



QUICKSTEP COMPUTER CENTER

National Accreditation Board of Education Training.
(NABET)- Quality council of India) An ISO 9001:2008

Success Factors

Introduction to Mastery

- Learn the products
- Instance, Provisioning explanation
- Basic company settings in Provisioning
- Creating administrators.
- Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files
- Administrator tools
- Bizxpert Methodology – Implementation Methodology.
- Commonly used terms
- Admin Privileges
- Setting up company Logos
- Manage Data User Records
- Employee Data File
- Permissions
- Password Policies
- Email Notifications
- Change engine configuration
- Text Customization in Instance
- Rating Scales
- Route Maps
- Launching forms
- Employee Profile
- XML and Data models
- Pick lists
- Role Based Permissioning
- Reporting
- Set up process dashboards
- Rating Scale Dashboards
- Create Interactive Dashboards
- Reporting Admin
- Manage Report Permissions
- List view reports
- Spotlight view reports
- Spread sheet reports
- Classic reports
- Adhoc reports
- Final exercise.

Performance & Goals Management Mastery (PMGM)

- Goal Management Concepts and Guidelines
- Working with XML and DTDs
- Instance Setup
- GM-PM Product Configuration Project Workbook.
- Configuring Global Settings
- Categories Configuration in Goal Template
- Field Definitions
- Field Overview
- Goal Plan Permission
- Goal Plan Layout

- Goal Management Final Exercise.
- Competencies in Performance Management
- Job Families & Roles
- Introduction to Performance Management
- Performance Management Basic Configurations
- Introduction Section
- Employee Information
- Review Information
- Elements used in Configurations
- Custom Sections
- Competency Section
- Goal Section
- Weight & Summary Sections
- Objective Competency Section
- Performance Management Permissions
- Performance Management Workbook
- Final Exercise

Recruitment Management Mastery

- Introduction to Recruitment
- Instance Setup
- Applicant Status
- Recruiting Operators
- Recruiting Resources
- Enable Job Requisition
- Create job Requisition
- Configure Job Requisition Template
- Requisition Field Permissions
- Configure Job Search Fields
- Requisition Picklists
- Requisition Headers & Footers
- Button Permissions
- Feature Permissions
- Candidate Profile
- Profile Background Elements
- Sync Background elements
- Career Portal
- Connect Application to Requisition
- Configure Candidate Application Template
- Apply with LinkedIn
- Candidate Screening Questions
- Offer Approval Template
- Offer Letter Template
- Generate Offer
- Setting up Agencies
- Recruiting Team
- Email Templates
- Final Exercise

Compensation Mastery

- Pre-work
- Compensation Management Introduction
- Provisioning exercises
- Discovery and Kickoff

- Data Integration
- Provisioning and XML
- Comp admin tools
- Comp Mastery Salary Sheet

- Executive Review
- Multi currency review
- Budgets
- Bonus Sheet
- Stock Options
- Reporting
- Compensation Statement
- Admin Maintenance
- Trouble shooting
- EC Integration
- Final exercise

Employee Central Mastery

- Introduction and basic provisioning set up exercises
- Data models and DTDs
- Employee Central Structure
- Data model Management
- Data model Associations
- Enable employee central and RBP
- Update employee details
- ESS/MSS functionality
- Understanding security
- Managing security with RBP
- EC as a system of record
- EC Customizing and Populating Basic Foundation data
- Customizing Country specific files in Foundation tables
- Creating and modifying associations
- Propagation's
- Importing users and data
- Mass Changes
- Customizing employee files
- Customizing CSF for employee files
- Position Management
- Employee Central Reporting and Integration
- EC Payroll Integration
- MDF Overview
- MDF Objects creation
- Rules setup
- Final Exercise.