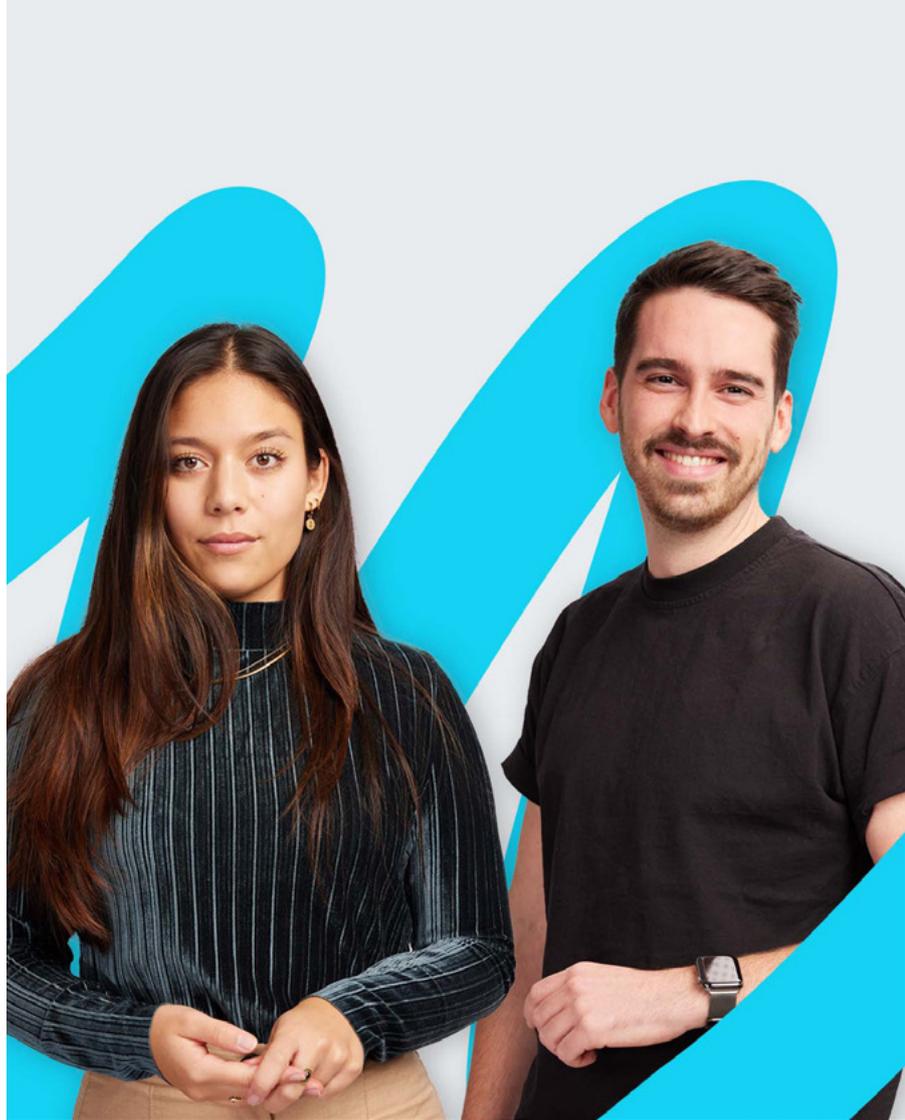# Unlock Your HR's Productive Potential

One Solution for What Matters Most: People

Personio

CONTENTS

About Personio

Personio, Europe's most valuable HR tech company, is a Software-as-a-Service (SaaS) business based in Munich, Germany, with offices across Europe (in Madrid, Dublin, London, and Amsterdam).

Together, we envision a better world of work. That means taking fragmented applications and manual people processes, and turning them into an HR ecosystem that runs processes faster, with greater clarity, and more efficiently.

Our software, Personio, is an HR platform changing the way people work. It helps manage people processes seamlessly, allows employees to be at their most productive, and gives HR managers the time to concentrate on their company's most valuable asset: **people**.

Personio is proud to support customers operating in over 80 different countries.
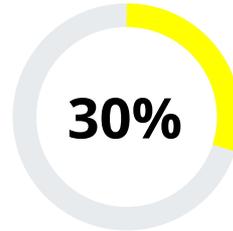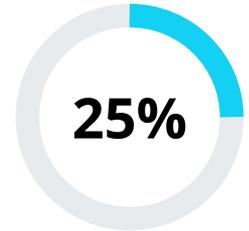
Personio by the Numbers

5000+

satisfied customers

1000+

motivated employees

30%

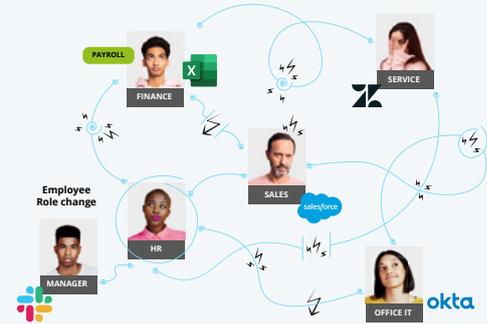of employees in product & engineering

25%

of employees in customer service

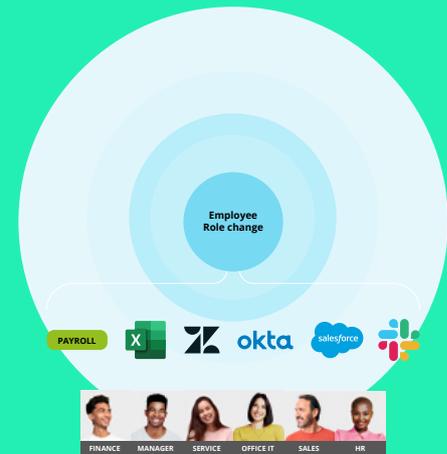# Personio Helps Unlock Your HR's Productive Potential

Personio helps HR become a key driver for your company's success, by simplifying and automating previously-complex HR processes.
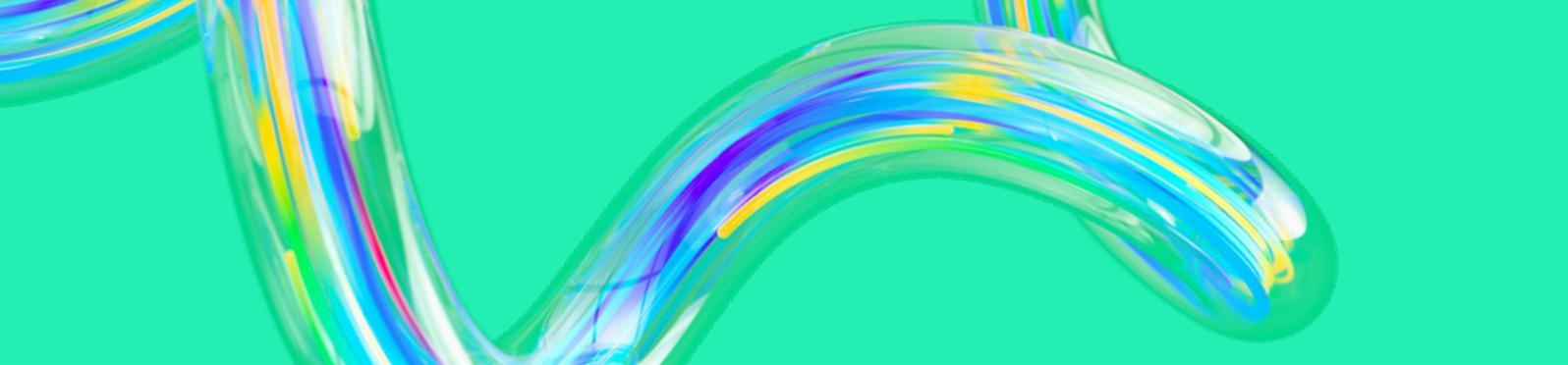
Personio brings structure and automation to your HR processes.

Manual:

Personio:

Remove Delays, Realize Opportunities – People Workflow Automation

Imagine if all your apps and people processes communicated with one another seamlessly. That way, one click becomes a workflows that hires, onboards, or grants an absence request without delay and exactly where work happens.
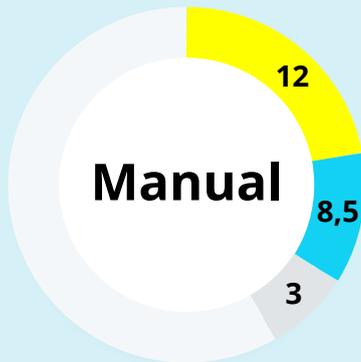
Personio is the only software offering a people-centric workflow automation solution that is cross-application and made specifically with SMEs in mind. Simply put, it's about automating all your people workflows, across all your applications, to remove delays and realize opportunities with People Workflow Automation.

After all, business runs better when all your people and apps are 'talking.'

An 80% Increase in Productivity Thanks to Personio

Time investment per leave request

On average, an employee submits 5 leave requests per year.

Manual

12
8,5
3

23 minutes
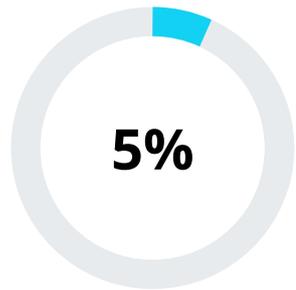per leave request

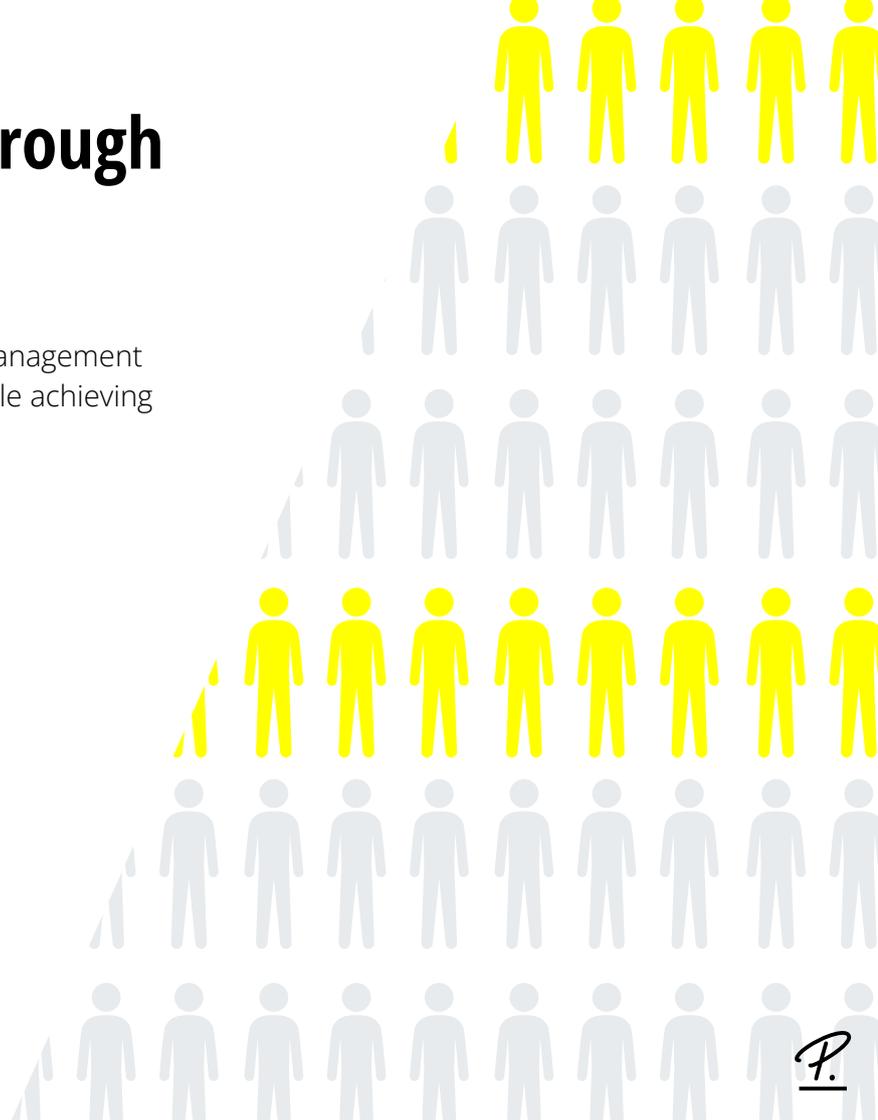$\mathcal{P}.$

2
2
1

5 minutes
per leave request

HR department   Employee   Supervisor

Accelerated Hiring Through Fewer Interviews

Companies that use Personio for applicant management conduct **significantly fewer interviews** while achieving the **same number of hires.**

5%

fewer interviews through the use of Personio

More time, lower costs, better HR: All possible with Personio.

One Solution Driving Your HR Processes

Recruiting, onboarding, employee management and development with a cloud-based HR software that adapts flexibly to your processes.

Workflows Across Applications & Teams

Automated and easy-to-use people workflows, across applications and teams, to drive high levels of productivity across the business.

Data Privacy Made for Europe

Your HR data is stored in ISO-certified data centers in Germany. Personio is GDPR-compliant.

More time, lower costs, better HR: All possible with Personio.

Get Started Now

Personio is fast to implement, intuitive to use, and provides helpful and personalized support. We make it simple to hit the ground running.

Share the Workload

Personio's Employee Self Service actively involves employees and managers in your HR processes and reduces your administrative efforts.

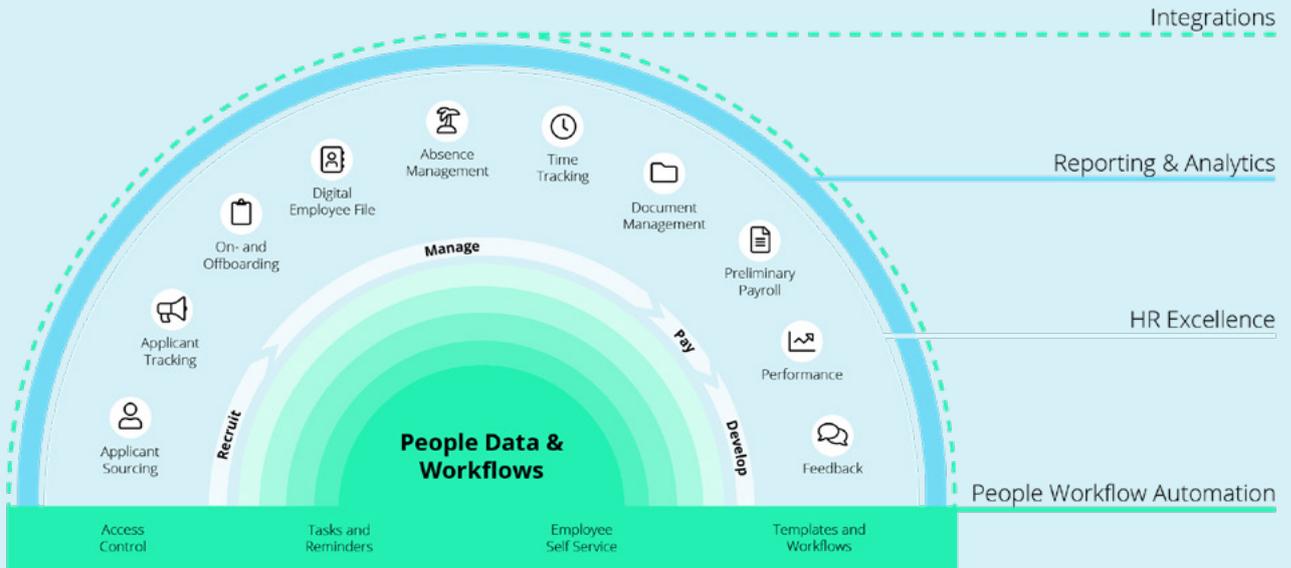### Customizable

As every company is different, all processes can be tailored to your specific needs.

Full Control Over Recruiting and HR

Personio drives and automates all the HR processes you need, to help focus on your employees – recruiting, managing, developing, and paying them with ease. By connecting Personio to other solutions, you can fully unlock your company's productive potential.

Win Top Talent

Attract the right talent, shorten your time to hire, and create a smoother application process the entire way.

Applicant Sourcing:

Craft job ads in a few simple steps, publish them to over 600 job boards, and increase your visibility and applicant numbers overall.

Applicant Tracking:

Stay on top of your funnel, schedule interviews with ease, and hire your ideal candidates with a fully-digitized offer process.

" *Thanks to Personio, our management assistance takes care of all HR and recruiting tasks in only 20% of the time it used to take – for over 70 employees.*

Robert Ermich
CEO DEINHANDY

Analytics & Reports:
Capture HR metrics, create data-driven forecasts and make better personnel decisions that can be based on numbers.

Manage Employees More Efficiently

All your data, documents, and to-dos in one tool: Always keep track while saving valuable time that would otherwise be spent on administrative tasks.

On-/Offboarding:	**Digital Employee File:**	**Document Management:**	**Absence Management:**	**Attendance Tracking:**
Integrate new hires directly onto teams. Assign corresponding tasks, such as preparing workstations, to colleagues, and provide employees with everything they need to get up and running quickly.	Get your administrative tasks done in a third of the time by storing and updating personnel data in one centralized place.	Never get lost among reams of paper again. Enjoy a fully digital document process from creation to signature over to filing.	Record and manage various types of absences at the push of a button for precise, up-to-date leave records at any time.	Employees can record the times they work with ease, alongside pre-defined break rules (for compliance). In just one click, tracked times can then be approved and even added to an employee's salary (when paid hourly)!

Analytics & Reports:
Capture HR metrics, create data-driven forecasts and make better personnel decisions that can be based on numbers.

Error-free Payroll Accounting

Quick and stress-free: Reduce the time and effort you spend on payroll to a minimum.

Preliminary Payroll:

You can look calmly toward cut-off dates, as Personio will take care of your preliminary payroll almost on its own.

Employees suggest changes to their master data and HR confirms them, if appropriate. Monthly salaries, hourly rates, and bonus payments are included in your payroll automatically and can be exported easily. Once the payroll is done, employees can access their payslips in their digital employee file.

" *The HR team lost a lot of time on administrative and payroll tasks. What the team really wanted was a software that would bundle data clearly and give employees access to their own master data and documents.*

DR. Lea Schröder
VP Talent & Culture, raisin

Analytics & Reports:
Capture HR metrics, create data-driven forecasts and make better personnel decisions that can be based on numbers.

P.

Effective Performance and Development

Help your employees reach their full potential by running automated and transparent performance cycles across your entire organization.

Performance Cycles:

Run automated performance cycles across the entire company, or specific teams, and maintain an overview of continued progress.

Reviews & Feedback:

Standardize giving feedback and ensure an equitable performance review for all involved by leveraging 360 degree feedback.

Goal Tracking:

Motivate your employees and make their performance visible by defining and tracking both qualitative and quantitative goals.

Analytics & Reports:
Capture HR metrics, create data-driven forecasts and make better personnel decisions that can be based on numbers.
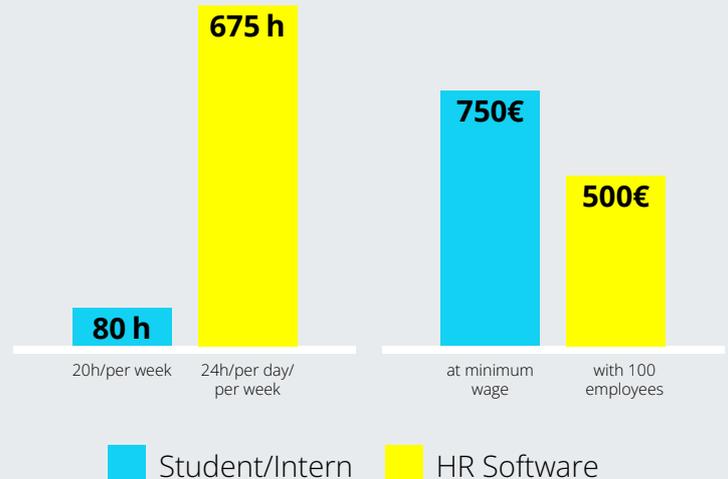
Is HR Software Worth Your Time and Money?

An HR software generates additional costs, implementing it can be expensive, and as if that weren't enough, employees have to learn how to use a whole new tool. Well, that's not quite true...

Personio is intuitive and anyone can understand it with ease. Best of all, your entire company can work together across applications and teams to reach new heights in productivity. After all, time is money, not just in HR but across your entire organization.

Personio vs. Student/Intern

Working hours/month

675 h

80 h

20h/per week   24h/per day/ per week

Cost/month

750€

500€

at minimum wage   with 100 employees

Student/Intern   HR Software

P.

Easily Implemented, Productive In No Time

On average, Personio can be deployed within four weeks – without any need for additional hardware or IT projects. Your personal Implementation Manager supports you in setting up Personio step by step, importing existing data, and explaining all of its functions. By creating your processes in Personio independently, you become a product expert and will be able to perform any future adjustments with ease.

It's Your Turn!

Try this evaluation to find out if Personio is the right fit for your needs. How much time do you really need for HR tasks each day? List the tasks in this table:
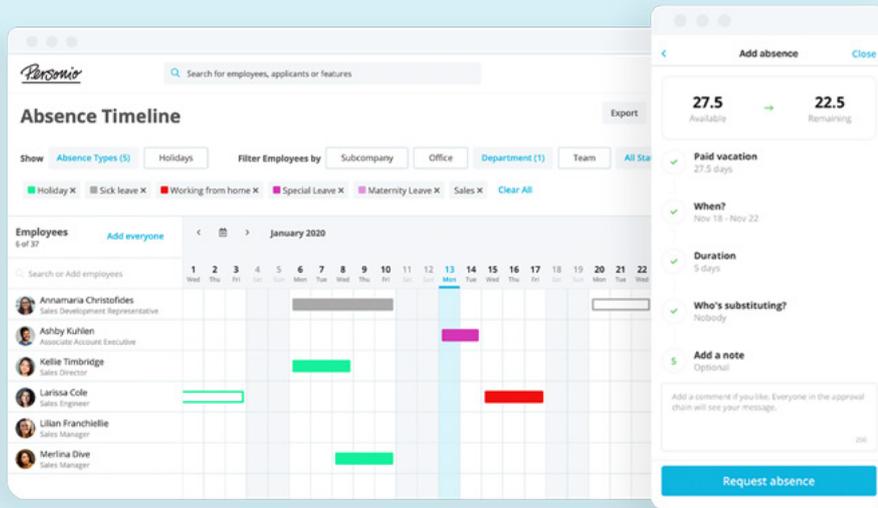
Tasks	(Manual) time spent per employee
	Hours per employee x number of employees x hourly rate x working days
Creating and publishing job postings	
Onboarding new hires	
Taking care of the payroll	

𝒫.

Do the Count

Costs	Calculation	Sum
Paper	Monthly paper costs x 12	
Storage	Storage space for files/papers (internal)	
Equipment	Storage space for files/papers (external)	
Operating Costs	Printers, scanners, etc., number x unit price	
Accessories	Toner cartridges, nozzles, etc., number of equipment units x cost per unit	
Labour	Time for administrative tasks: manual data entry and maintenance, verification of source files, etc. per employee x number of employees	
Storage	Storage space / location for files and papers inside and outside the company	
Total		

P.

Can Personio Help Unlock Your Productive Potential?

Find out for yourself by **testing Personio for 14 days, for free.**

IMPRINT

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Personio

The People Operating System