4.1 ENGLISH

🧭 HR Generalist / Staffing Dispatcher — Version Comparison Table

Aspect	Base Version	Trainee Version	Managerial / Trainer Version
Purpose	Complete and structured documentation of the HR application, onboarding, and staffing workflow. Covers both written and computer-based procedures.	Simplified, guided walkthrough for new HR clerks or dispatchers. Emphasizes step-by-step learning with icons and short instructions.	Comprehensive and supervisory SOP for HR leads and office managers. Focuses on compliance, auditing, and performance standards.
Tone & Style	Professional yet accessible; neutral tone for general documentation.	Friendly, motivational, and clear; includes emojis and shorter phrasing.	Formal, objective, and instructional; designed for training and internal auditing.
Audience	HR assistants, recruiters, or staff learning the full process.	Entry-level dispatchers or HR trainees with limited experience.	Managers, trainers, or HR coordinators overseeing compliance and accuracy.
Length	Medium (4–6 pages).	Short (2–3 pages).	Extended (7–10 pages) with procedural tables and metrics.
Language Versions	English + Spanish.	English + Spanish (simplified for clarity).	English + Spanish (neutral, corporate tone).

Structure	3 main phases — Written, Computer, and Finalization — plus programs and etiquette.	3 simplified phases — Paperwork, Computer, and Closing — with direct action steps.	8 detailed sections — Written, Digital, Finalization, Systems, Communication, Upload, Standards, and Metrics.
Tools Referenced	Outlook, TempWorks, LawLogix, WebTrax, WebCenter, SharePoint.	Same tools, briefly explained with purpose icons.	Expanded system descriptions with roles and interdependencies.
Training Use	Used as the "base" for employee documentation and bilingual portfolio samples.	Used for onboarding and orientation of new HR staff.	Used by management for compliance, evaluation, and internal training.
Deliverables	Two languages + portfolio document.	Presentation or short printed version for HR onboarding.	SOP for internal audit or training manual; ideal for HR compliance binders.
File References	1.1 English · 1.2 Spanish	2.1 English · 2.2 Spanish	3.1 English · 3.2 Spanish