

# 5 TIPS TO Manage Careers and Mobility in your Company



PeopleSpheres

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## Introduction

Career management is a strategic tool for HR management. While it was not uncommon to see an employee spend their entire career in the same company and in the same job in previous generations, today it is no longer the case. Various factors (economic, social, financial, etc.) lead companies to **review their practices to better manage the career paths** of each of their employees. Now, career paths are built through skills assessments, individual interviews, and the orientation and training process.

Good career management **increases the company's performance** and overall know-how. Staff flexibility largely depends on the company's ability to recruit and **prepare its employees for new functions**, and to allocate these new functions to employees, bearing in mind each staff member's abilities.

Employees today often express their desire for change or progression. Work is not only a source of financial income, it also contributes to **personal development and enrichment**. Career management and mobility should therefore be a permanent compromise between the needs of the company, the available potential and the wishes of employees.

**Discover out 5 tips to manage careers and mobility in your company**

## 1) Perform regular evaluations

The implementation of a **performance management program** is a key element to evaluate any changes in the skills, desires and abilities of employees within the company. **Communication** with employees must therefore be encouraged and they should feel comfortable **talking about their ambitions** so that the work is as effective for the employee as it is for the company.

### Different types of evaluations can be carried out:

- **The annual performance appraisal.** Its purpose is to evaluate employees on the results of the past year (performance, objectives, results) and to set objectives for the following year.
- **The professional interview.** This is useful for employees with at least two years of seniority. Its objective is to encourage the employee to **be active in their professional development** and to develop the employee's professional path by developing training plans to be implemented.
- **The interview carried out in the second half of a person's career.** This is for employees aged at least 45 years, in companies with at least 50 employees. Its objective is to enable the company and the employee to **prepare and better manage the rest of their career** by discussing the development of their role and job opportunities in the company, based on the employee's skills, their training needs, their situation and their professional development.
- **The professional progress review.** Its purpose is to make a diagnosis of the employee's professional abilities and skills and to determine training objectives.

The "people review " or "talent review " can also reveal the effectiveness of the whole HR system of a company. The "people review" works primarily on the **identification of employees' potential** and enrolls them in adapted development programs, thus allowing them to be promotable within the company.



## 2) Ensure communication between HR directors, managers and employees

To ensure mobility, **HR directors must be open to meeting both operational managers and employees**, so as to get to know them better and to identify their career motivations. The aim is to **develop profile databases**, and to make **internal job transitions** when the opportunity arises, rather than searching externally, or at the last moment internally. This would also improve the career management process.

All this, however, involves the standardization of processes and the gradual integration of **talent management tools and communication solutions**. Employees are not often in the habit of looking for positions internally, lest it be frowned upon, misinterpreted or perceived as a sign of instability. Thus, even if an employee wants career development, and although they are actively seeking, they do not always have the habit of searching internally, to submit applications to HR, to propose their candidacy or to consult the information issued by the HR department. They often prefer to apply to other companies. Internal mobility is currently inefficient in the business world, though this is



often only the **result of a lack of communication** and openness between the various parties involved, namely HR, employees and managers.

It is **therefore necessary to communicate with employees** to encourage promotions or in-house positions.

It is also important **not to confine HR to a purely administrative role**, since its involvement at operational level will allow the company to better understand the profitability of employees' activities.

### 3) Draw up a career development plan

The aim of a global development plan is to **discover**, then **plan** and finally **act**. It organizes and coordinates the development of the organization and careers by taking into account individual preferences identified. The development plan

is therefore a **coherent system** that aims to clarify and organize internal mobility and career progression. An elaborate plan is a response to employee expectations.

### Here are some tips to make your plan effective:

- Define **clear goals** for your internal mobility plan and align them with the strategic objectives of your company.
- Create **internal guidelines** so that **employees and managers understand what is expected of them** and how the process works. This applies to communication concerning vacancies as well as the coordination of mentoring initiatives.
- Help managers and directors to understand the advantages of internal mobility in terms of **cost and productivity**.
- Explain to your employees that the skills they have acquired in one job can be very useful in another department. The hindsight and vision that an employee who has just joined a new team might help **improve collaboration between departments**.
- **Establish succession plans** by identifying potential replacements, especially for high-potential employees and those with rare talents.
- And finally, put in place measures to **track** employees who have changed jobs.
- At each of these stages, the career management tools must be formalized and respect the three major principles: **objectiveness, transparency and documentation**.

#### 4) Integrate motivational programs to avoid career plateau

A mobility policy can contribute to the responding to employees' need for growth opportunities, managing internal **resources, broadening a team's skill set, motivating individuals**, fostering relationships between individuals etc.. So it's not only employees who can benefit from these programs, but the company itself can also **gain productivity** if its employees feel as though they have a clear path forward.

To motivate employees, **tools must be put in place to facilitate the development of their careers**. These tools should give them the opportunity to find out about the position they are aiming for, to enable them to train, and to help them develop an optimal professional career. Here are some examples:

- Career maps
- Job exchanges and career forums
- Orientation units
- Units for managing top performers
- Replacement organization charts
- Retraining units

By giving employees access to career information, you help them to **avoid a "career plateau"**, which is counterproductive not only to employees, but also to the company as it leads to the employee losing interest in their job, hostility towards the organization and even health problems.





## 5) Evaluate performance

Using a HRIS software or other tools can help **minimize the obstacles to effective career management**. It is therefore essential to use these technologies on a regular basis to facilitate and structure the organization and career paths. The advantage of the tools is that they make it possible to **standardize** all aspects of a performance evaluation, which could include specific projects, the type of the activities and processes being evaluated, and analysis of the performance issues and their causes and effects.





### Here are some tips for making the most of technology:

- Create a **career site listing** of all vacancies within the company, by region, department and position.
- Make sure to **update employees' work profile** on the internal social network so that recruiters can search for candidates within the company.
- Give your employees the possibility to **receive notifications about vacancies that match their profile**.
- If your employees are often on the go, use mobile apps so they can **find out what positions are available**.
- Use HRIS tools that help **automate the career tracking process** and standardize performance indicators.

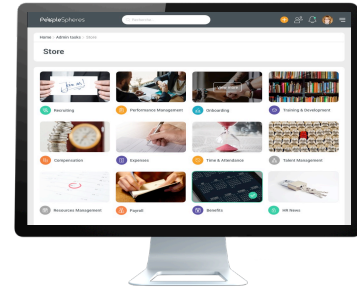
## To conclude...

- ✓ For successful mobility, make sure your employees do not hesitate to inquire about and ask about changing jobs. To do this, **set up programs and tools to structure and organize career management**.
- ✓ Carry out **regular individual assessments**
- ✓ Ensure good communication between HR directors, managers and employees so that **information can circulate** and be taken into account
- ✓ Do not forget to give employees the **freedom to express themselves**
- ✓ Involve HR not only in the administrative part, but also in the more "human" part
- ✓ Organize step-by-step career management to **accompany the person wishing to change jobs**
- ✓ Inform employees about internal development opportunities by offering them different ways **to learn and acquire new skills** and by setting up a **personal development plan**
- ✓ Don't let employees' careers plateau
- ✓ Use appropriate tools to **automate career management** and ensure that they are transparent and accessible to all

## Discover PeopleSpheres

PeopleSpheres is the first 100% adaptable and adjustable HRIS software in Saas.

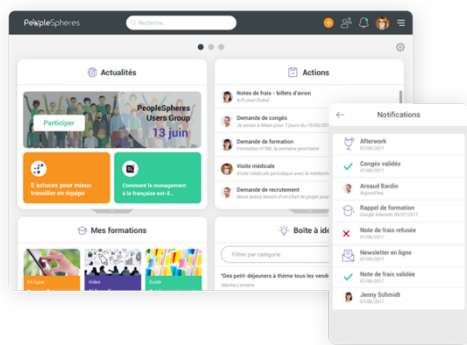
Composed of an HR core and the best HR software, our solution allows you to customize your HR portal according to the needs of your company and thus accelerate all your HR management.



1. **Connect** your existing HR software
2. **Add** the HR modules of your choice
3. **Manage** all your HR from a **single platform**

### An HR core with multiple features

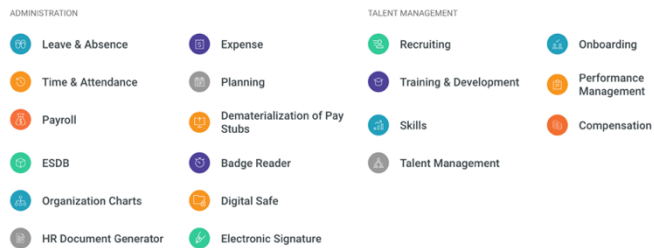
Benefit from a powerful platform which allows you to connect all your existing HR software, to synchronize all of your employees' data and provide a unique user experience.



- A unified user experience:
  - HR Portal
  - Unified profile
  - Notification Center
  - Cross-Modules actions
- **HR Cross-Modules reporting**
- Driving force of **Cross-Modules workflows**
- Marketplace for HR components (tools, services, content)

From administrative management to talent management, choose the HR modules according to your needs among a wide choice.

## Benefits for your HR management



- **Save time:** on our marketplace, choose the best software and ready-to-use connectors.
- **Have a single HR portal** with all the solutions chosen.
- **Adopt a flexible solution:** you can add or replace HR modules at any time.
- **Connect your software:** take advantage of standardized interoperability thanks to a dedicated "smart connector".