

# HR Online Manager



NEXT LEVEL CONTENT  
**FOR HR-PROFESSIONALS**

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[www.hronlinemanager.com](http://www.hronlinemanager.com)

# Job Description Online

Career-oriented job descriptions.

Fast designed and reliable

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Have you always wanted to create better job descriptions with much less effort? Then use Job Description Online. Because here you can create job descriptions and job advertisements in just a few minutes. Answer just six questions, access more than 200 jobs with hundreds of detailed „goals and tasks“ and achieve job requirement clarity at the touch of a button. Incl. hundreds of job specifications.

**Job Description Online** enables you to create a reliable and, above all, requirements-oriented job description within a few minutes.

The focus is on the detailed description of requirement differences. This allows you the allocation of jobs to career paths or pay grades and significantly reduces the communication effort with managers and/or committees.

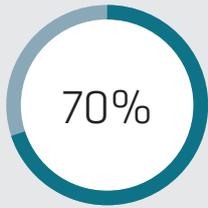
And the direct access to thousands of help questions across all job levels helps our customers to clear the job requirements across all job levels.

The result is a **detailed job description** that can be individually adapted at any time, with many check texts, precise questions for clarification and a graphic presentation of all relevant requirement dimensions.

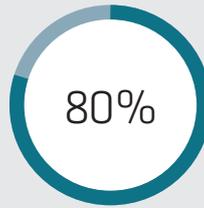
Supported by **target and task descriptions for more than 200 jobs**, Job Description Online thus forms a comprehensive basis for optimising your HR work and increasing the acceptance of all stakeholders.

And with the **“Job Posting Builder”** you have all the behavioural characteristics that are relevant for successful staffing.

## YOUR BENEFITS



Effort reduction in creation of job profiles



Higher user satisfaction



Company specific adaptable

### Your benefits:

- ✓ **More efficiency**  
Job descriptions can be created extremely quickly and easily.
- ✓ **More quality**  
Thanks to the stored online job evaluation logic, you can access over hundreds of detailed review texts for all career paths with just six online questions.
- ✓ **More clarity**  
Undifferentiated job descriptions are a thing of the past. Access complete “job objectives and tasks” for 200 jobs. And simply use our 50 completely predefined anchor positions across all career levels (Career Builder).
- ✓ **Less coordination effort**  
With Job Description Online, your job descriptions are not only better in terms of content.  
At the same time, you minimise the coordination effort with stakeholders considerably.
- ✓ **Highlight career differences**  
With Job Description Online you can clearly show the differences in requirements for specialist, project manager and executive careers across all functional areas.
- ✓ **Successful job posting**  
With your “Job Posting Builder” you can also access attractive and individually customisable recruiting texts across all requirement dimensions.
- ✓ **No additional cost**  
With Job Description Online you can create as many job descriptions as you like. Without any limitation!
- ✓ **Import into your HR system**  
All reports can be imported into SAP or other IT systems via interface (API).

### Job Description Online:

- + Access „Objectives and tasks of the job“ for more than 200 jobs.
- + Analyse the target requirements of your jobs online and in a few seconds.
- + Validate the differences in requirements using just six questions.
- + Further edit the task and requirements profile directly online based on the check texts and help questions according to your wishes.

**A modern job evaluation analysis, 50 anchor positions as well as “goals and tasks of 200 jobs” enable you to create reliable job descriptions.**

**Test “Job Description” now free of charge**  
and create job descriptions for up to 20 positions in just a few minutes.

# Job Evaluation Online

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Job Evaluation Online allows you to directly compare the exact job values of all your jobs across all value ranges and career levels. This is achieved through online and freely configurable “rankings” and “cross-comparisons”.

HR Online Manager not only enables you to quickly evaluate jobs and create job descriptions that meet your requirements.

With **Job Evaluation Online**, you are also able to compare the detailed evaluation results of your jobs online and at a glance.

The “**ranking of jobs**” show all the characteristics of the jobs analysed and can be structured in any way on the basis of the individual evaluation results.

The “**cross-comparison of jobs**” help you to cluster the jobs according to education, career level, organisational units and other characteristics in the sense of a “job value-based organigram” across organisational units or business unit boundaries.

**Job Evaluation Online** gives you clarity about the position of the jobs over all careers and about the grouping of your jobs across all organisational units.

In addition, you can directly access the career/functional level or pay group boundaries for the pay scale/career system you have selected under **Grouping Online**.

Job Evaluation  
Online



Job value analysis  
across organisational,  
career & business  
unit boundaries



Development of stable  
career and grouping  
models

## Your benefits:

### ✔ Easy job-Evaluation

All job-evaluation results are quickly and easily derived from your entries in Job Description Online..

### ✔ Select jobs for grouping and career analysis

Select individual or all jobs via selection button. Create comparisons of the requirement levels of your jobs across all career levels or pay scale groups.

### ✔ Use ranking

The presentation of different jobs as a ranking series gives you the opportunity to systematically analyse several jobs on the basis of all requirement dimensions.

### ✔ Use cross-comparison

In the cross-comparison, the focus is on the overall ratings of the jobs in comparison to each other. You can cluster all your evaluations according to organisational unit, professional target characteristics or career path. This enables you to optimise the requirement fairness in the classification or in your specialist, project manager or management career across organisational or business unit boundaries.

### ✔ Job value-based organigram

In cross-comparison, you have visual access to a “job value-based organigram”, which reliably shows you the requirements values of your jobs in an overall view..

### ✔ Quick export for further processing

You can view all results online and configure them directly and then export them at the touch of a button.

### ✔ Efficient communication

You can discuss all results quickly and efficiently with managers, the works council or in committees. This ensures a high level of acceptance of the results.

**Stable job values enable reliable job value comparison across organisational and business unit boundaries.**

**Create up to 20 jobs or use the predefined 50 anchor jobs**

in your test account and compare the specific requirement values of all jobs in Job Evaluation Online.

# Grouping Online/ Career Builder

Reliable classification of your jobs in the area pay scale, in-house pay scale or in the career-system (Career Builder).

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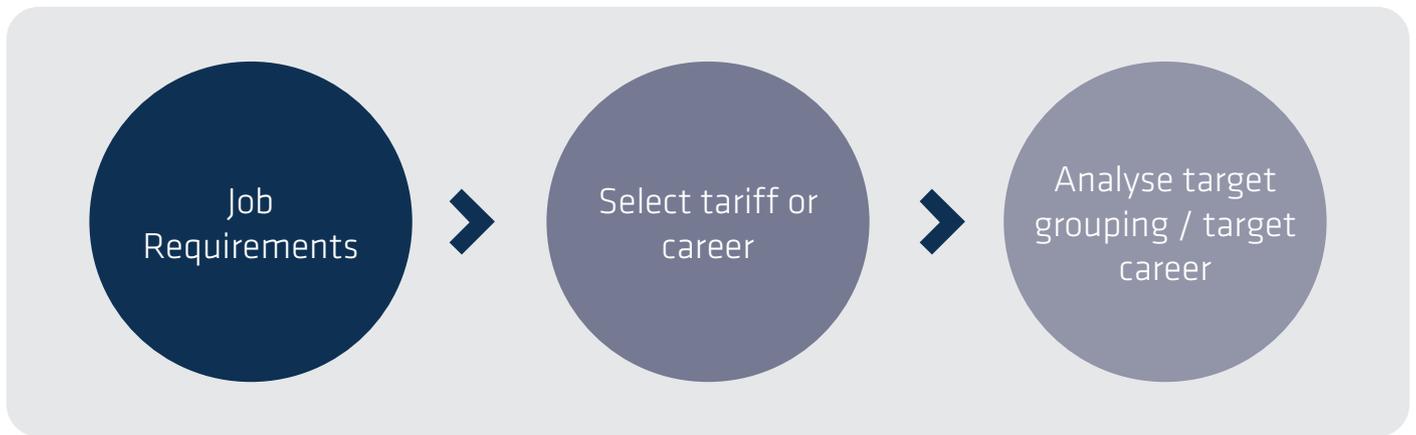
Do you want to quickly benchmark in which pay group your jobs are in the pay scale and which requirement values lead to which groupings? Then you should use Grouping Online. With Grouping Online you are able to achieve grouping and career clarity.

The **Career Builder** is a highly innovative tool. With your Career Builder you can reliably determine the appropriate position for each of your jobs **in eight career paths and 52 career levels**.

It's very easy: select or create a job, choose one of the eight career paths and display the target career level relevant to your job with a detailed description.

In addition, you can check the position of each of your jobs in your tariff or company collective agreement. With the help of the **online classification system**, you can obtain a reliable classification benchmark for your jobs with a complete requirements profile.

We will be happy to store your company pay scale in your account free of charge.



## Your benefits:

- ✔ **Better basis for negotiation**  
Grouping Online shows you precisely the various requirement characteristics of your jobs and offers you a grouping benchmark.
- ✔ **Clarity in specialist, project manager and executive careers**  
With your Career Builder, you know which job requirements lead to which career levels. And you can do this regardless of whether the positions are based on tariff agreements or non-tariff agreements. Because at the same time you receive a reliable overview of the target pay scale grouping and the target career level.
- ✔ **Communication to employees**  
For your internal HR processes, it is essential to have a classification logic that is in line with requirements. Thanks to the stored job evaluation, you not only have access to the target grouping, but also to reliable job descriptions.
- ✔ **Create acceptance**  
With your “Career Builder” you create transparency. You can immediately see which requirement differences in professional competence, planning competence as well as communication, thinking and decision-making competence are necessary to change the grouping or positioning of the respective job in the career structure.

**Grouping benchmarking in all sectoral tariffs. Grouping in the customer's house tariff can be mapped free of charge. In addition: Use your Career Builder with eight career paths and 52 career levels (!)**

# Competency Online

Your online access to the largest competence dictionary with hundreds of precise target behaviour definitions and thousands of ready-to-use questions for personnel development/recruiting (incl. feedback tool).

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Do you want to attract and retain top performers? Then you need to know which competencies are really relevant for each position/job family. With Competency Online you can access hundreds of competences online, adapt and/or add to them and use them directly for your recruiting processes or personnel development.

**Competency models** are based on the knowledge, skills and attitudes of employees. The core question is: What do your employees/leaders have to do in certain situations so that the stakeholders say “that was good”?

With Competency Online, HR Online Manager offers its users a comprehensive online competency collection. For all job levels, for specific functional areas such as HR or IT as well as for managers (leadership competences).

This means that your HR management not only has the relevant job requirements (Job Description Online), but also the definition of the **relevant competences** tailored to the jobs/job families.

You or the managers can also provide direct feedback on all the competencies selected and adapted for the respective job/job family. Either via an interface to your HR system or via the feedback form available online.

And the **personnel development and recruitment questions** available per job further optimise your development/recruiting process.

Select thousands of competencies and adapt them as required for each job/job family



Competencies supplemented by personnel development & recruiting issues



Easy Feedback & consistently optimising personnel development/recruiting

## Your benefits:

### ✔ Simply select competencies

With Competency Online, you can quickly and precisely select the competencies relevant to each of your jobs and adapt them online.

### ✔ More quality

The comprehensive description of hundreds of competencies allows you to focus on the truly relevant behavioural requirements for each job.

### ✔ More clarity

Whether you are looking for a specialist, project manager or executive career. With Competency Online you are optimally prepared. Thanks to the job level-specific competencies you and your managers can define competencies quickly and precisely.

### ✔ Use recruiting questions

You can access thousands of people development and recruiting questions across all competencies. Simply select, adapt and use them immediately in your next application.

### ✔ Specify career models

Which competencies are relevant in a junior position, which competencies in a senior position? Which competencies will gain or lose importance in the future? All these questions can be answered quickly through the online selection and customisation of competencies.

### ✔ Provide online feedback

You can transfer all selected competencies automatically into your online feedback form.

**Competency Online gives you the opportunity to link all jobs/job families with the really relevant competencies. Incl. leadership competencies as well as function-specific competencies and online feedback. And additional it includes all relevant people development and recruiting questions.**

**Use your test account now.** Convince your managers and employees with a quick and precise competency definition per job/job-family.

# Compensation Online

Access to reliable market salary data at any time

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Knowing the current market compensation is a must for every HR professional. With Compensation Online, we provide you with a tool that, in addition to Job Description Online, Job Evaluation Online, Grouping/Career Online and Competency Online, gives you an unbiased view of the compensation market in Germany, Austria and Switzerland.

We provide you with **up-to-date market data** for all job requirement levels as well as for more than 200 specific function families.

The market compensation platform

**Compensation Online** offers:

- Analytically determined job values per job
- More than 200 function families
- More than 35 industries
- All regions in Germany as well as Switzerland (CH) and Austria (A)
- Differentiated analyses according to company size
- All age groups

All market salary regressions stored in Compensation Online are regularly validated and adapted to the market situation. The underlying database of more than 500,000 salary data records ensures a statistically valid statement.

The cooperation with Baumgartner & Partner also guarantees that - in contrast to purely online salary platforms - all data is subject to regular validation in consulting practice.

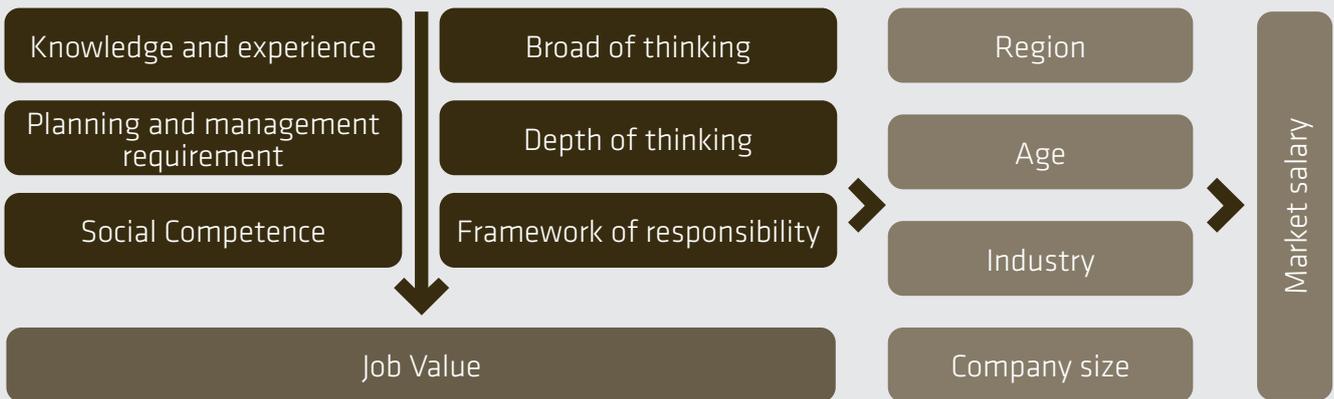
This ensures that you have an **up-to-date picture of market salaries** on the basis of the stored job values and career levels, including a detailed analysis of the factors influencing the determined market remuneration.

All market salary analyses refer to the following remuneration components

- Base salary
- Variable salary
- Total cash and
- Company car (utilisation in percent as well as company car acquisition values)

Compensation Online thus becomes your reliable “compensation system builder”.

# DETERMINANTS OF MARKET REMUNERATION



## Your benefits:

- ✓ **The markets at a glance**  
With Compensation Online you have a precise view of the market compensation in Germany, Austria and Switzerland that meets your requirements.
- ✓ **Maximum transparency**  
Thanks to the job evaluation stored in Job Description Online, you can quickly analyse the level of compensation in line with the market.
- ✓ **What does career cost?**  
The mastering of higher requirements by your employees leads to added value for your company, but also to additional costs or corresponding salary demands by the job holders.
- ✓ **All influencing factors transparent**  
In Compensation Online you can combine the various influencing factors such as industry, company size, age, position and regionality etc. as you wish and reliably analyse the effects on market compensation.
- ✓ **Avoid expensive wrong decisions**  
Discussions about increasing the salaries of individual employees due to the risk of churn or the possibly too high salary demands of new

employees increase your cost base. We offer you a counterbalance and provide you with a view of market compensation from a statistical point of view.

- ✓ **Compensation System Builder**  
Use Compensation Online as your tool to further develop your compensation system. With the free additional analysis "Compensation Plus", you will receive a complete overview of all the positions you have stored in your account, including actual and market compensation, in order to determine your target salary bands in line with the market.

**Compensation Online provides you with reliable and transparent market salary analyses at any time. Incl. presentation of the individual influencing factors for Germany, Austria and Switzerland.**

**Create up to 20 jobs in your free test account and reliably clarify the (house) tariff or career grouping.**

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[www.hronlinemanager.com](http://www.hronlinemanager.com)

HR Online Manager GmbH  
[info@hronlinemanager.com](mailto:info@hronlinemanager.com)  
[www.hronlinemanager.com](http://www.hronlinemanager.com)  
Tel: +49 40 22 63 99 4 - 0