Proposal of Sii Poland Recruitment & HR advisory services

Our services – dedicated solutions to recruitment & HR challenges

MENTORING PROGRAMS FOR MANAGERS

TEAM DIAGNOSIS FOR BETTER COOPERATION

EFFECTIVE TEAM COLLABORATION WITH OFFICE 365

RESKILLING AND DEVELOPMENT PROGRAMS

BUSINESS INTELLIGENCE FOR HR

CAREER PATHS

CSR AND VOLUNTEERS PROGRAMS

COMPETENCY MODELS

ATTRITION ANALYSIS AND PREDICTION

CANDIDATE & EMPLOYEE UNIQUE EXPERIENCE

Our services – support from A to Z

SCOPE OF OUR SERVICES:

Process audit & changes recommendations

- AS IS analysis
- Business processes mapping
- Recommendations preparation
- TO BE process design

Solutions implementation

- Preparation of procedures, tools, instructions, documentation
- Delivery of promotional and communication materials
- Expert workshops and sessions
- Monitoring of implementation results

Automation and digitalization

- Business Case preparation
- Business and system analysis
- Development of functional requirements
- Tools implementation
- Post-implementation support

OUR PRODUCTS ARE THE ANSWER TO YOUR NEEDS

EXAMPLES OF OUR SOLUTIONS

Candidate & employee unique experience

Examples of our solutions

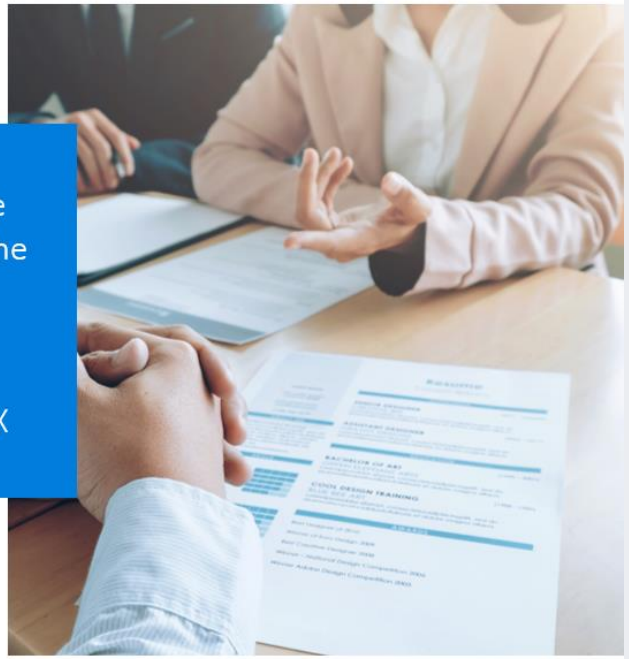
Fast and effective recruitment process helps you save time and money while proper Candidate & Employee Unique Experience policy makes you an attractive and desired employer on the market.

HIRING MANAGER GUIDEBOOK

Recruiting best practices and tips to make hiring easier and faster

CANDIDATE UNIQUE EXPERIENCE

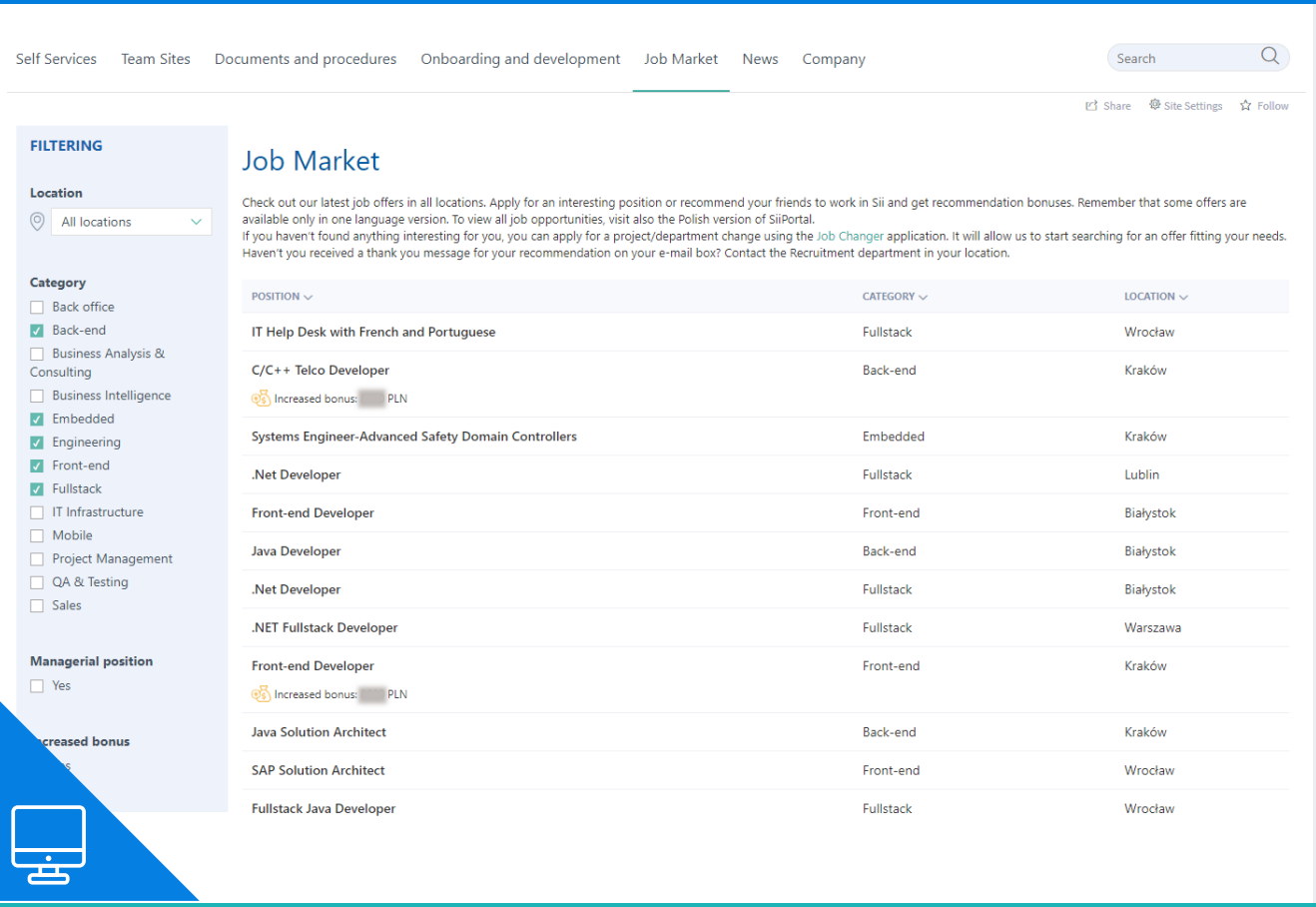
How to become attractive and desired employer on the market?
Guidebook and tips concerning candidate experience for customer X



Internal recruitment platform

Examples of our solutions

Platform for the internal job offers, both for IT experts and back-office specialists. Thanks to it all employees can not only apply themselves but also recommend their friends for the positions!



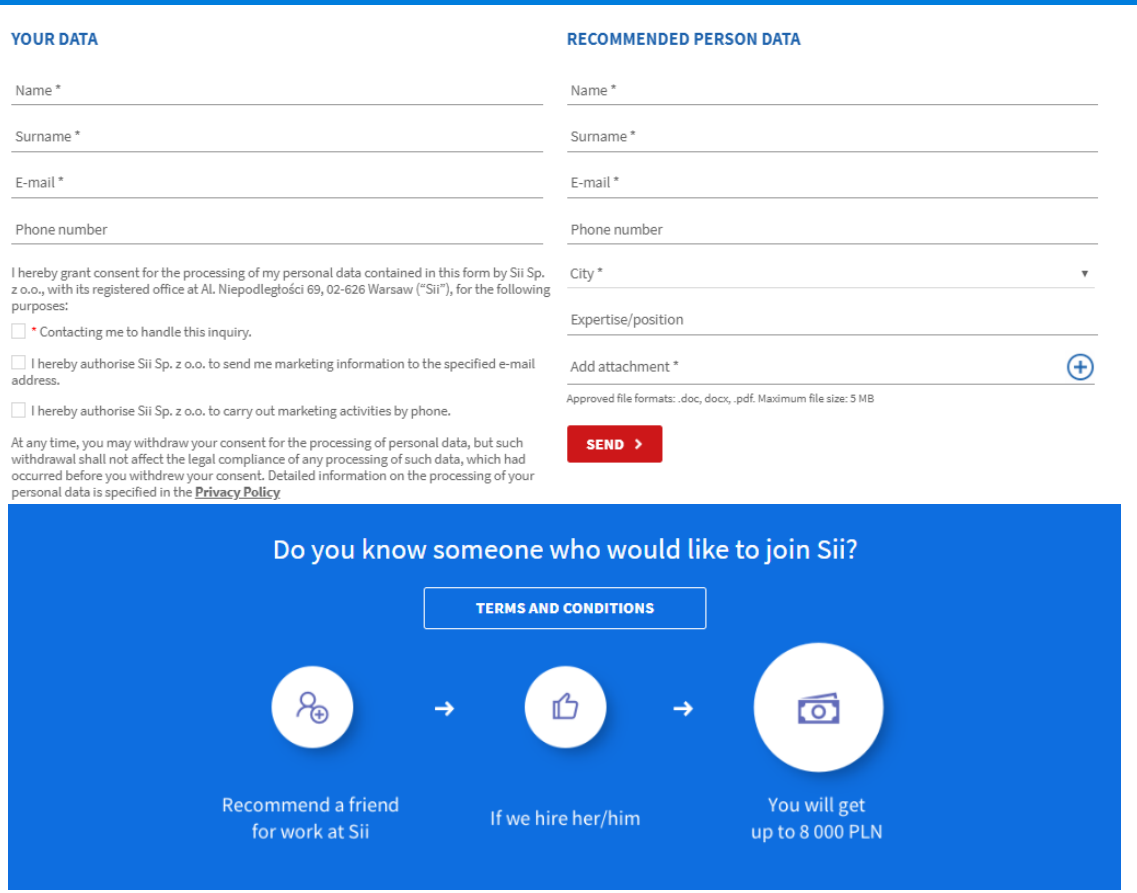
- Latest job offers in all Sii locations
- Full transparency of the recruitment process
- Application supporting referral program

Referral programs

Examples of our solutions

Recommendations are the most effective source of recruitment, under the condition that you do not spend too much time on managing the program. Clear rules (including GDPR regulations) and defined process is a perfect way to solve this problem!

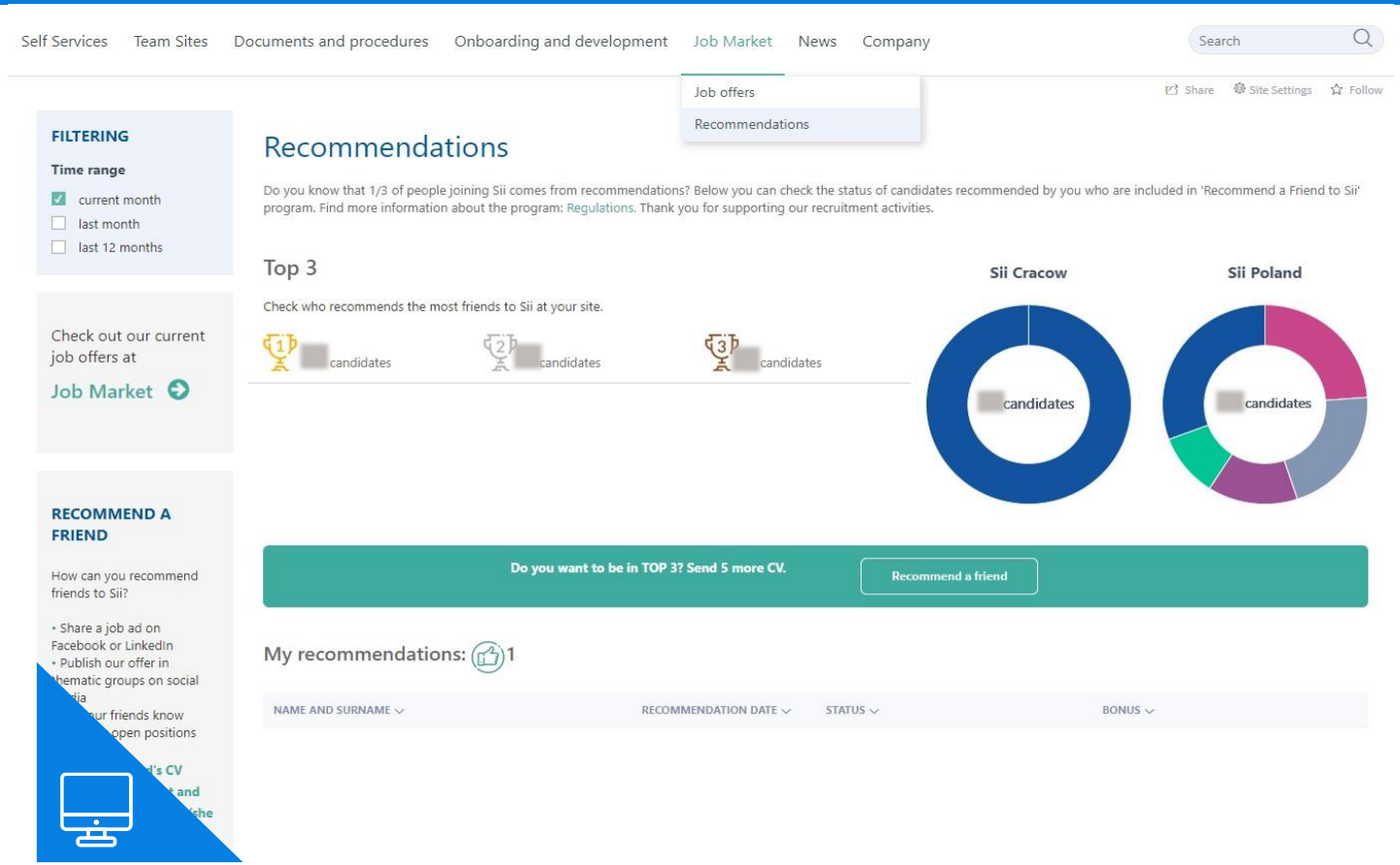
- Possibility to recommend a friend to a specific job offer
- Integration with www
- All the required consents and privacy policy included



Referral dashboards

Examples of our solutions

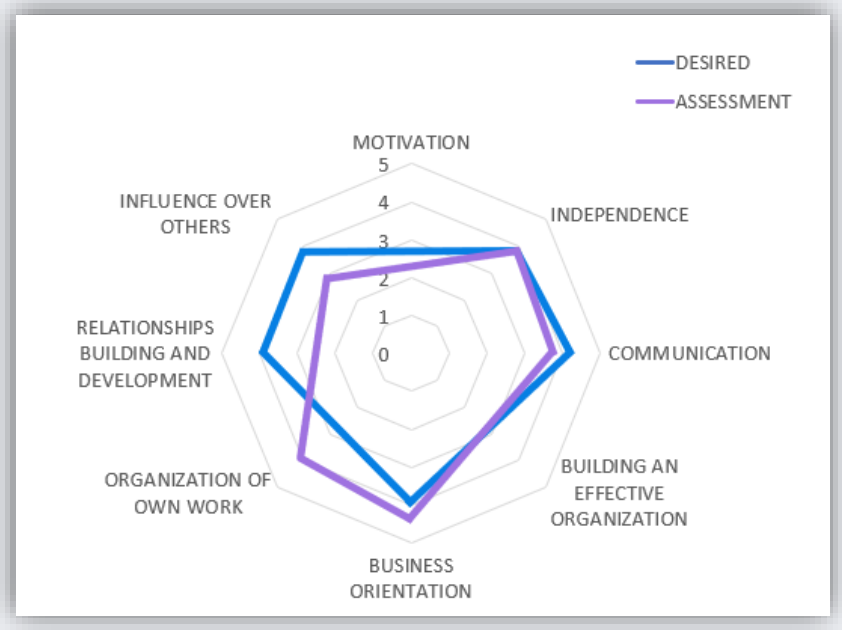
Once you have it all set up, you can save additional time on exchanging the information about the candidate status.



Competency models

Examples of our solutions

Competency model will help you define and manage the competency set in your company. Ii supports effective realization of HR strategy in the area of employees evaluation, career paths and development programs.

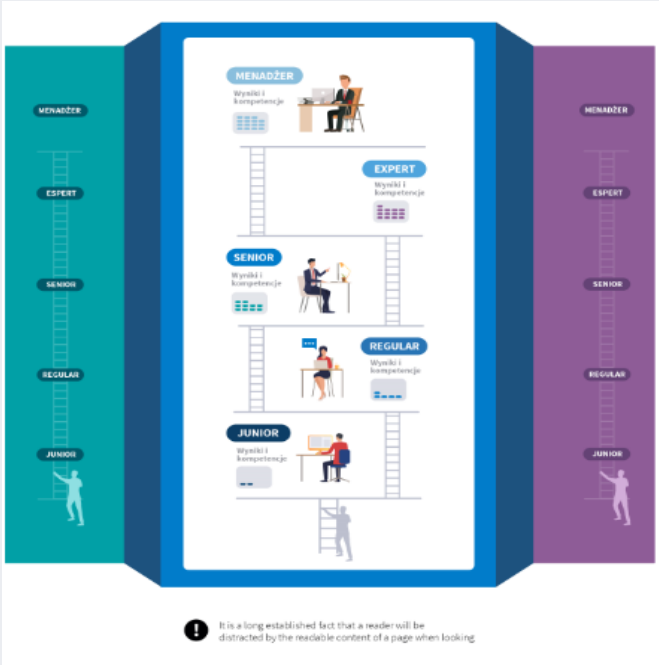


- → List of well defined competencies in the organization
- → Job positions described with the matching competencies and their levels
- → Development clues for employees and managers
- → Guidebook for managers about competency models in a practice

Career paths

Examples of our solutions

Career paths present possibilities of development for employees. They will help you retain your best employees and reduce attrition. By showing employees possibilities to grow up you win their engagement and increased effectiveness.



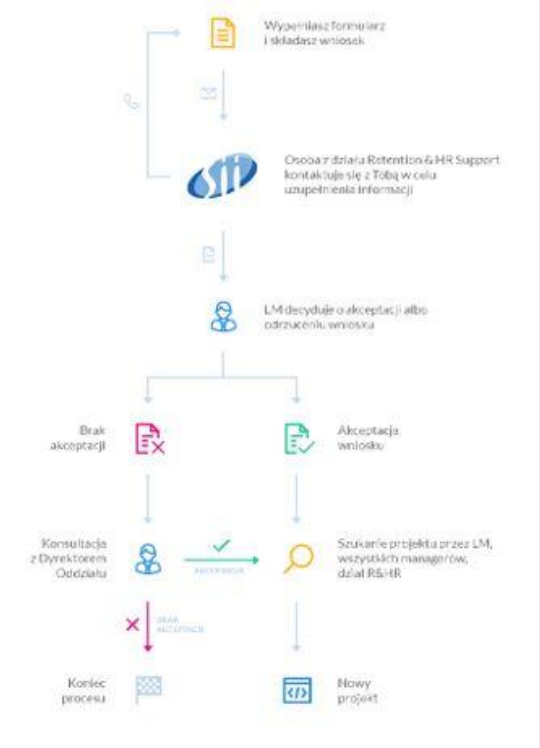
- → Map of job positions with respective criteria to be met
- → Procedures describing promotion rules and process
- → Job description cards
- → One Pager presenting the process in attractive way
- → Guidebook for managers describing how to manage the process

Reskilling and development programs

Examples of our solutions

One of the key tools for your organization success is giving your employees possibilities for development. Reskilling programs we offer not only will help you with that but will also support the process of increasing competences and skills of your employees.

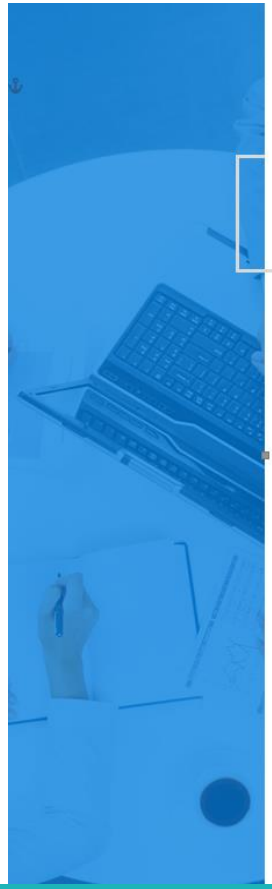
- → Development of employees based on their strengths and expectations
- → Flexible career paths supporting reskilling
- → Using full potential of your employees
- → Filling open vacancies with candidates from the organization
- → Shaping future managerial staff



Internal communication

Examples of our solutions

Choosing the best tool / application to manage communication, attractive templates and set up of rules to find the golden circle is a challenge but enables your employees to be up to date with everything you want.



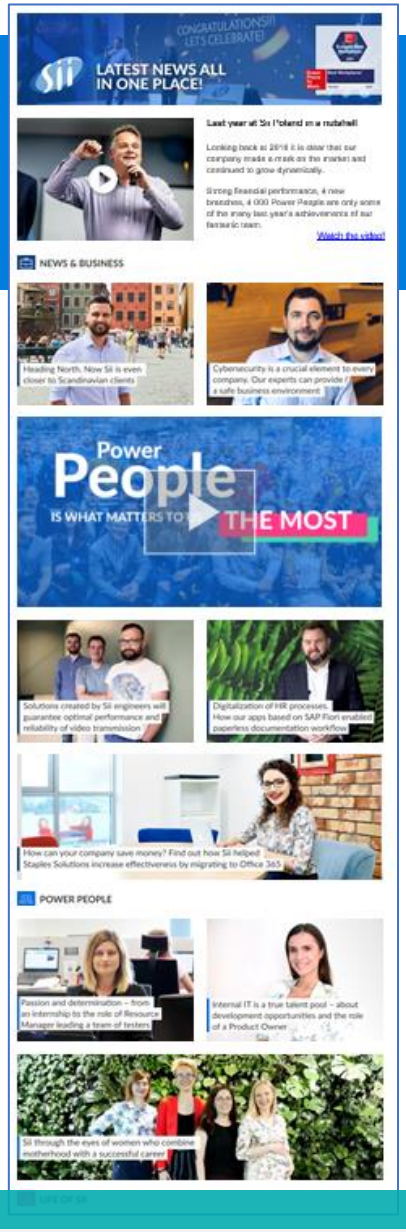
Communication Procedure for AAA

RACI*	
Function:	JOB POSITION/DEPARTMENT:
Responsible	xxx
Accountable	xxx
Consulted	xxx
Informed	All Departments

Version no.: [Wersja], Date: 01.04.2019	Strona 1 z 26 Published
III-PR6-2 Employer Branding Management	III-PR6-2-P2
All departments	For internal use

TABLE OF CONTENTS

1. OBJECTIVE AND MISSION OF THE PROCEDURE ... 3
2. DEFINITIONS ... 3
3. HOW TO READ THIS PROCEDURE ... 4
4. COMMUNICATION DEPARTMENT'S MISSION, ORGANIZATION AND COOPERATION RULES ... 4
4.1 Mission ... 4
4.2 Internal and external communication responsibility split ... 5
4.3 Cooperation rules ... 5
5. COMMUNICATION TOPICS SEGMENTED BY ROLES: RECIPIENTS, SENDERS AND CONTENT PROVIDERS ... 7
5.1 Managed by Marketing, Sales Support and Communication ... 7
5.2 Managed by particular Departments ... 8
6. COMMUNICATION CHANNELS AND TOOLS ... 10
6.1 Internal communication ... 10
6.2 External communication ... 13
7. NEWSLETTER COMMUNICATION ... 16
7.1 Newsletter sections and content scope ... 16
7.2 Newsletter sections – RACI ... 18
7.3 Newsletter scheme ... 20
8. WORKFLOWS OF COMMUNICATION TO SPECIFIC GROUPS ... 21
8.1 Communication to all Workers ... 21
8.2 Communication to back-office, Sales and PSD ... 21
8.2.1 Communication about changes in procedures ... 22
8.2.2 Communication about changes in applications ... 22
8.2.3 Communication to Line Managers ... 23
8.3 Monthly internal communication meetings for Power Users ... 23
8.4 Communication to local Workers ... 24
9. COMMUNICATION FORM GUIDANCE ... 25
9.1 General rules ... 25
9.2 Language and form ... 25
10. ATTACHEMENTS ... 26
11. RELATED DOCUMENTS ... 26



Team diagnosis FRIS® for better cooperation

Examples of our solutions

Well-coordinated and well-functioning team is the basis for successful strategy implementation. To be able to manage its work it is worth to get to know it better. Receive information about work ad method style or type of communication of your employees. Make assessment tests for employees using modern diagnostic tools and achieve success together!

information about styles of thinking and working of all team members

individual consulting sessions concerning results

knowledge and clues about communication styles of all personality types

thorough report with leads about the team and manager (team potential, communication, recommendations)

Mentoring programs for managers

Examples of our solutions

Mentoring program will increase effectiveness and revenue of your company thanks to more efficient work of your leaders. Experienced managers will share their knowledge and best practices and less experienced ones will get support in daily challenges. Integration of leaders from different departments/locations will strenghthen community, decrease competencies silos and provide innovations in management methods.

- → Designing the program
- → Presenting the process with clear graphics
- → Creating rules of program
- → Providing training and content materials
- → Internal communication

Effective team collaboration with Office 365

Examples of our solutions

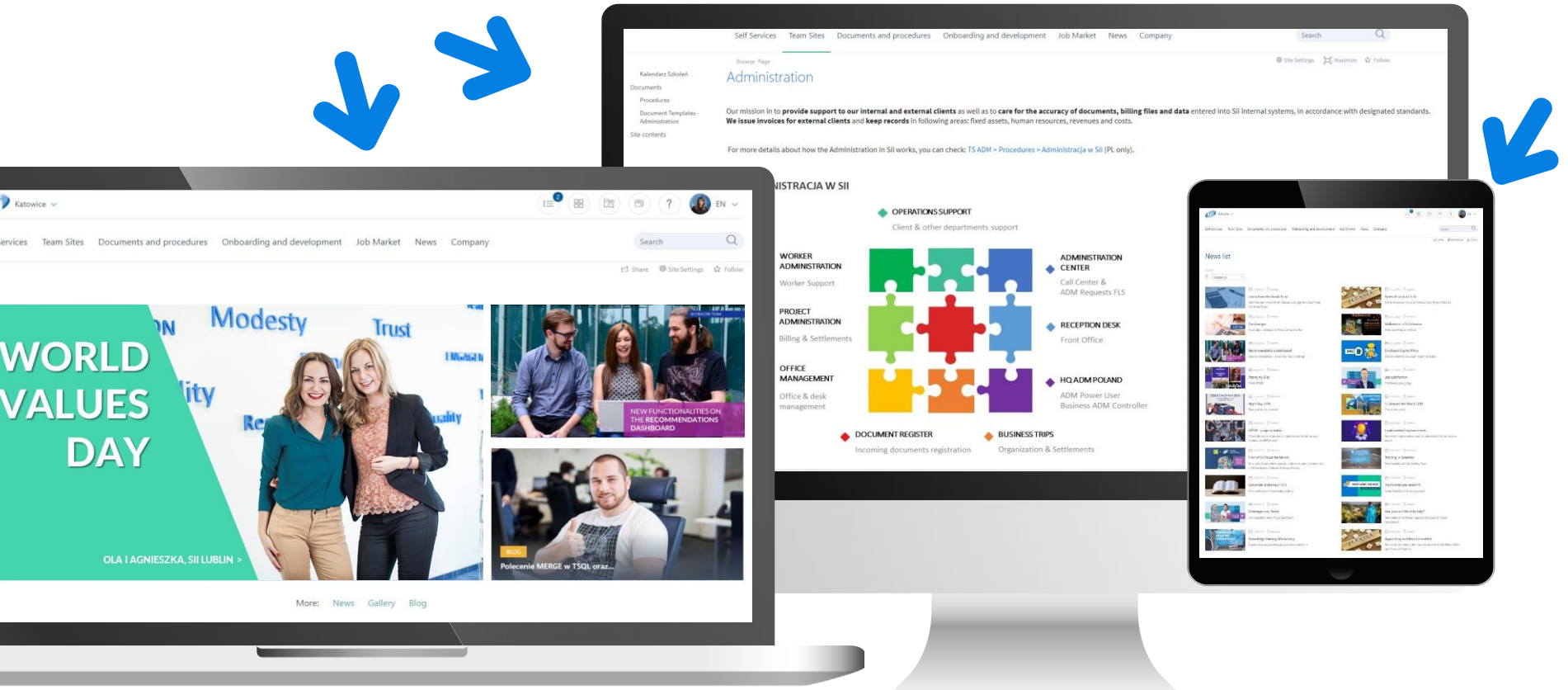
Office 365 tools support daily work of team through automation and better communication and faster implementation on their task. Employee productively encreases even in the cooperation distributed team.

INTRANET	TEAMS	STREAM	ONE NOTE	FORMS
internal communication platform	tool for support remote work and team communication	tool for recording and playing presentations, speeches, trainings etc.	application that allows simultaneous work of the team on documents in real time	application for conducting surveys and analysing employee opinion/moods

Intranet portal for employees

Examples of our solutions

Extended internal communication platform and workspace allows its users to go to several applications connected with their work and stay informed about everything that happens in the company.



Business Intelligence

Examples of our solutions

Real-time performance dashboards will enable managers and business controllers to monitor performance and KPI's of „soft" departments and processes. BI system aggregates data from different internal systems and sources.

- HR cost per employee
- Back office cost per employee
- SLA numbers
- Attrition rate numbers
- Employees satisfaction level
- And many others!

CSR and volunteers programs

Examples of our solutions

Dedicated programs corresponding with company mission and values are great tools to build employees engagement and increase their satisfaction

Got passion? Want to help?

24 April 2019 General 5 Like

We started new enrollment for Passion Sponsorship Program!

If you would like to pursue your hobby and you know how to engage your colleagues and friends in your passion or you have an idea how to use your passion to promote Sii, send your application!

Join the 5th edition of our Program. Fight for the grant from a total of PLN 300,000.

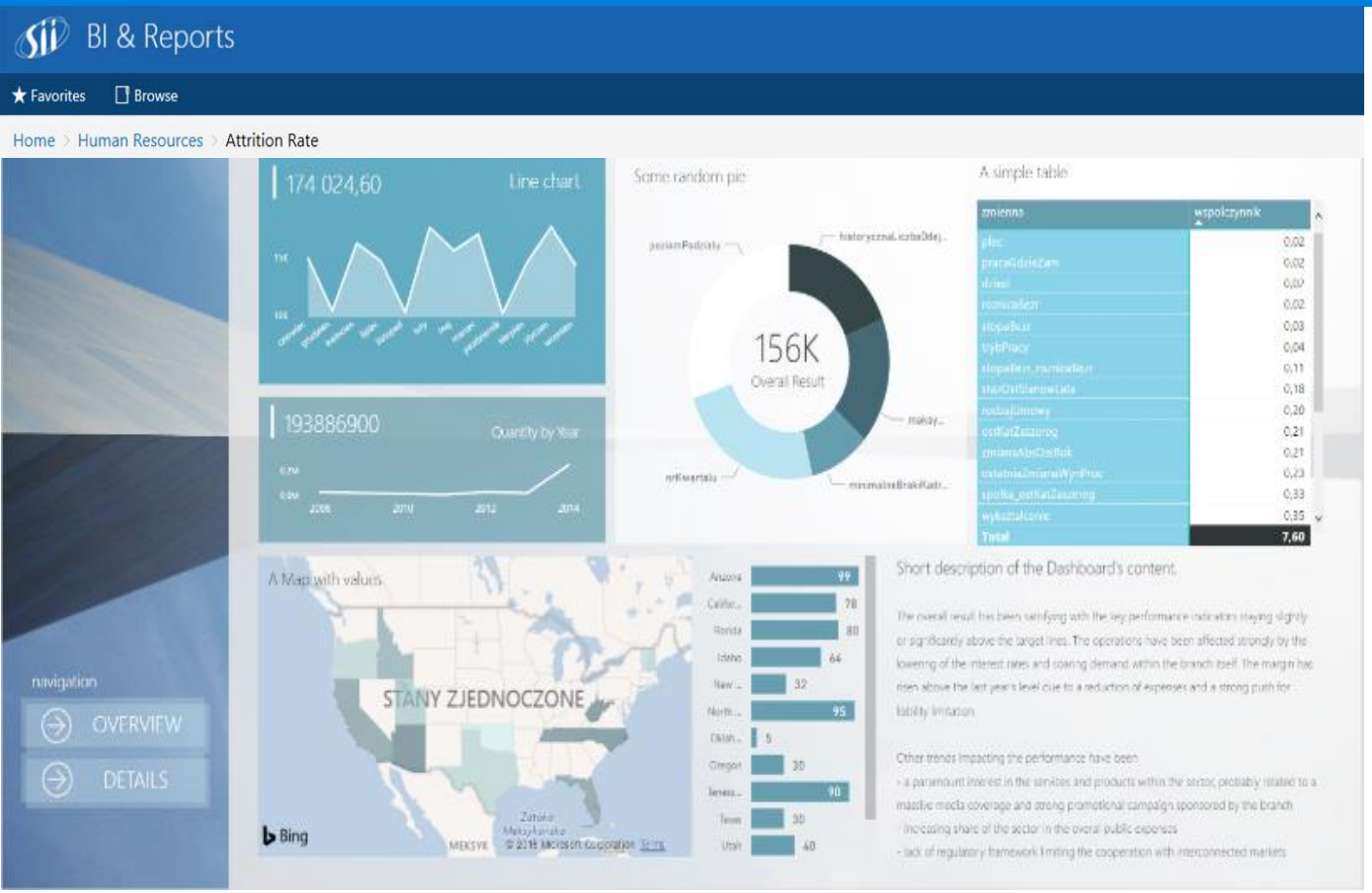
Read about some examples.

- Concept and business case
- Program description
- Communication and promotion
- Process from A to Z along with tools

Attrition analysis and prediction

Examples of our solutions

HR Sii Pro - attrition and prediction tool will help you plan strategic operations based on detailed data. You will ensure sooth work, learn the effectiveness of implemented HR solutions and develop a plan for areas that need improvement.



- Effective succession planning
- Continue of team work without harm to business
- Planning recruitment based on specific numbers
- Analysis and verification of the effectiveness of implemented solutions

Sii Business Advisory services

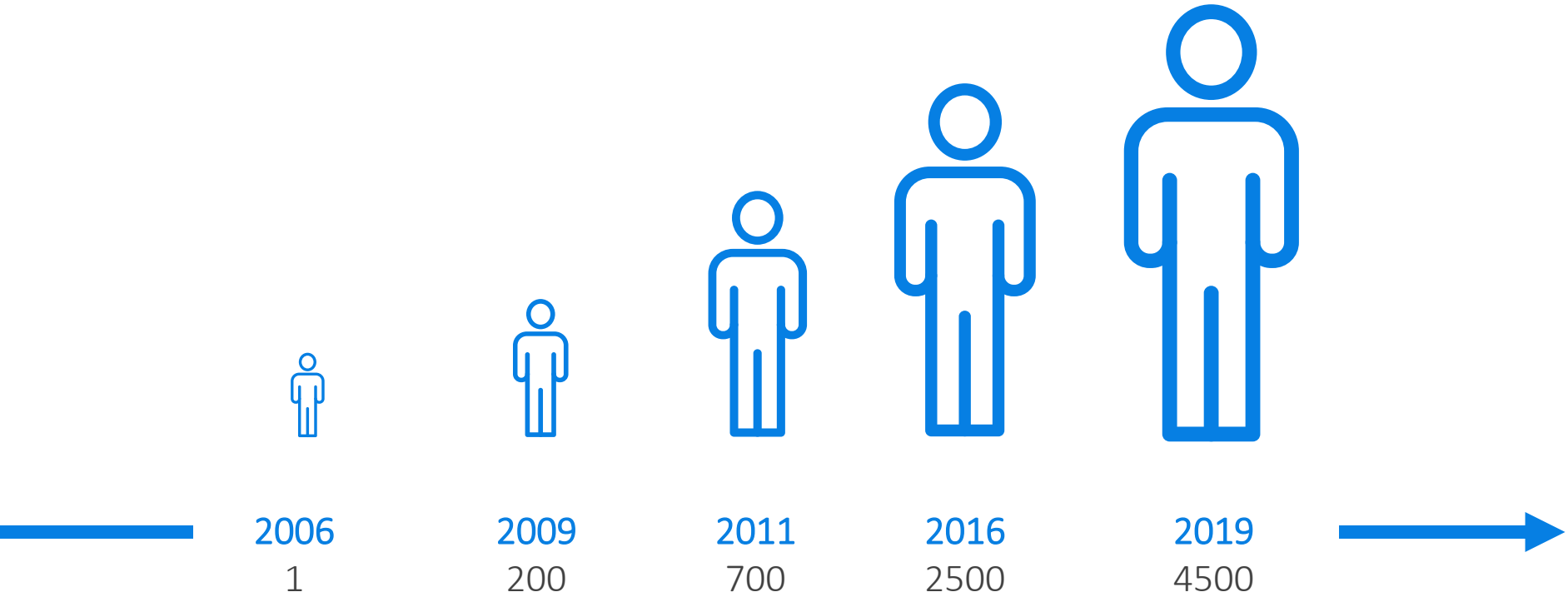
Why us?

- We have experience in building products for organizations with different scale and growth dynamics.
- Our market performance is backed by numerous awards and distinctions.
- Consulting sessions are led by Senior Management involved in Sii business growth.
- We deliver effective solutions based on advanced technologies.
- We cooperate with a lot of sectors so we have an experience form different areas, not only IT

SII WROCLAW TEAM

From newcomer to expert in processes

Sii has seen dynamic growth since 2006.
Over past years we have developed not only mature and effective HR and back office processes but also became best place to work in IT.



Selected clients

We deliver services to leading Polish and multinational companies.

Top management consultants

CHIEF HUMAN RESOURCES OFFICER
JOANNA KUCHARSKA

In Sii from 2007, that is from the beginning of its presence. She was involved in creating and delivering HR and recruitment processes at every stage of company’s dynamic development. She is the co-creator of the company's success, which has become the leading employer of the Polish IT market.

Now, as CHRO she is responsible for all retention and HR support processes in Sii Poland: onboarding, trainings & development, career advisory, workers evaluation, objectives management, job changer, exit interviews, satisfaction surveys, integration and taking care of Sii values in practice.

SEE MORE ON: LinkedIn

Top management consultants

OFFERING LEAD

EWA LISAWA-SZTANDOR

In Sii from 2008. She was involved in creating and delivering ADM, Accounting, Payroll and Office processes at every stage of company's dynamic development. Responsible for implementation of tools to digitalize & automize Sii organization. She was a member of the team responsible for implementation of ERP System - Microsoft Dynamics AX and for designing and implementation of internal applications for SII employees: Business Trip, Holiday Request, Bonus Request, Invoice allocation and costs acceptance, Admin Request and during last months for creating new unit in Sii to centralize administration processes - Shared Services Center

Now in a new role of Offering Lead/Service Delivery Manager in CC BPO/Consulting

SEE MORE ON: LinkedIn

Top management consultants

RECRUITMENT DIRECTOR
WOJCIECH DREJA

Experienced manager and leader. He is responsible for facilitating Sii growth by assuring fast, lean and effective functioning of recruitment process in order to meet and exceed expectations of internal and external Clients. He is also involved in co-creation of global employer branding strategy for Sii Poland.

Under his governance Sii recruitment team registeres over 10 000 candidates each quarter, more than 1 000 interviews monthly with 140 new hires. He is also developing such important areas as Candidate Experience at Sii and Referral program.

SEE MORE ON: LinkedIn

Top management consultants

HR CONSULTANT
SYLWIA KOBIERECKA

Project manager and coordinator with over 7 years' experience gained from a number of international businesses and outsourcing companies. Before joining Sii, she has also worked at Sonoco and Adecco as HR consultant.

Currently, she specializes in analyzing business processes, mainly in the areas of HR and payroll as well as finance and accounting. Identifies inefficiencies and prepares proposals for process optimization along with recommendation which IT solutions to use. She also participates in the design of services for clients in the HR and payroll outsourcing model.

SEE MORE ON: LinkedIn

Top management consultants

HR CONSULTANT
MONIKA SOWA

Recruitment and Human Resources expert in international and polish environments, with 10 years of experience, 7 in the IT sector.

Skilled at creating candidate experience along building a positive company image. Successfully completing on average 70 recruitment processes annually. Responsible for the Summer Talent Academy program, which was dedicated to university graduates who made their first steps in the labor market.

Currently working as an HR Consultant, specializing in implementing new solutions to help motivate and develop employees. Focusing on finding simple and effective solutions for Recruitment and HR. Responsible for processes enhancement, automation and increasing the work effectiveness. Involved in activities.

SEE MORE ON: LinkedIn

SII – largest IT, engineering, digital & advisory services vendor in Poland

Established in

2006

Shareholders: Sii France = 70%,

Gregoire Nitot (Founder & Sii Poland CEO) = 30%

Financial stability

200 Revenue EUR M

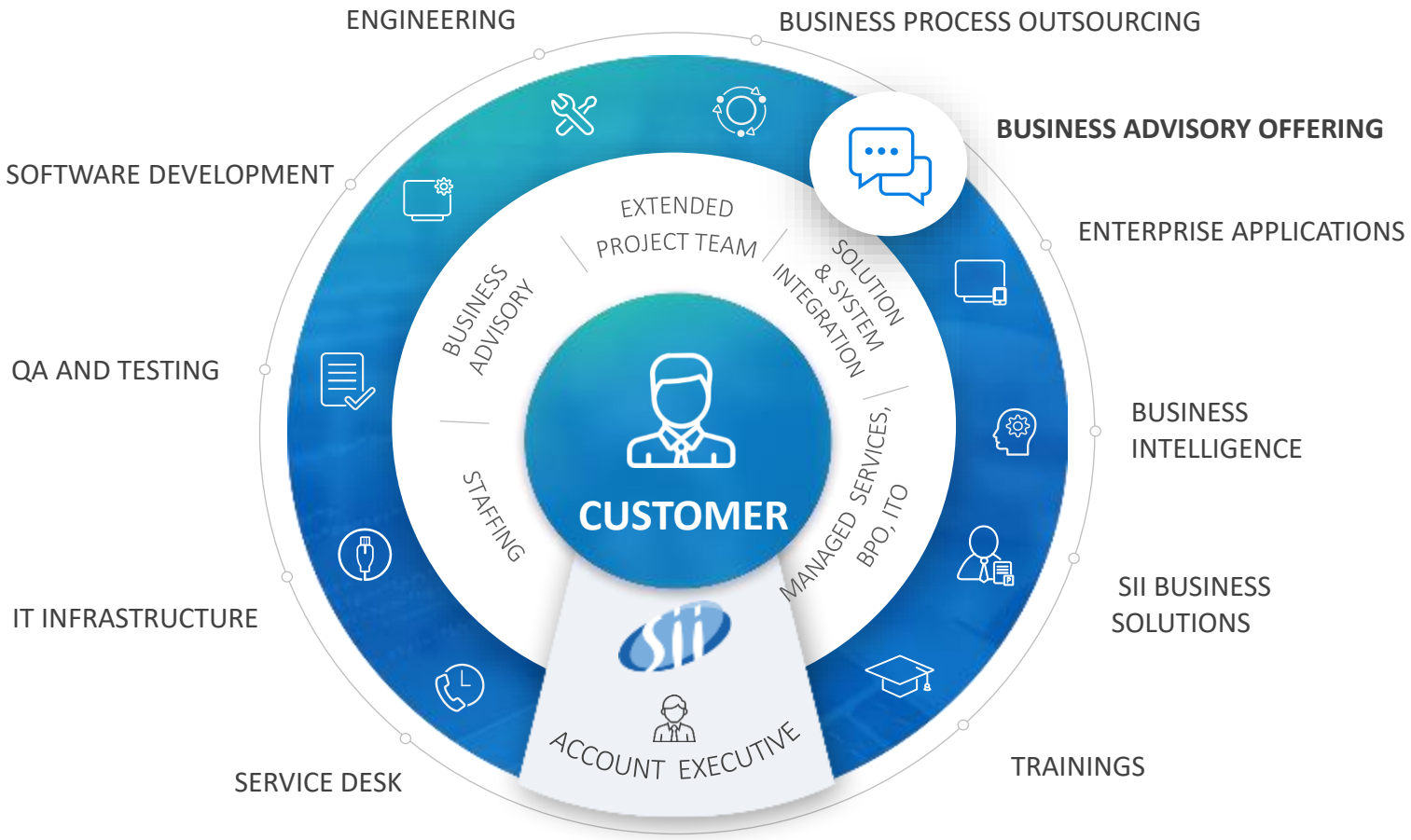
50 Equity EUR M

14 delivery centers in the biggest cities in Poland

[See our journey from a challenger to the leader!]

One Stop Shop – complexity of services

Sii delivers not only advisory services but also complex IT and engineering solutions. Thanks to this, we can connect the HR world with technology and implement fully digitalized solution, to address your problem and save time at once!



Contact us

We believe that our strengths such as
skilled consultants, a mature organization and motivation to cooperate with you
make us an attractive business partner.

Contact us:

Anna.Iwaniuk@sii.pl

www.sii.pl/en