unwanted access for former employees.

PAYROLL AND CATALYSTONE

Whether you already have a payroll system or are looking for a new one, we provide an easy-to-use API for your provider integrate with us. An integration between CatalystOne and your payroll system allows you to update employee salary and benefits data in a single place, in connection with compensation management.

SINGLE SIGN-ON (SSO)

CatalystOne's HR system can integrate with your Single Sign-On solution, meaning your employees won't have to remember multiple passwords and can easily switch between all your different systems. As a result, employees are more likely to actively use the HR system and will have much faster access to useful information.

INTEGRATION MAKES LIFE EASIER FOR EVERYONE

Most IT systems (payroll, recruitment, time-registration, etc.) send and receive data from external sources. We offer flexible and powerful access to HR data through our APIs, making integration between your master data and your other IT systems as simple as possible.



Working with CatalystOne

Implementation

Feedback from our customers consistently shows that our implementation puts us head and shoulders above our competitors. Our dedicated project managers work directly with you to make implementation of our solutions efficient, effective and of the highest quality.

THE START OF A GREAT RELATIONSHIP

Good implementation is crucial for the long-term success of your HR solution, which must meet your unique requirements in order to generate maximum value. That's why we handle all implementations ourselves, ensuring that we have the best possible team assigned to the task.

We pride ourselves on providing world-class Software-as-a-Service to our customers, not on expensive consulting fees.

LOCAL OR REMOTE IMPLEMENTATION

Our project managers are experienced in working with customers in the way that suits them, whether that means coming to your premises or conducting implementation workshops remotely via online meetings. We're also happy to welcome customers to our own offices, if that suits you best.

KNOWLEDGE-SHARING AND PROJECT MANAGEMENT

We believe that the better you understand your new HR solution, the more value it can generate for you company. That's why we train your key personnel in both a hands-on way during implementation, and via dedicated training sessions.

We provide a dedicated project manager throughout the entire project lifecycle, ensuring you're always up to date with the latest developments, and can raise any questions or issues immediately with someone who knows your business.

WE ARE COMMITTED TO A LONG-TERM PARTNERSHIP

Once your implementation is complete, your project manager will hand you over to our Customer Success team for ongoing support as you move forward with your HR and business goals. You will always have access to expert help, no matter how big or small your questions.

Our customers often remark that we don't just sell you a system, we help you build your business. We're very proud of that reputation, and we are committed to fostering this same sense of partnership with every single one of our customers.

Support

HELP AND ASSISTANCE WHEN YOU NEED IT

As a company, we are solution-oriented, proactive and customer centric. We are well known throughout the Scandinavian market for our first-class service and support, and our knowledgeable and experienced staff are always ready and waiting for your call.

LOCAL SUPPORT

Our support teams are located in Stockholm and Sandefjord, with staff members speaking fluent Norwegian, Swedish, Danish, and English.

99% SATISFACTION RATING

With our rapid response times, short solution turnaround, and a highly service-minded staff, we maintain a 99% support satisfaction rating with our customers.

WORLD-CLASS SUPPORT, LOCAL KNOWLEDGE

We take great pride in our highly service-minded support teams, who are here to help with anything from quick questions to large-scale data imports and integrations.

As a CatalystOne customer, you'll soon find that our support teams know your business and its local setup inside out, and can quickly assist with any queries you may have.

AVAILABILITY

Available 08:00-17:00 CET, Monday to Friday.

Phone: (+47) 40 00 36 44

Email: support@catalystone.com

Sales enquiries

Our experienced sales consultants will be glad to introduce you to our flexible and customizable HR software suite and answer any questions you may have.

Traditionally we setup two meetings, one where we meet face-to-face in order to better understand your needs and requirements, and a second meeting where we present our solution in detail and show you exactly how we can help you.

Visit
catalystone.com to
learn more and book
a demo



CONTACT US

T: +47 40 00 36 44

M: info@catalystone.com

W: www.catalystone.com