

LightWork Talent Management 10 Step Implementation Process

LightWork Talent Management's 10 step implementation process has your company up and running in no time. These steps include installation of the software, setup of system preferences, and training on how to use the software to ensure that you have a system that immediately serves the needs of your company.

1. SOFTWARE INSTALLATION

LightWork will create a site to configure and set up LightWork Talent Management. All configuration and testing will be done in this test environment.

2. SET IMPLEMENTATION TIMELINE

We will identify and discuss implementation steps and set a timeline. Deadlines and responsibility will be assigned for each benchmark on the timeline to ensure a timely and complete deployment.

3. DISCUSS FULL PICTURE OF PERFORMANCE APPRAISAL PROCESS

An in-depth discussion of the way your performance appraisal process works now and any changes you wish to see in your new system will allow us to tailor LightWork Talent Management to perfectly manage your appraisals.

4. TAILOR LIGHTWORK TALENT MANAGEMENT TO MEET YOUR PROCESS

An in-depth discussion of the way your performance appraisal process works now and any changes you wish to see in your new system will allow us to tailor LightWork to perfectly manage your appraisals.

5. UNDERSTAND COMPANY CULTURE AND TERMINOLOGY

We will identify the terminology you would like to use in your system's custom fields and get a copy of your logo if you would like the system branded to your company.

6. SYSTEM CONFIGURATION

Your LightWork Talent Management system will be configured based on your company's specifications outlined in steps three through five.

7. REVIEW AND ADJUST SYSTEM CONFIGURATION

We will review together the system configuration that has been created. We will make adjustments as necessary to achieve a personalized fit for your company. Once the review is complete, the configured and tested system will be installed at your location.

8. PILOT

LightWork Talent Management will be released to a small population in your company to ensure proper configuration and a smooth complete deployment.

9. TRAIN THE TRAINER

Train the trainer education will enable your HR staff to train managers and employees on how to use LightWork to complete reviews and track performance ongoing.

10. GO LIVE

On the go live date, all deliverables are complete, and LightWork Talent Management will be available for release to your company's general population.