

PHOENIX HRIS

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PHOENIX HRIS

is a full-featured paperless HRIS solution encompassing the entire HR lifecycle - from Recruitment to Employment through Separation or Retirement. Phoenix manages and tracks all applicant and employee information. It systematically monitors compliance for qualifications, trainings, certifications, documentary requirements, peer evaluation, performance and all position-related documentation.

Applicant [Cenia, Restituto J.]

File Help

Save and Close

Personal

Background

Education

Employment

References

Additional Info

Documents

Examinations

Evaluations

Requirements

Applied Position(s):

Customer Service Assistant
Quality Assurance Analyst
Technical Support Assistant

Application Date: Sep 03, 2013

Availability Date: Nov 02, 2013

Accepts Provincial Assignments

Hire Applicant

Complete	Requirement Type	Description	
<input checked="" type="checkbox"/>	Criteria	At least 18 years old	Custom
<input checked="" type="checkbox"/>	Educational Backgr	College Graduate	Payroll
<input checked="" type="checkbox"/>	Document	Diploma/Certificate	Custom
<input checked="" type="checkbox"/>	Criteria	>=18 and <=50 years old	Custom

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FEATURES:

- Phoenix HRIS is an HR system that provides a means of storing applicant's and employee's information on a structured database that forms a digital record of the individual.
- Provides a paperless HR solution that stores soft copies of documents by category.
- HR can print or create demographic reports from the system.
- HR can generate attendance monitoring reports, create certificates of employment, as well as monitor the employee's history of memos received and sanctions given.
- Phoenix Click-to-Hire captures all applicants records into the Employee Management System (EMS) for easy data capture and updating of any additional employment details.