

CCS Services

Recruitment- JD's, Adverts, myHR Portal, Budget & Plans, Screening, Interviews, CCS Induction,

Performance Cycle- Planning, Guides, learning sessions, comms, support, myHR queries

Learning and Development- Comms, Support with The Cove, Supporting Docs and guidance, financial planning

myHR Portal – check information, request changes, keep updated with system changes, use reporting function

Employing Entity

Recruitment- Employment Contracts, myHR portal, E-learning

Performance Cycle- myHR Portal Support

Learning and Development- System support, access issues to E-learning

myHR Portal – input employee information, make requested changes

Line Manager/LT

Recruitment- Job Description, Interviews, Making Offer, Induction

Performance cycle- Goal setting, mid and year end conversations, regular one to ones to discuss progress

Learning and Development- Support development, regular conversations on progress on development

myHR Portal – directory function use, performance management, absence (dependent on location)