



How it works

Overview

The Human Resources module provides a control mechanism for the management and recording of skills, positions and employees.

Add skills

The same skills are often required by different job functions. Enter skill names, details, and whether the skill requires periodic training.

Add positions

Create job functions based on current job descriptions, or using Mango's online editor. Skills are then selected that apply to the position.

Add employees

Insert comprehensive employee information. Optionally enter the employee's name, contact details, position, licenses, next of kin and attach any relevant information. Add in employee access rights.

Skill assignment

Mango automatically assigns skills to the employee based on their position. The system creates any training events using the Event Management module which automatically queues the employee for the required competency training.

Core competencies

Record the employees competency for each skill. Competency levels are customisable based on your organisation's requirements.

Employee assessment

Mango provides an employee assessment report that can be used during employee appraisals.



Human Resources Management

Proving compliance through competency.

Maintaining a comprehensive central database of employee details that links people with their skills and positions can be almost impossible - especially if there are multiple managers and sites.

Paper or spreadsheet-based HR systems are commonly used. These are difficult to administer, become outdated quickly and are prone to inaccuracy.

Mango Human Resources Management Solution

The Mango Human Resources module controls all your personnel, training and competency information, by using three key databases: skills, positions and employees. Mango links these databases together, ensuring appropriately trained employees are completing the appropriate tasks.

The Human Resources module also incorporates a reminder function for skills that require training. If a skill, task or qualification has a recurring license or certification, Mango automatically generates an email and an online notification on the due date informing you that this requires attention.

Mango provides an employee assessment report that can be used during an employee appraisal.

With Mango You Can:

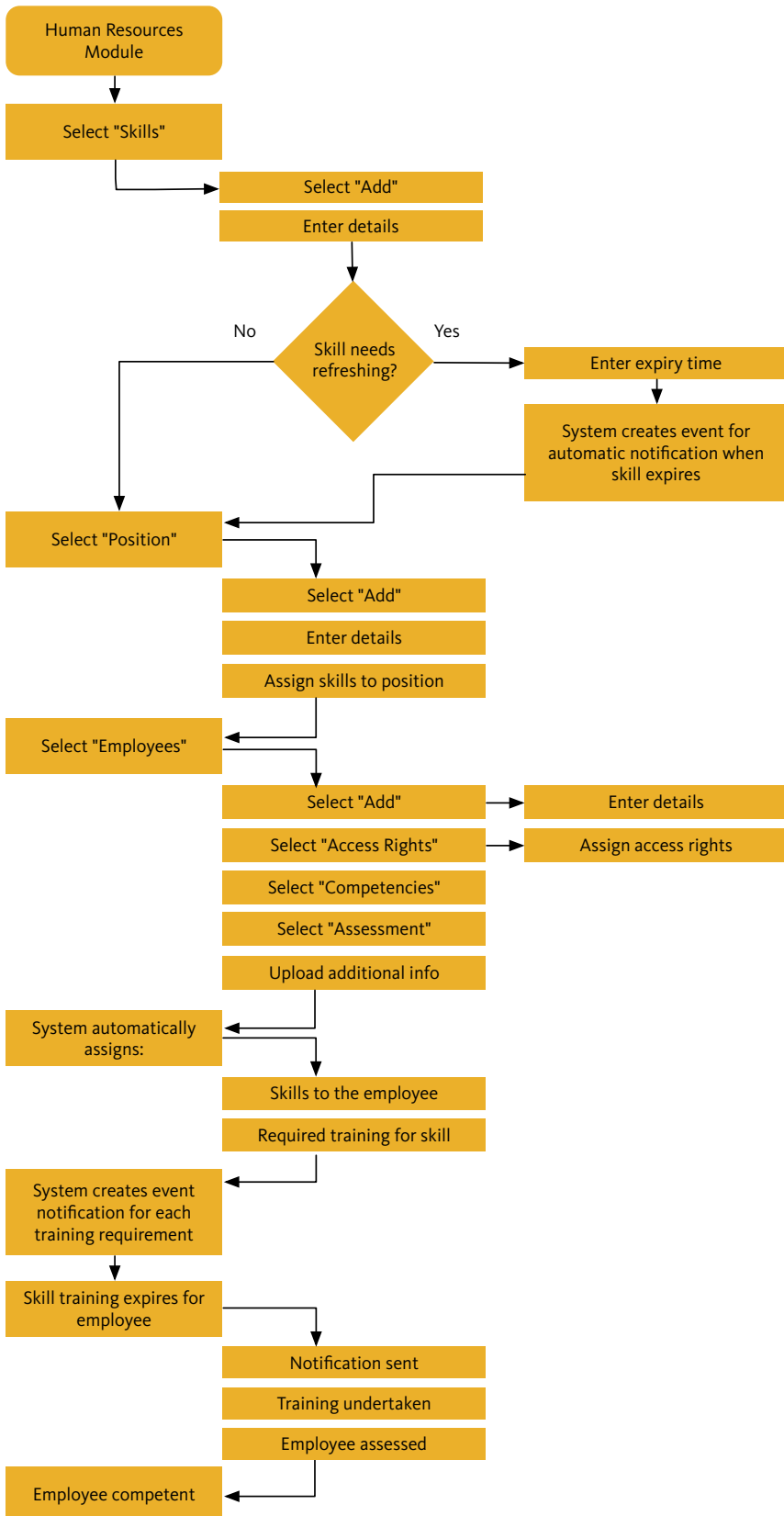
- ◆ Keep a centralised database of all personnel information.
- ◆ Maintain training records and competency ratings.
- ◆ Produce training review reports.
- ◆ Produce employee assessment review reports.
- ◆ Link skills to positions and then employees.
- ◆ Create skill sets quickly and easily.
- ◆ Enjoy automatic notification of training requirements.
- ◆ Upload skills to multiple employees.
- ◆ Utilise a comprehensive report writer that allows reporting on any area of the database.

The Human Resources Module Addresses:

- ◆ Clauses 6.2, 6.3, 6.4 and 5.5 of the ISO 9001 standard.
- ◆ Clauses 4.4.1 and 4.4.2 of the ISO 14001 standard.
- ◆ Section 3-6 of the ISM code.
- ◆ Clause 4.4 of OHAS 18001.
- ◆ Clause 4.4 of AS/NZS 4801.



Human Resources Flow Chart



Usage Examples

Training automation
Skills such as first aid are automatically assigned to each job position based on your system configuration. Skills that are required to be renewed can be set up with an automatic reminder to ensure they are not overlooked.

Quality compliance
Define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting quality.

Responsible persons
Use this module to ensure that each site is manned with qualified, certificated and medically fit personnel in accordance with national and international requirements.

New employees
When a new employee joins the organisation it's often difficult to ensure all required training has been conducted.

Management
The Human Resources module provides comprehensive assurance that all personnel involved in the organisation's management system have an adequate understanding of relevant rules, regulations, codes and guidelines.