



Knovada Knowledge Systems

Manage and support one of your most important asset:
YOUR EMPLOYEES with a cost effective management system that provides:

- Applicant Tracking
- Survey, Tests and Assessments
- Online University
- Employee Appraisals
- Work Schedule
- Career Pathing
- Events Calendar
- Online Newsletters
- Message Board
- Digital Dictionary
- Document and Reference Library
- Employee Qualifications
- Career Discovery
- Phone Book



Applicant Tracking

The Applicant Processing Module allows applicants to complete an employment application online which is specifically tailored to the organization. Applications are automatically processed and stored in the ATM database. The system can then automatically pre-screen applicants for HR personnel along specific criteria, such as language skills, certifications, areas of expertise, and formal educational levels.



Surveys, Tests, and Assessments

The Survey Module can be an effective tool to actually create the Life Plan assignments based upon responses from the program participants. It can likewise provide valuable feedback to the administrators through survey responses provided by the participants as they progress through the program. A variety of reporting options are available including demographic segmentation, simple percentages/rankings and trending as well as individual and/or group results.



Online University

The Online University offers a robust and user-friendly (LMS) and a wide range of existing course content, or the administrator can use our user friendly importing and authoring tool (LCMS) to address all of their content needs. By interweaving job requirements with training, and having the training material readily available for reference long after the training session has been completed significantly improves the return on an organization's training investment by reducing such training expenses.



Employee Appraisal

The Employee Appraisal Module officially documents performance results, and supervisors can identify specific actions plans for improvement, record the successful completion of each plan objective, and document deficiencies in completing plan objectives. The Employee Appraisal Module can also provide formal documentation in order to ensure an unprejudiced evaluation of employees.



Work Schedule

With the Work Scheduling Module, the employee can view their projected work schedule which displays their standard shifts, vacation, holidays, training dates, company meetings, etc., together with the capability to submit schedule requests. Once the employee submits a request, the system will, based upon the type of request, automatically create a workflow process if necessary.



Career Pathing

With the Career Pathing Module, a formal plan can be created and maintained so that an enterprise can realize the growth potential within their employee base. Managers and employees can investigate specific positions within the company to support an employee's career aspirations; determine specific skill sets needed in order to achieve their career goals; identify specific training requirements to acquire the expertise necessary for each position.



Events Calendar

The Events Calendar allows for events to be entered through an administrative web site and immediately be displayed to the program administrators, mentors, participants; perhaps even to the sponsoring companies. Participants can review the details of the event and if necessary register for the event. The Events Calendar provides an effective and efficient method of communicating with your organization.



Online Newsletters

Dramatically decrease the cost of delivering information to any size audience by eliminating cost of printing and mailing ...whether you need to reach 10 or 100,000 viewers, We can help you substantially lower your cost per viewing. Publish newsletters and articles in a relational database format for maximum security, reliability, and scalability. Update newsletters in minutes by eliminating complex web-based programming requirements.



Message Board

Our message board system provides a means for employees and clients to ask questions and search previously posted questions. Additionally, the system also provides the ability to intelligently route questions to the appropriate person or organization within your company. This improves the effectiveness and efficiency of your corporate communications and customer service response times.



Digital Dictionary

Our digital dictionary system provides a searchable database of terms and definitions. You can provide multiple integrated dictionaries to users. When adding terms and definitions you can select which dictionaries to associate with the term and definition.



Document and Reference Library

The Document and Reference Library Module provides a centralized repository for all documents, website links and various other reference materials for use by employees and customers. Through the use of key words or phrases, intelligent searches can be performed on the library contents thereby providing the timely retrieval of the latest information available. Through this integrated library system, an organization is assured that the most current information is available from a centralized source.



Employee Qualifications

Once the applicant becomes an employee, the Employee Qualification Module then assumes responsibility for maintaining a centralized repository of all information relevant to each employee. This facilitates the process of matching current employee skill sets with open job requisitions, thereby minimizing the need to add new personnel by redeploying existing employees with the requisite skill sets for the position.



Career Discovery

The Career Discovery Module provides a listing of jobs within the organization that are available to current employees. Each of the individual jobs can be grouped by user defined categories thereby facilitating an employees' search of open positions commiserate with their job interests and skill sets.



Phone Book

Our centralized phonebook systems enable anyone who has access to the system to very easily and quickly locate anyone that is in the system. Now you can have one place to go to find a person. Additionally if this system is integrated with the office location system, you not only get the persons phone number, you also get the hierarchy of phone numbers such as office manager, district manager, and regional manager for the person that you are trying to find. Users also have the ability to search for a geographical location.