



**INDIGO**  
**HR MAUSHUB**

Cloud HR Management Software

# A fully integrated cloud based Human Resources Management System (HRMS)



# Award Winning Software

Indigo HR MausHub is a suite of integrated HR Management software modules designed to help any business improve its ability to implement, align and communicate strategies. It is designed to turn any business into a “high performance” business.



Did you know that 70% of employees are not engaged in the workplace and that less than 10% of strategies are successfully implemented?

Indigo HR MausHub is designed to turn any business into a ‘high performance’ business. It includes a range of pre-configured modules for core HR functions, including:

- Position Descriptions
- Performance Reviews
- HR Policies & Procedures
- Operational Policies & Procedures
- Monthly KPI Reporting
- Staff Projects/Milestone Management
- Weekly Action Plans
- Staff Planner & Logs
- Training Register
- Health & Safety
- Documentation Manager
- HR Advisory Board

## PLUS Our Unique Offering

Utilise the expertise of our HR Specialists to customise each of the modules to your business and needs.

Our HR Advisory Board will provide you with monthly expert HR guidance and advice. You will have access to knowledge and expertise on how to implement systems to avoid chasing your tail. The Board will provide you with a continual improvement framework as well as enhancing the business’ reputation.

Access to our business and leadership training programmes for your staff.

# Indigo HR MausHub Human Resources Modules

## Module 1 Position Descriptions

- Assists in the recruitment selection process of employees and assists you in writing job advertisements and selecting interview questions.
- Provides employees with an accurate understanding into what their job entails, their responsibilities and other important specifications which assists in maintaining focus.
- Through the documented reinforcement of job descriptions, your employees will be motivated to live up to their expected performance criteria.
- A built in library of over 3,800 job descriptions, each including summaries and duties
- Improves productivity levels and profit

[CREATE]

Job Information

Next

Job Title	Receptionist
Shift	
Location	
Division	
Approved By	

Job Summary

Operates PBX or multiline telephone system to answer incoming calls and directs callers to appropriate personnel by performing the following duties.

Category Receptionists, General Office, & File Clerks

Industry Secretarial

Change Category and Industry

# Module 2

## Performance Reviews

- Will help you create accurate, personalised employee reviews in minutes!
- Regular employee reviews will help you to maintain a happy, productive and motivated team.
- Choose from the dozens of performance criteria included in Performance Review that are important in your operation. Things such as initiative, leadership, problem solving ability, and sales skills, plus many more.
- Set, track and measure individual goals and targets to maintain employee motivation and focus
- Caters for a 360 Degree Appraisals. Review yourself, your peers, or even your managers. It can provide you with an invaluable insight and give you more of an understanding of any friction points or issues that may exist between an employee and the rest of the workforce.

The screenshot displays a web-based Performance Appraisal system. At the top, a navigation bar includes links for Home, KPI & Strategy, Documents & Workflow, Staff Profiles, Health & Safety, Milestones & Projects, Resources, and Company Log. The main interface is titled 'Performance Appraisal' and shows a 'Person to be Reviewed' (a woman) and a 'Reviewer' (a man). Below this, there are tabs for 'Competencies', 'Current Goals', 'Future Goal', 'Summary', and 'Comment'. The 'Competencies' tab is active, showing a table of competencies with their respective weight percentages and ratings. A 'Competency Rating' window is open, displaying a list of competencies with corresponding weight percentages and a 'Coaching' button next to each. The 'Coaching' button is highlighted in green. The window also includes a 'Result for this competency' section with a description of the competency and a 'Coaching Note' section for providing feedback. At the bottom of the window, there are buttons for 'Show Competency', 'Next Competency', 'Cancel', and 'OK'.

Competency	Weight %	rating
Job Knowledge	11	
Quantity	11	
Quality	11	
Communications	11	
Dependability	11	
Co-operation	11	
Innovation	11	
Initiative	11	
Problem Solving	12	

Calculated overall rating for Competencies:

☐ Include KPI in report  
☐ Include Company Log of reviewee

**Competency Rating**

Quality (Weight 10 %)

- Demonstrates accuracy and thoroughness (5)
- Displays commitment to excellence (4)
- Looks for ways to improve and promote quality (5)
- Applies feedback to improve performance (5)
- Motivates own work to ensure quality (4)

Result for this competency: 48.25 Exceeds job requirements

**Employee Supporting Text**

Adam Sorville achieves an exceptionally high degree of accuracy and thoroughness in his work and he solicits feedback from others and finds practical ways to apply it to improve his performance. The work that Adam Sorville produces regularly reflects his commitment to excellence. By regularly monitoring his own work, he helps to ensure quality overall. Adam Sorville identifies methods for improving quality.

**Coaching Note**

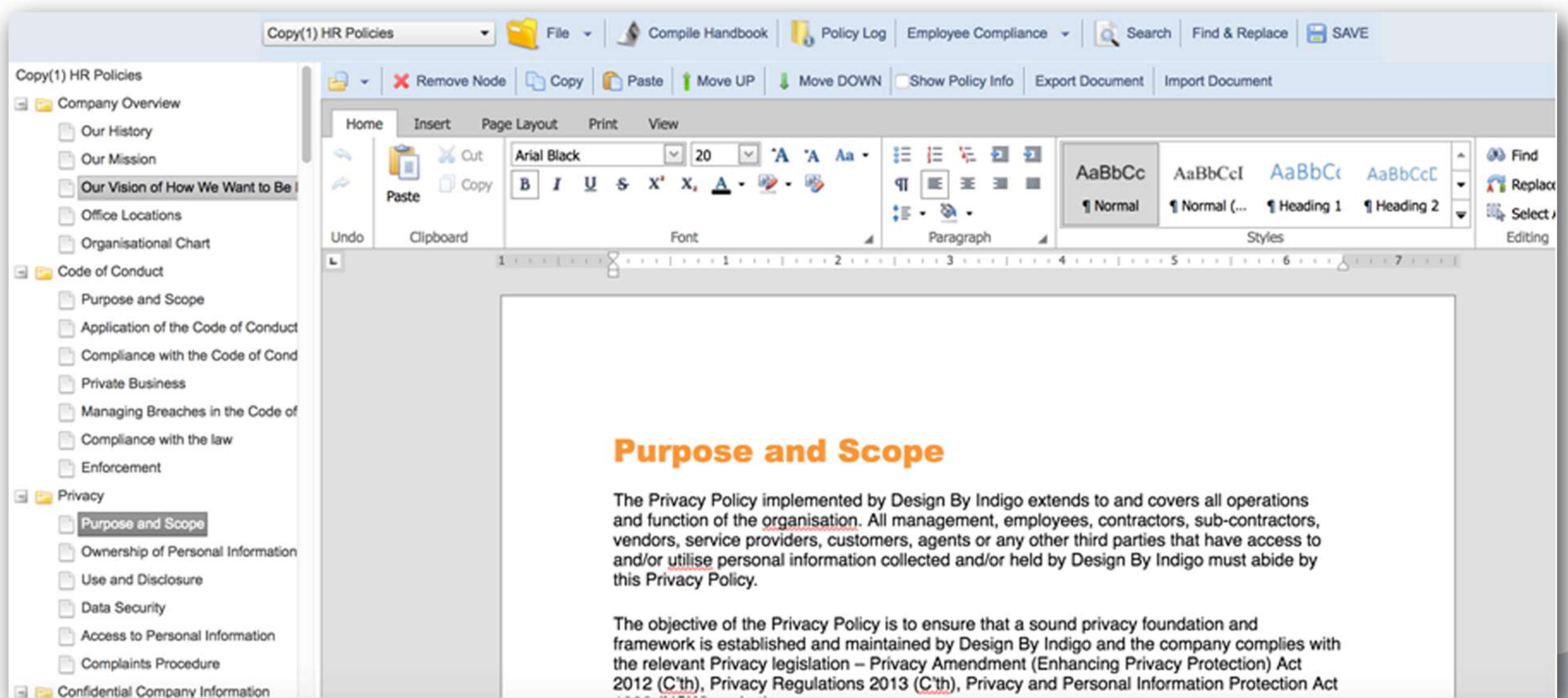
Share your successful methods for ensuring accuracy and thoroughness to help others improve their performance in this area. Review their completed work to provide feedback and coaching.

Look for ways to increase customer satisfaction when making decisions regarding your work. Identify the needs of your internal and external customers and work toward exceeding their expectations.

# Module 3

## HR Policies & Procedures

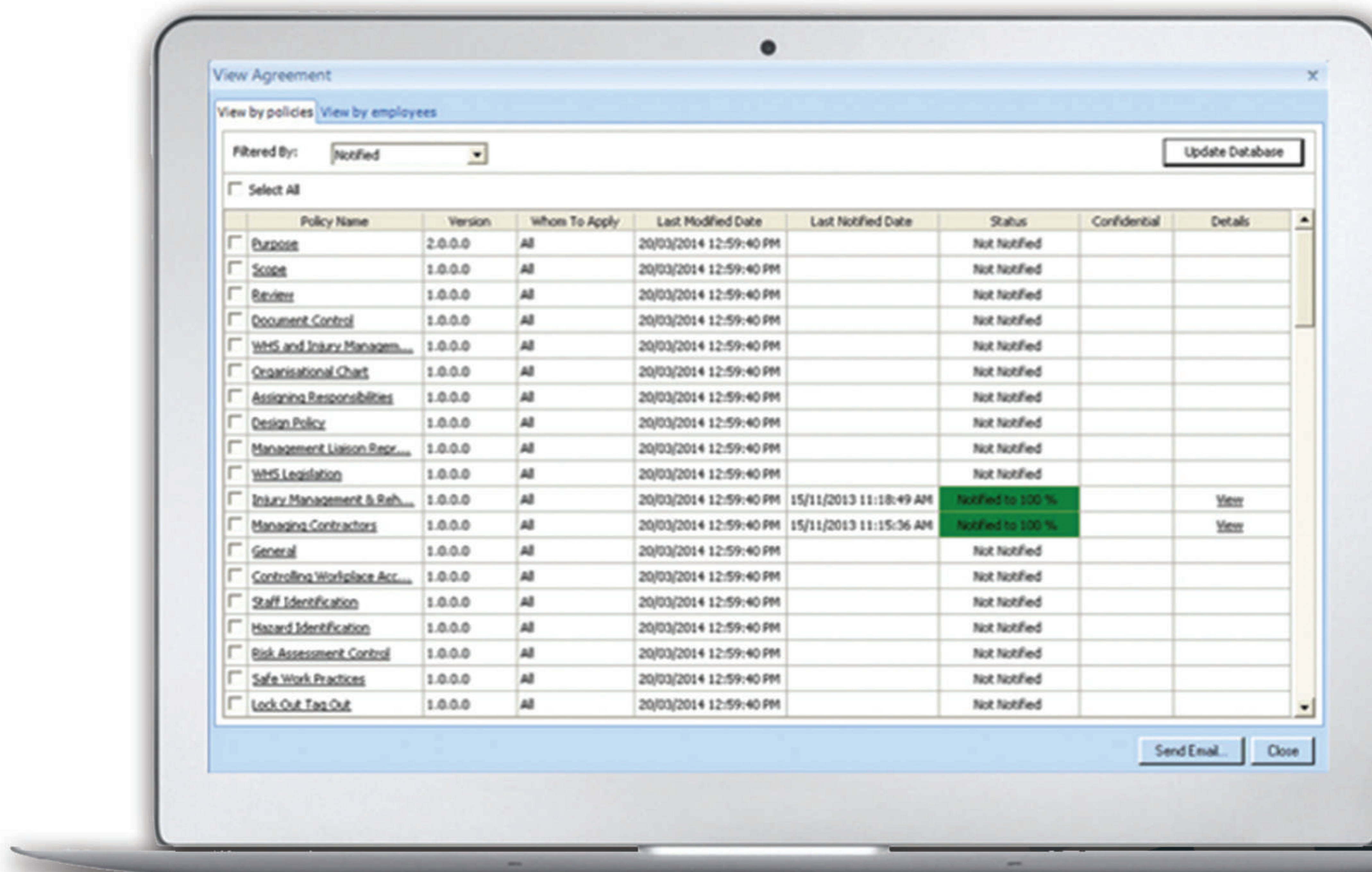
- Simply create your own fully compliant HR Policies Manual
- Featuring a built in library of over 100+ sample templates
- See which employees have sighted and agreed to each policy (and version of each policy)



# Module 4

## Operational Policies & Procedures

- Provides employees with a reference source on many operational questions, allowing staff to make faster decisions while complying with company guidelines.
- Adaptable to create an Operations Manual for your business or an Induction Manual for your staff.
- Increases accountability amongst staff.
- Systemising and "cleaning up" the business.
- In a management or supervisory position and are looking to ensure the smooth operation of your business.



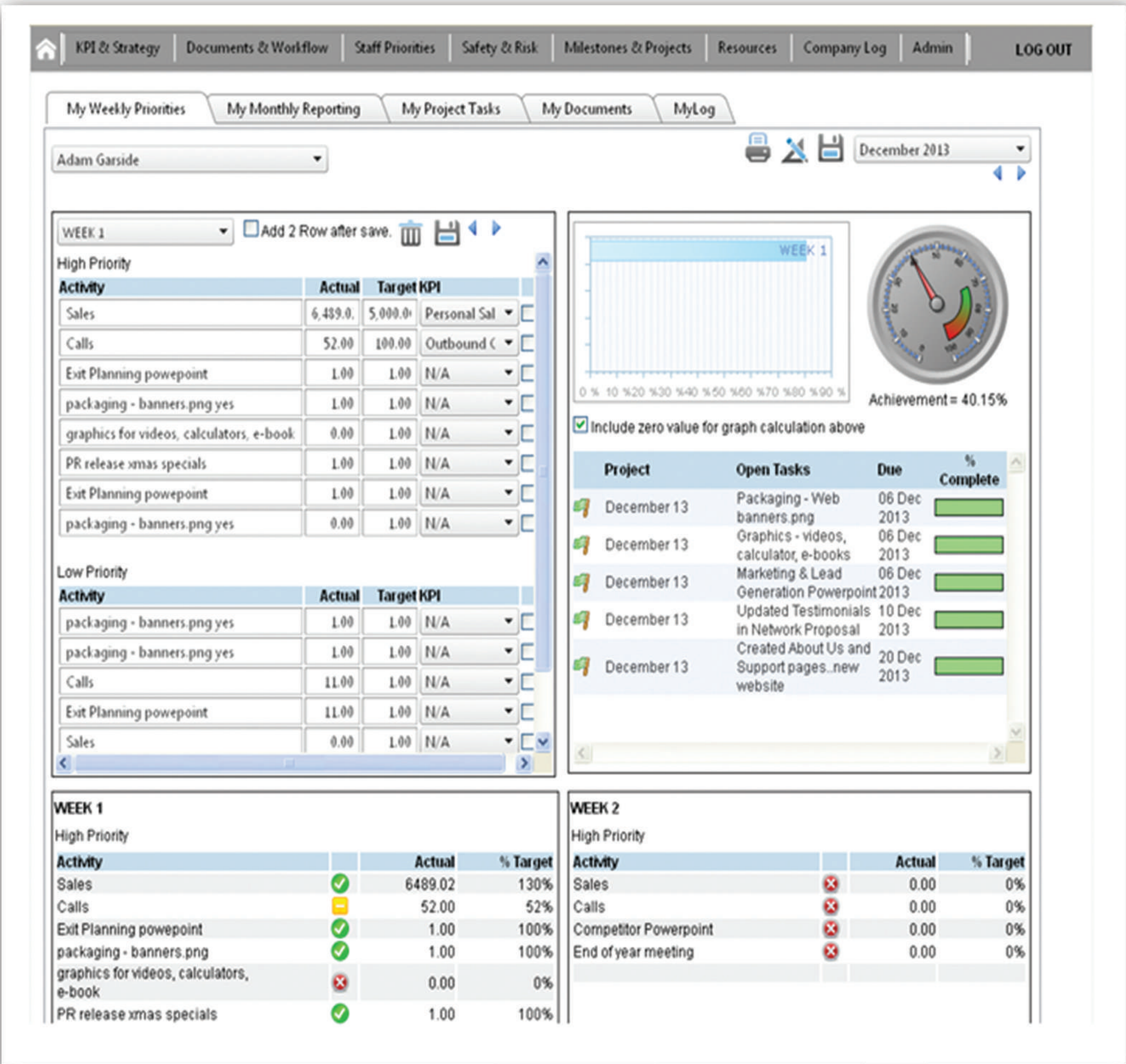
The screenshot shows a laptop screen with a window titled "View Agreement". Inside the window, there are tabs for "View by policies" and "View by employees". Below the tabs, there is a "Filtered By:" dropdown menu set to "Notified" and an "Update Database" button. A table lists various operational policies with columns for Policy Name, Version, Whom To Apply, Last Modified Date, Last Notified Date, Status, Confidential, and Details. The table includes checkboxes for each policy. Two rows, "Injury Management & Rep..." and "Managing Contractors", are highlighted in green, indicating they are notified.

Policy Name	Version	Whom To Apply	Last Modified Date	Last Notified Date	Status	Confidential	Details
<input type="checkbox"/> Purpose	2.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Scope	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Review	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Document Control	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> WHS and Injury Managem...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Organisational Chart	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Assigning Responsibilities	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Design Policy	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Management Liaison Repr...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> WHS Legislation	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Injury Management & Rep...	1.0.0.0	All	20/03/2014 12:59:40 PM	15/11/2013 11:18:49 AM	Notified to 100 %		View
<input type="checkbox"/> Managing Contractors	1.0.0.0	All	20/03/2014 12:59:40 PM	15/11/2013 11:15:36 AM	Notified to 100 %		View
<input type="checkbox"/> General	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Controlling Workplace Acc...	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Staff Identification	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Hazard Identification	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Risk Assessment Control	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Safe Work Practices	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		
<input type="checkbox"/> Lock Out Tag Out	1.0.0.0	All	20/03/2014 12:59:40 PM		Not Notified		

# Module 5

## Monthly KPI reporting

- Improve staff engagement
- Create an early warning system by analyzing KPI's
- Create accountability to goals and targets



# Module 6

## Staff Projects/ Milestone Management

- Ensure accountability to deadlines
- Turn your everyday meetings into a documented action plan
- Automatically email your staff with deadline updates on a weekly basis

[Home](#) | [KPI & Strategy](#) | [Documents & Workflow](#) | [Staff Priorities](#) | [Safety & Risk](#) | [Milestones & Projects](#) | [Resources](#) | [Company Log](#) | [Admin](#)

Project status:  
☒ Not Complete ☐ Complete  
Marketing Initiatives

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Task  Accountable User  ... Due Date  % Complete

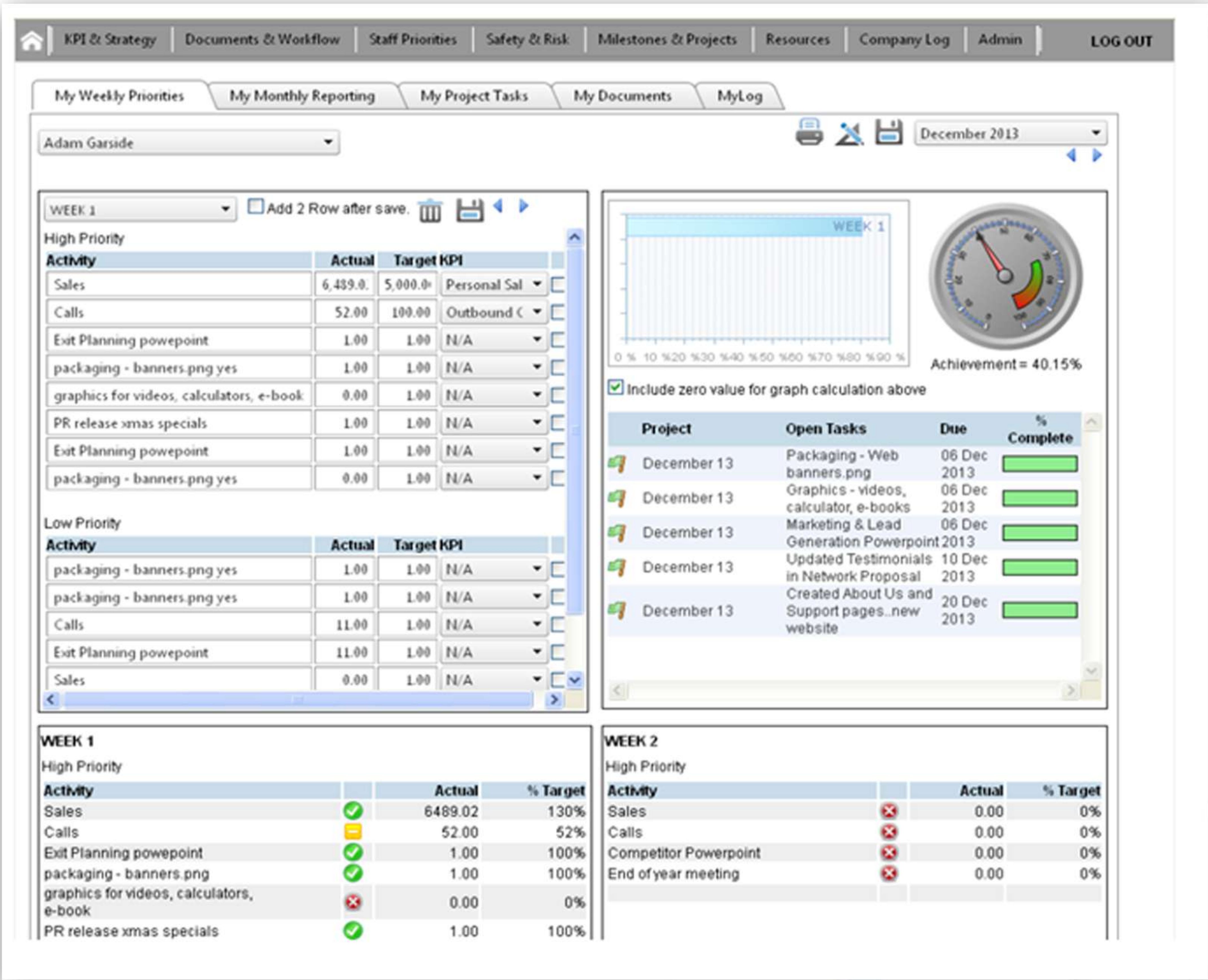
Task Status Criteria:  
☒ All ☐ Completed ☐ Not Complete

Task	Accountable User	Due Date	% Complete
AIBB Mailer	Graham Martin	08 Oct 2012	100 <input type="checkbox"/> <div></div>
60 Day email	Graham Martin	06 Nov 2012	100 <input type="checkbox"/> <div></div>
60 Day email (draft already made marketing/emailblasts/60 days)	Graham Martin	05 Feb 2013	100 <input type="checkbox"/> <div></div>
Subscription email expired - send	Graham Martin	10 Dec 2012	100 <input type="checkbox"/> <div></div>
Set up Exit planning toolkit on IEA/maus	Graham Martin	21 Dec 2012	50 <input type="checkbox"/> <div></div>
email blast to advisors/accountants - exit toolbox	Graham Martin	12 Dec 2012	0 <input type="checkbox"/> <div></div>
Upload into Business Club - Job Descriptions Research	Adam Garside	08 Feb 2013	100 <input type="checkbox"/> <div></div>
Review Job Descriptions Webpage	Adam Garside	01 Mar 2013	100 <input type="checkbox"/> <div></div>
Update PR Screenshots PDF	Adam Garside	07 Mar 2013	100 <input type="checkbox"/> <div></div>

# Module 7

## Weekly Action Plans


- Improve employee accountability
- Increase employee engagement and productivity
- Maintain staff alignment to strategies and goals




# Module 8

## Staff Logs


- Monitor Annual & Sick leave
- Keep on top of employee issues
- Document any performance improvement issues and plans




Sick Leave




Annual Leave



Employee Issues



Customer Service



Systems Breakdown

Print List

All authorized employee

Period: Last month

Status: All

Category: -- All --

No Employee Log



## Module 9 Training Register

- Keep a detailed log of any training events that take place in the business
- Record information about training conducted to obtain certificates and their expiry dates



### Add Training Event

Keep a detailed log of any training events that take place in the business



### Add Certificate / License

Record information about training conducted to obtain certificates and their expiry dates



### View Records

View a full register of all records filtered by employees, training and certificates

# Module 10

## Work Health & Safety

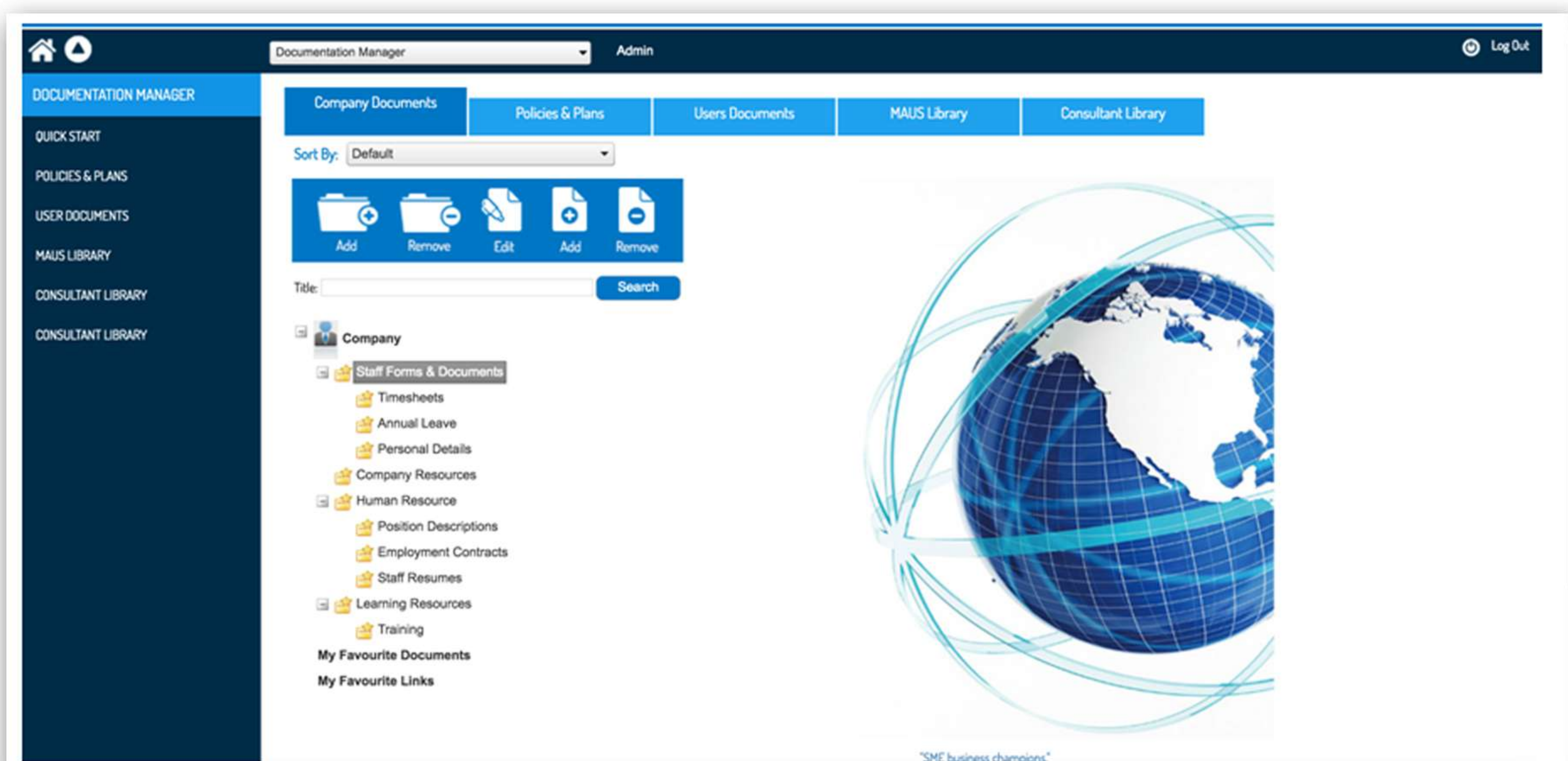
- Instantly create documentation for tenders, contracts and workplace health & safety (Australian Made).
- Choose from over 100+ WHS/OHS sample templates and forms based on AS/NZS 4801 standards.
- You can enjoy the peace of mind of knowing that you have a document that is actively enforced with document control, automated staff compliance acknowledgement and a history audit trail.
- Don't spend time chasing up employees for their compliance every time you add a policy, or make a change – the automated policy acknowledgement email system will not only inform your employees, but log their responses as well.
- Minimise liability with a comprehensive digital paper trail of all revisions and changes you make in creating your document and distributing it



# Module 11

## Documentation Library

- Tidy up your company documents
- Store all forms into a central place
- Systemize your HR forms and workflow
- Communicate to staff effectively
- Minimise confusion amongst staff of the correct forms to use
- Keep documents up-to-date and visible





Don't reinvent the wheel. Indigo HR MausHub delivers all the essential systems to help build a high performance business.

Our team are waiting to show you how Indigo HR MausHub can make a difference to your business and team.

**Call our HR Specialists on**

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**Email: [bbeach@indigoconsulting.com.au](mailto:bbeach@indigoconsulting.com.au)**

**Web: <http://indigoconsulting.com.au/>**

