

Organization Management

Introduction

The organization needs to review and modify the design of their organization as the work changes due to rapid growth, technology, market-driven change or restructuring. The decision maker would have to review the current design and analyze its strengths and weaknesses as the means of achieving the organization's goals and objectives. Such task would be difficult if not frustrating without being able to overlook across the entire organization and to review each employees' work-life data and appraisal.

SunFish HR provides this organization module to manage organizational structures effectively and easily. Management is able to view and identify empty or unproductive position across the organization by monitoring employees' competency and succession analysis provided by the systems. This is an improved method to take control of your succession planning for the entire organization. It supports multi-company organization structures with each company supporting its own hierarchy of positions, all possible to preview in intuitive graphical charts.

The organization module also consists of other important information that you can choose to share with authorize users, providing them with a better understanding of everyone's current position and responsibility vertically and horizontally in the organization.



The screenshot displays the 'Organizational Structure | Organizational Chart' interface. It features a 'Position Tree' section with a 'Kind of Hierarchy' dropdown and a list of positions including 'Guruji Eris Director', 'Casey Kim Director', 'Arif Serjaya Senior Product Manager', 'Tebuh Widodo Senior Product Manager', and 'Julieky Xirave Senior Product Manager'. Below this is an 'Organizational Tree' section with a search bar and a table of employees.

No.	Employee ID	Name	Position
1.	1911003	Arif Serjaya	Senior Product Manager
2.	1911016	Julieky Xirave	Senior Product Manager
3.	1911030	Tebuh Widodo	Senior Product Manager

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Features

Organization structure

Displays complete organization structure and describes each of individual position's job description and competence set by the organization. This module is by default available for everyone to view. Hence, it allows everyone to set individual goals and objectives based on the organization policy and objectives.

HR policy

Provide HR related information and policy online with single mouse-click. General policies set by the organization and other information related to organization and labor laws are available to everyone. Authorized HR staffs are able to update online as soon as changes and additions become available. Hence, HR staffs would be able to work more effectively concentrating on department issues rather than answering on endless inquiries.

Organization chart

Similarly to the organization chart above, the chart shows the individual photograph of the person in charge, which allows user to quickly view individual contact detail. The chart provides KPI lights for individual competence and succession, which are indicated in different color. Hence, authorized user will be able to monitor and quickly identify individual position status for certain unsuitable condition for the entire organization.

Position Monitoring Report

An important sub-module providing overview of each vacancy that must be filled by the organization in order to operate optimally. Authorized user will be able to select the opening position, and to compare and find each employee competency match to the open position. A comprehensive report will show competency deviation and suggestion for further selected employee development.

Benefits

The Organization module automates and provides an easy way to monitor the performance of the entire structure of the organization, providing you the knowledge map of the entire organization. It provides the following benefits:

Provides transparency and knowledge map

Provides access for employees to have a better and clear understanding of their responsibility to the company and to their immediate supervisor in the organization structure. Hence, promotes better communication amongst all the parties who need to work together within a complex organization.

Eliminate the interdepartmental / organizational borders

Organization structure, including each units, departments and divisions in the organizations are defined and displayed. Job description (responsibilities, duties, authorities, etc) and requirements (education, work experience, competency level, etc) for each position in the organization are easily edited.

Keeping the employees on the right track

Every position in the organization is quickly understood in terms of each job description to their working relationships (i.e. reportings, performance monitoring, managing, etc.) with others in the organization.

Decision accuracy

Provides visualization of every position in the organization, and the person currently holding that position with their competency and succession plans. Hence, you will be able to analyze and suggest change in the structure of organization with better precision.