

ACCELERATE – IT™:

The IT Professionals' Career Planning & Development Program



A Guide to Charting Your Career
Progression, Promotion and Future
Within the Field of IT

EPIC  **Software™**

"Just Imagine... Talent Management as it Should Be"

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What is Important to IT Workers?...

- ❑ The most recent version of an annual survey of IT professionals had over 2,000 respondents. Participants were asked to rank order 37 Job-Related Factors that contribute to job satisfaction and retention. The top 5 were:
 1. Respect
 2. Full Health Benefits
 3. Supportive, Effective Management
 4. Reimbursement for Training Expenses
 5. Opportunities for Advancement

- ❑ Research has also shown that a well designed and implemented Career Development program is the common denominator and *the* pivotal component for attracting, developing and retaining a high performing IT team.

- ❑ A well designed and implemented IT Career Development Program (ITCDP):
 1. Demystifies individual and team performance objectives
 2. Provides a standardized performance model which includes the following components and tools to assess performance and one's career progression within the organization:



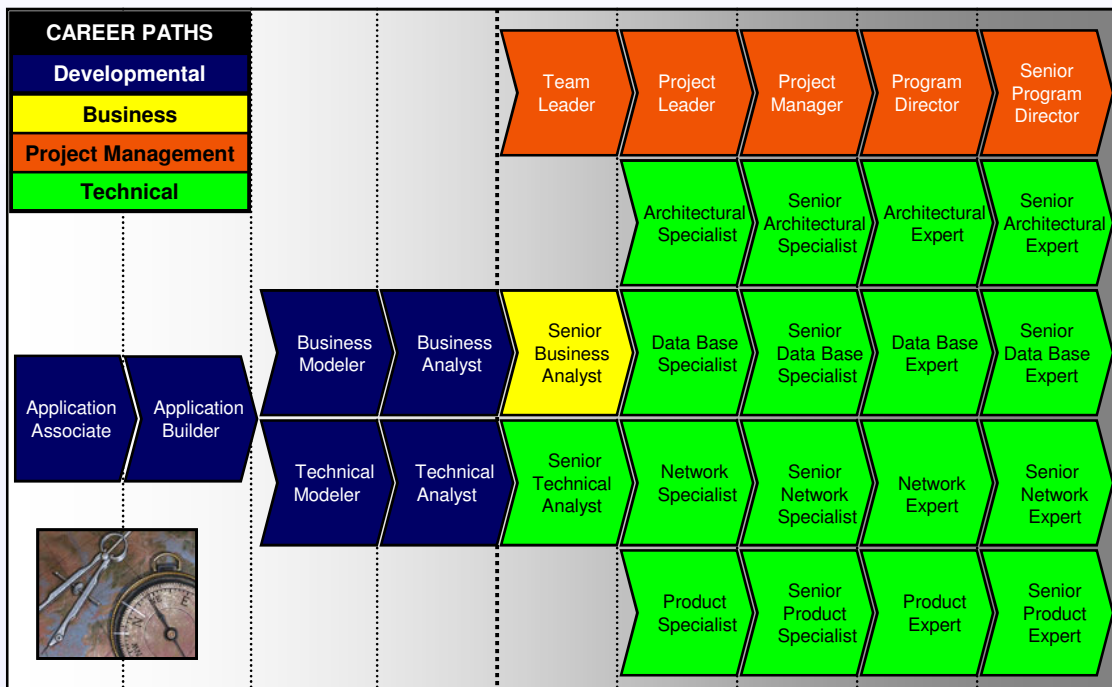
- Project Expectations
- Project Performance Appraisal
- Career Self-Assessment Template
- Skills Assessment
- Annual Appraisals
- Goal Setting
- Education Planning
- Differentiates Career Progression & Career Promotion

With ACCELERATE - IT™ You'll Get Results

EPIC Software's ACCELERATE - IT™ is a framework for supporting the Activities associated with the HR Life Cycle of attracting, developing and managing IT Professionals. It is instrumental in assisting IT Professionals identify and pursue career goals and alternatives within Information Technology (IT). **Use our Leading Practices templates OR have them easily customized for your organization OR use our Engine and your exiting Job Descriptions, OR use a blended approach.** The foundation for this guide is the Career Compass Model which is a graphical representation of the various career alternatives.

ACCELERATE - IT™ Includes:

- Standardized Interview Questions
- New Employee Orientation program
- IT Project Joining Guides
- Detailed Job Descriptions
- Probationary and Annual Performance Appraisal Templates
- Training & Development Needs Assessments, Action Planners and Follow-Up Report Templates
- Integration to an Online Catalog of over 140 Business & IT Courses & Modules (Optional)
- Online Courses & Modules supported by a robust Learning Management System (LMS) to track & report Learner progress
- A repository for Course Completion Certificates for Compliance Reporting purposes
- Career Progression & Promotion Criteria & Options for your IT Professionals



This IT Professional's Employee Performance Management and Career Development Program can be customized to meet the needs of your IT Organization.

Features

- Fully web-enabled and secure; accessible from anywhere 24/7.
- No Additional in-house IT or hardware required, Online Tools, Help Desk and training are included.
- Encompasses 4 major Career Paths, 12 Disciplines, 41 Functional Roles and 3 sets of Competencies, the model lays the foundation for career progression and promotion expectations and the requirements for each within and between the various career paths.
- Includes templates for Interviewing, New Employee Orientation, Job Descriptions, Performance Appraisal, Training & Development Needs Assessments and is integrated with an online catalog of over 140 Business and IT courses.
- Online Courses are supported by a robust Learning Management System to track individual Learner progress through the customized curriculum.
- **Use our Leading Practices Templates OR;**
 - **have us analyze your IT Job(s) OR;**
 - **use our engine with your documentation OR;**
 - **take a Blended Approach... your Choice!**
- Secure and Fully Automated: Your customized Security Profiles automatically route the right documents to the right people at the right time.
- A built in Calendar and Messaging system reminds Managers and Employees to complete tasks on time and flags overdue inputs.
- Templates support a variety of appraisals: e.g., New Hire probationary, Project-based, Quarterly, Annual... what ever you require.
- Easily Scalable; Supports an unlimited number of appraisal forms, IT Professionals and Jobs.

Benefits

- Standardizes the Interviewing, Performance Appraisal, Training & Development and Career Development Processes.
- Multiple Interview, Performance Appraisal, Training & Development and Career Progression/Promotion Processes can be run concurrently.
- Provides HR with a way of tracking real time status of the performance appraisal process and flag late documentation.
- Friendly interface promotes more timely documentation from Managers/Employees
- Use as part of a screening process for Candidates to ensure better hiring decisions.
- Lowers Cost to Hire.
- Lowers Attrition & Improves Retention.
- Improves Employee Productivity.
- Lowers IT Operational Costs.
- The common framework significantly improves Communication between Managers, Supervisors and IT Professionals for Career Development.
- Aligns Performance Expectations between Managers & Direct Reports.
- Integrates training plans resulting in increased ROI to the organization by rolling up training requirements and permitting volume discount pricing with suppliers.
- Embedded Learning Management System (LMS) tracks and reports individual learner progress through eLearning.
- Accessible anywhere, anytime.
- Can easily be customized to meet your specific IT organization's objectives/goals.
- Role-based, Intuitive work flow...be up and running in Days/Weeks!



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