



Faculty & Staff Manager

Faculty & Staff Manager allows your school to track pertinent information regarding your employees. Accurately record and report on household information, educational background and degrees, credentials, certification, spouse and emergency contacts. Efficiently manage your hiring process with personnel file checklists for items such as résumés, diplomas, transcripts, reference checks, letters of recommendation, and legal forms. You can easily manage medical requirements such as TB Test, Chest X-Ray, and CPR training. Faculty & Staff Manager allows you to track employees by department as well as campus, maintain various custom fields, and keep a history of performance evaluation completion.

Faculty & Staff Manager integrates with our other modules so you will minimize input and maximize data integrity. Employees who are also school parents are automatically linked to their children, and changes in Faculty & Staff Manager concurrently register in Registrar and vice versa. The same holds true for medical information, which is also contained within Nurse's Center. Updating data only requires one entry. With Achieve, you can send mass email to your employees' work or personal addresses, and easily synchronize your data with Outlook and to your PDA.

Reports include:

- Birthdays
- CPR & TB
- Credentials
- Employee Directory
- Employees with Students at the School
- Ethnicity
- Lists and Routing Report
- Performance Review
- Requirements Checklist
- Years of Service