Factsheet

XFT Zeugnismanager

www.xft.com/en/product/xft-zeugnismanager

About XFT Zeugnismanager

Quickly Create Legally Compliant Reference Letters

Although they are a common task, references can present your company with a minor dilemma. Typically, employees are evaluated by their managers. However, few executives understand the ins and outs of the numerous legal hurdles and specific wording required by EU laws when writing a reference. The HR department is aware of these requirements, but it is not involved in the assessment of the employee. In the worst-case scenario, failure to meet these requirements could result in legal action before a labor court.

XFT Zeugnismanager enables executives to quickly create legally compliant references, including performance records, references issued during employment, and final references. This means employees can be accurately assessed. Pre-formulated text modules are inserted automatically and can be adapted flexibly.

Overview of Features

Reference Creation

- Text management for appraisal texts
- Different assessment criteria for employee groups
- Appraisal scale can be selected
- Career can be determined from Organizational Management
  - Manual postprocessing possible
- Activities via catalogs
- SAP GUI and SAPUI5 as the front-end client
- Referral to previous references possible

Reference Document

- Postprocessing in Word
- Update after reference data has been changed
- Integration of the corporate design
- Central template management
- Text modules
- Validity periods for templates
- Template management by key users

Application/Process Integration

- Process participants (agents) can be determined via Organizational Management
  - Manual changes can be made
- Compliance with the principle of dual control
- Agents notified by e-mail or work item
- SAP GUI and SAPUI5 as the front-end client
- Different processes for employee groups
- Task-specific views of the reference
- Full integration of XFT Document Composer, XFT Personnel File, and XFT Personnel Manager

Would you like to learn more about our products or see what XFT Zeugnismanager can do for your business? Contact us today for a live demo!

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