TheStaffPort

All-In-One

Service Definition Document

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TheStaffPort Service Summary

TheStaffPort is an all in one platform to effectively manage recruitment and management of staff under one roof. The platform provides all the required functionalities to facilitate and manage workforce efficiently. TheStaffPort platform can be used across different industries to manage internal (Temporary and permanent) staff, staffbank and agency workforce in one place.

The traditional staffing models typically involve multiple steps through the processes of Rostering, Booking, Timesheet, Invoicing, Payroll etc. These take more time and resources to manage. Organisations have multiple software or tools which are disparate and complex to run and require extensive staff training.

TheStaffPort All-in-One platform simplifies the recruitment process by reducing and automating the steps involved from Rostering to Payroll functions . This enables organisations to reduce their administrative costs and resources required for workforce management. The portal is highly intuitive and easy to use with minimum training.

The portal is built using sophisticated technology to enable fast matching of candidates to open vacancies. Organisations and staff can access the portal via web browsers or download the app on either iOs or android phones. The portal is hosted on a highly secure private cloud infrastructure and does not require any installations. The employer and staff data are highly secure and encrypted to meet the stringent data security guidelines. The data is hosted in the UK.

TheStaffPort platform has 3 major portals
- Organisation / Employer Portal
- Employee/Candidate/StaffBank Portal and
- Agency Portal

Following are some of the key features associated with these 3 portals

Service Features

1. An **online platform** that connects employers and staff (permanent and temporary) instantly. Employer portal, candidate portal, agency and staff bank portal with multi-level admin portal are included within the single platform.

2. **Quick & simple registration process** with minimal steps.

3. **Automated Processes** across stages of recruitment, from rostering, advertising, hiring, sending confirmations, submitting timesheets, notifications to payments are automated.

4. **Short booking process** reduces the lengthy-hiring process into few small and quick steps.

5. **Sophisticated algorithm** to smart match staff with shifts

6. **Access a large pool** of vetted staff registered on the portal

7. **Cost effective** by reducing cost on agency spend and administrative resources.

8. **Rota & HR Software** for Employers which supports any role and job type and allow scheduling internal rota and publishing unfilled shifts to the main job portal.

9. **Customise pay rates** for different roles, shifts and days

10. **Digital or manual timesheet** submission and approval

11. **Access to full Training and compliance** documents and references

12. **Mobile app** for both internal (Temporary and Permanent staff), Staffbank and Agency Staff

13. **Instant online communication** allowing clients, candidates, agency and administrators to communicate instantly via web or mobile app

14. **Compliance and Training software** which is customisable by employer and by role

15. **Book-keeping and expenses claim function** that records expenses and scan bills

16. **Feedback and rating system** for both candidates and employers

17. **Agency module** to use for the agencies when needed.

18. **Business intelligence** allows to predict customer needs and requirements, availability, and productivity of candidates instantly.

19. **Reporting** generate various reports including activity history, financial statements, budgeting.

20. **Easy onboarding and offboarding** of system of record

21. **Configurable features** clean, intuitive, and responsive UI

22. **Send confirmations** and updates via apps, SMS and emails

23. **Send shifts systematically** to internal, staffbank and agency

24. **Existing client service like** Accounting, Tax or Payroll can be integrated with the platform.

Contact Us:

Phone: 00 44 (0) 121 270 8878
Email: info@medicopartners.com

Learn More:
www.medicopartners.com
www.thestaffport.com

About Medico Partners

Medico Partners is a Technology solution provider for organisations to manage their workforce demands effectively and efficiently