

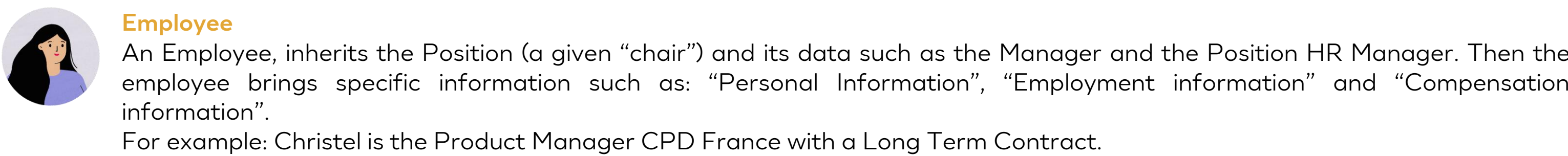
POSITION MANAGEMENT

ONE PROFILE


Position management involves creating, maintaining, and managing positions - therefore creating a repository of budgeted and validated positions - to ensure the right people are in the right positions to meet business needs.


 **Organizational structure**
This is a way to organize the hierarchy of an organization, based on Divisions, Business Units, and Cost Centers. For example: France and CPD France.

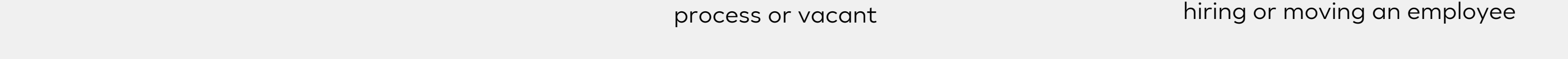
 **Position**
A position is a place in the organizational structure, it can be represented by a “chair” in the organization. For example: Product Manager CPD France. A position is made up of the following details: Organizational details, Job details, Compensation details, Position details and a Position HR Manager.


 **Employee**
An Employee, inherits the Position (a given “chair”) and its data such as the Manager and the Position HR Manager. Then the employee brings specific information such as: “Personal Information”, “Employment information” and “Compensation information”. For example: Christel is the Product Manager CPD France with a Long Term Contract.

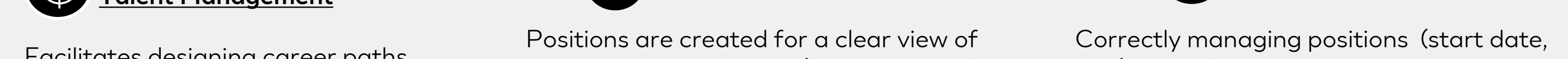
BENEFITS

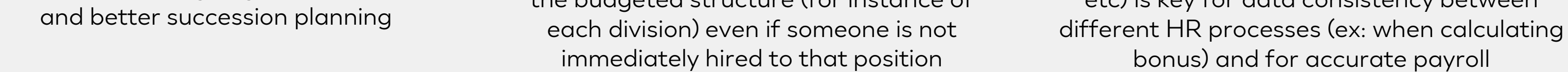
**Workforce Planning**
Workforce planning gives a clear view of planned and actual headcount

**Vacancy Management**
Clear visualization of open vacancies and their current status: in recruitment process or vacant

**Time saving & data accuracy**
Positions can be reused and are not necessarily created from scratch, when hiring or moving an employee

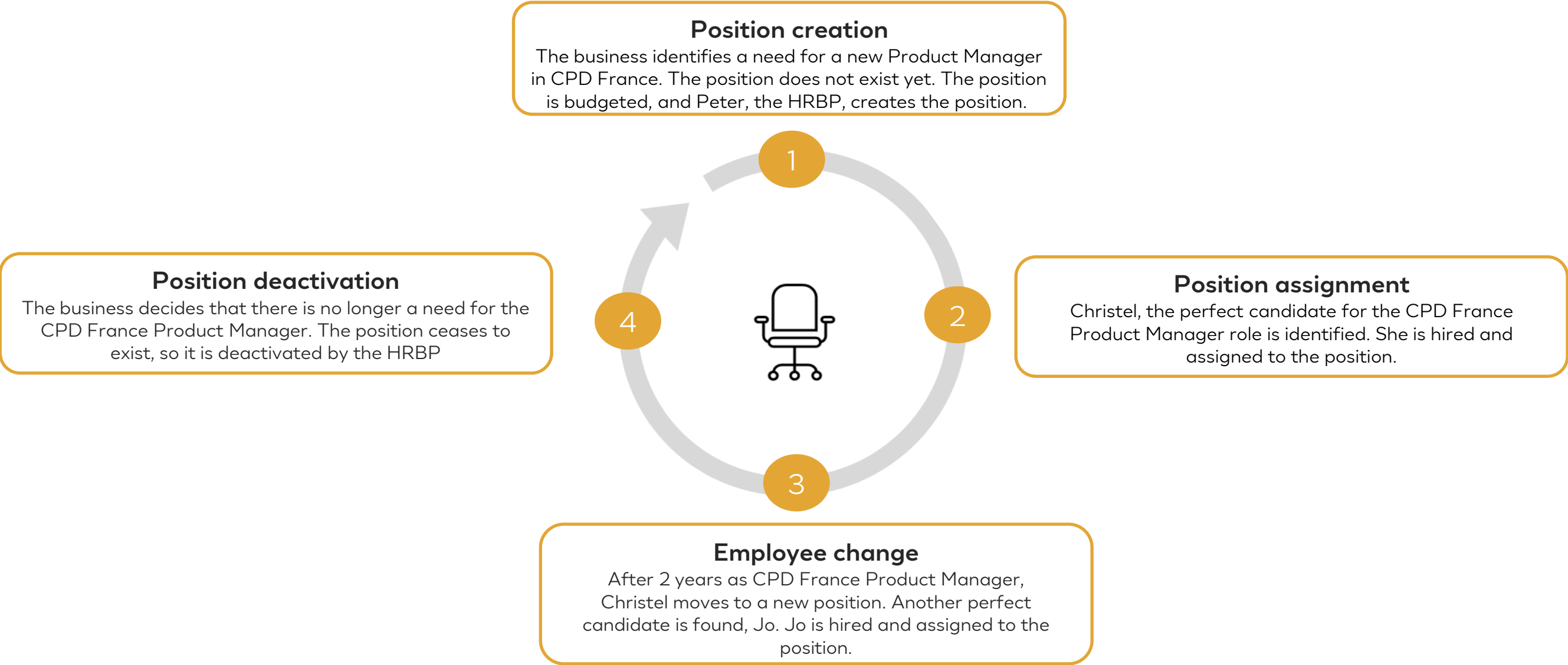
**Talent Management**
Facilitates designing career paths and better succession planning

**Budgeting clarity**
Positions are created for a clear view of the budgeted structure (for instance of each division) even if someone is not immediately hired to that position

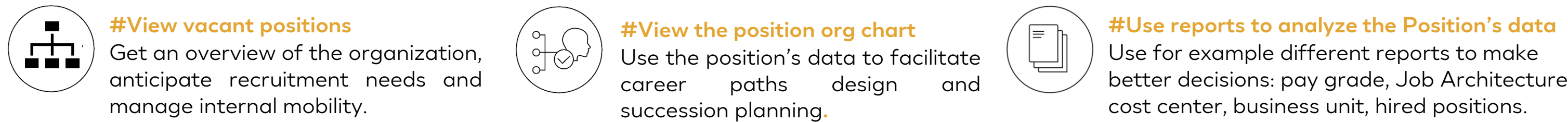
**Data integrity**
Correctly managing positions (start date, etc) is key for data consistency between different HR processes (ex: when calculating bonus) and for accurate payroll

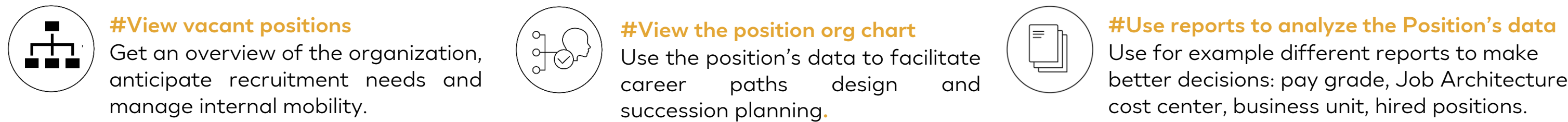
THE POSITION LIFE CYCLE

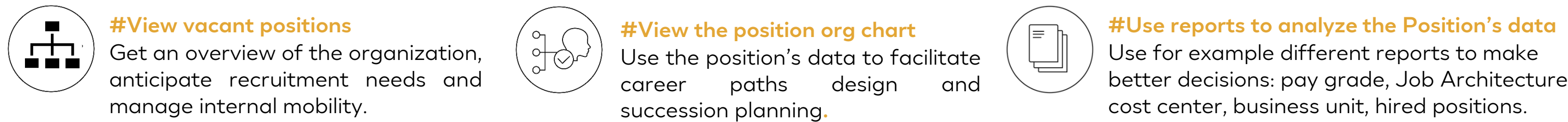
Each position follows a defined life cycle, from its creation, through it's reuse, to its deactivation. Let's use the case of a Product Manager in CPD France to understand the Position Lifecycle.



MAKE DECISIONS WITH THE DATA

 **#View vacant positions**
Get an overview of the organization, anticipate recruitment needs and manage internal mobility.

 **#View the position org chart**
Use the position's data to facilitate career paths design and succession planning.

 **#Use reports to analyze the Position's data**
Use for example different reports to make better decisions: pay grade, Job Architecture, cost center, business unit, hired positions.