



Digital Brochure

Lexonis Essentials

Competency Management
Made Simple



Lexonis Essentials at a glance

Competency management
tools and applications



Job Role Profiles
and Job Descriptions



Job Role Calibration



Job Role Surveys



Career Pathways



Mapped Learning and
Development Assets



Interview Guides



Competency Reviews



Content Management Tools



Data Integration API

Write and Edit Competencies

Competency

Name*

HR: Policies, Standards and Procedures

Description

Knowledge of and ability to uphold the organization's and industry's standards, procedures and policies regarding human resources management.

Code*

THR020

Category

Technical - Human Resources



Behaviors

1. Basic Understanding

Compiles a list of standards, procedures and policies for human resources related practices.

Identifies the key elements of human resources policies.

Obtains documentation and information on human resources standards and their usage.

Seeks sources of information for relevant standards and procedures.

+ Add

Capture Competency Expert Feedback

Foundational Competencies

Business Competencies	0	1	2	3	4	
Business Orientation						✓
Planning: Tactical, Strategic						✓

Individual Competencies

	0	1	2	3	4	
Consulting						✓
Effective Communications						✓

Management Competencies

	0	1	2	3	4	
Internal Resource Coordination						✓

Functional Competencies

Technical - Human Resources	0	1	2	3	4	
HR: Policies, Standards and Procedures						✓
HR Legal and Regulatory Environment						✓
EMPLOYEE RELATIONS						✓
Human Resources Consulting						✓

HR: Policies, Standards and Procedures

Comment:

Save



Capture expert feedback on which competencies are relevant to the function or organization.

Define Job Role Profiles and Descriptions

Human Resources Business Partner (HR09200396)

Trending!

Job Description

Provides human resources consultation and support for the strategic planning process and the development of human resources strategies.

Key Responsibilities

- Provides human resources consultation and general support to a designated business unit.
- Provides tactical human resources support to the line managers of various human resources functions, including staffing, compensation, benefits, training and employee relations.
- Consults with business unit management during the strategic planning process and on the development of human resources strategies that support the unit's business needs.
- Drives human resources initiatives within the organization and acts as a liaison to other human resources functions when necessary.

Define and download
job role profiles and full
job descriptions.



Grid View **Text View** Chart View Career Pathway Audit log

Required level priority: ☐ Low ☒ Normal ☐ High

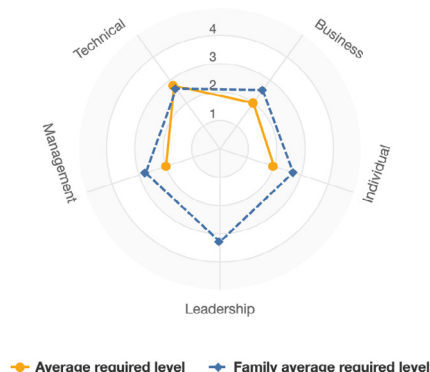
Business Competencies	0	1	2	3	4
Business Orientation			<input checked="" type="checkbox"/>		
Planning: Tactical, Strategic			<input checked="" type="checkbox"/>		

Individual Competencies	0	1	2	3	4
Consulting			<input checked="" type="checkbox"/>		
Effective Communications			<input checked="" type="checkbox"/>		

Management Competencies
Internal Resource Coordination

Technical - Human Resources
HR: Policies, Standards and Procedures
HR Legal and Regulatory Environment
EMPLOYEE RELATIONS
Human Resources Consulting

Average Competency Level by Type



Copy and Modify Existing Job Roles

Details

Files

Competency mappings

Audit log

Job Role Profile

Export

Create a copy

Name*

Human Resources Business Partner

Job role description

Facilitates the strategic planning process for performance improvement and the development of human resources (HR) strategies.

Job Family*

Human Resources

Code*

HR-5HRBP

☐ Hidden

☒ User selectable

Responsibilities

-

Assisting in identifying and analyzing the HR needs of a designated business unit.

-

Providing tactical human resources support to the line managers of various human resources functions, including staffing, compensation, benefits, training and employee relations.

-

Consulting with business unit management during the strategic planning process and on the development of human resources strategies that support the unit's business needs.

-

Driving human resources initiatives within the organization and acting as a liaison to other human resources functions when necessary.

Modify or copy existing job roles and change competencies and level mappings.




Identify Similar Job Roles

Job Role: ✕ ▼ ☐ Match job role families ☐ Include hidden job roles

Limit matches: ☐ 75% ☒ 50% ☐ 25%

Similar Job Roles

 **Human Resources Function Specialist, Senior** HR-4SPE Compare

Family match


Provides direction, expertise and support to business units on a specific human resources function, such as compensation, benefits, employee relations, compliance, or recruiting.

Competency Match

66%

Level Match

14%

 **Human Resources Manager** HR-3HRM Compare

Family match


Manages the day-to-day activities and strategic support of all aspects of personnel management for a department or a major business unit.

Competency Match

59%

Level Match

3%

 **Plant Human Resources Manager** HR-3PHRM Compare

Family match


Manages the day-to-day activities and strategic support of all human resources programs for a plant.

Competency Match

59%

Level Match

3%

 **Human Resources Generalist** HR-5GEN Compare

Family match

Provides support to business units in staffing, recruiting, employee counseling, administration and training.

Competency Match

58%

Level Match

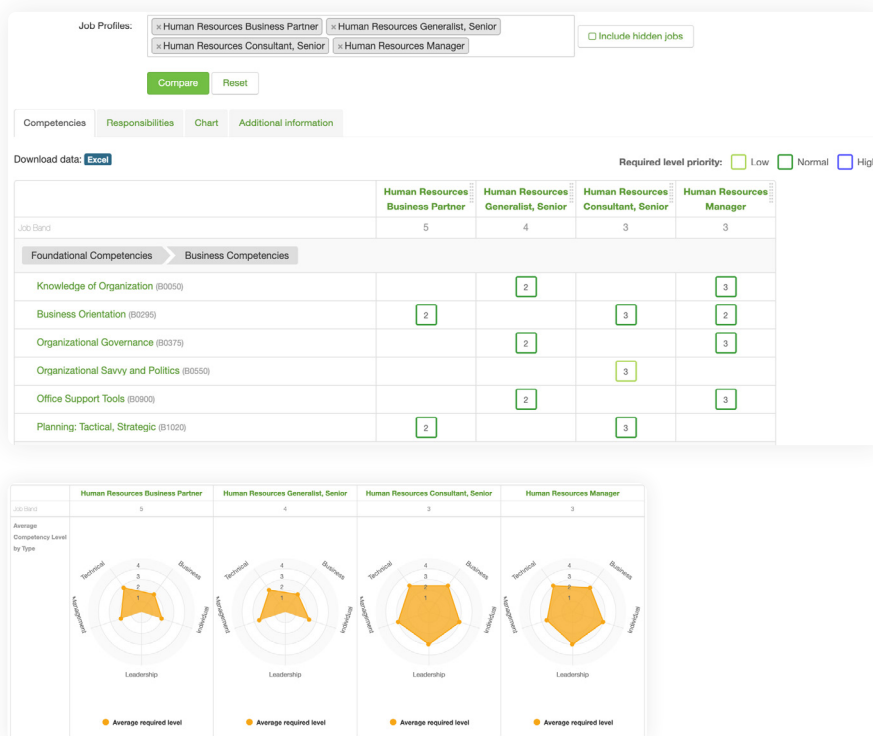
50%



Identify and rationalize similar job roles by comparing matching competencies.

February 2022

Compare and Calibrate Job Roles



Compare and calibrate job competencies and levels to benchmark job roles and build career paths.



Run Job Role Analysis Surveys

Description

- Provides human resources consultation and support for the strategic planning process and the development of human resources strategies.

Responsibilities

- Provides human resources consultation and general support to a designated business unit.
- Provides tactical human resources support to the line managers of various human resources functions, including staffing, compensation, benefits, training and employee relations.
- Consults with business unit management during the strategic planning process and on the development of human resources strategies that support the unit's business needs.
- Drives human resources initiatives within the organization and acts as a liaison to other human resources functions when necessary.

Foundational Competencies Competency Framework

Business Competencies	0	1	2	3	4
Business Orientation			✓		
Planning: Tactical, Strategic					

Individual Competencies

	0	1	2	3	4
Consulting				✓	
Effective Communications			✓		

Management Competencies

	0	1	2	3	4
Internal Resource Coordination					

Functional Competencies Competency Framework

Technical - Human Resources	0	1	2	3	4
HR: Policies, Standards and Procedures			✓		
HR Legal and Regulatory Environment					
EMPLOYEE RELATIONS					
Human Resources Consulting					

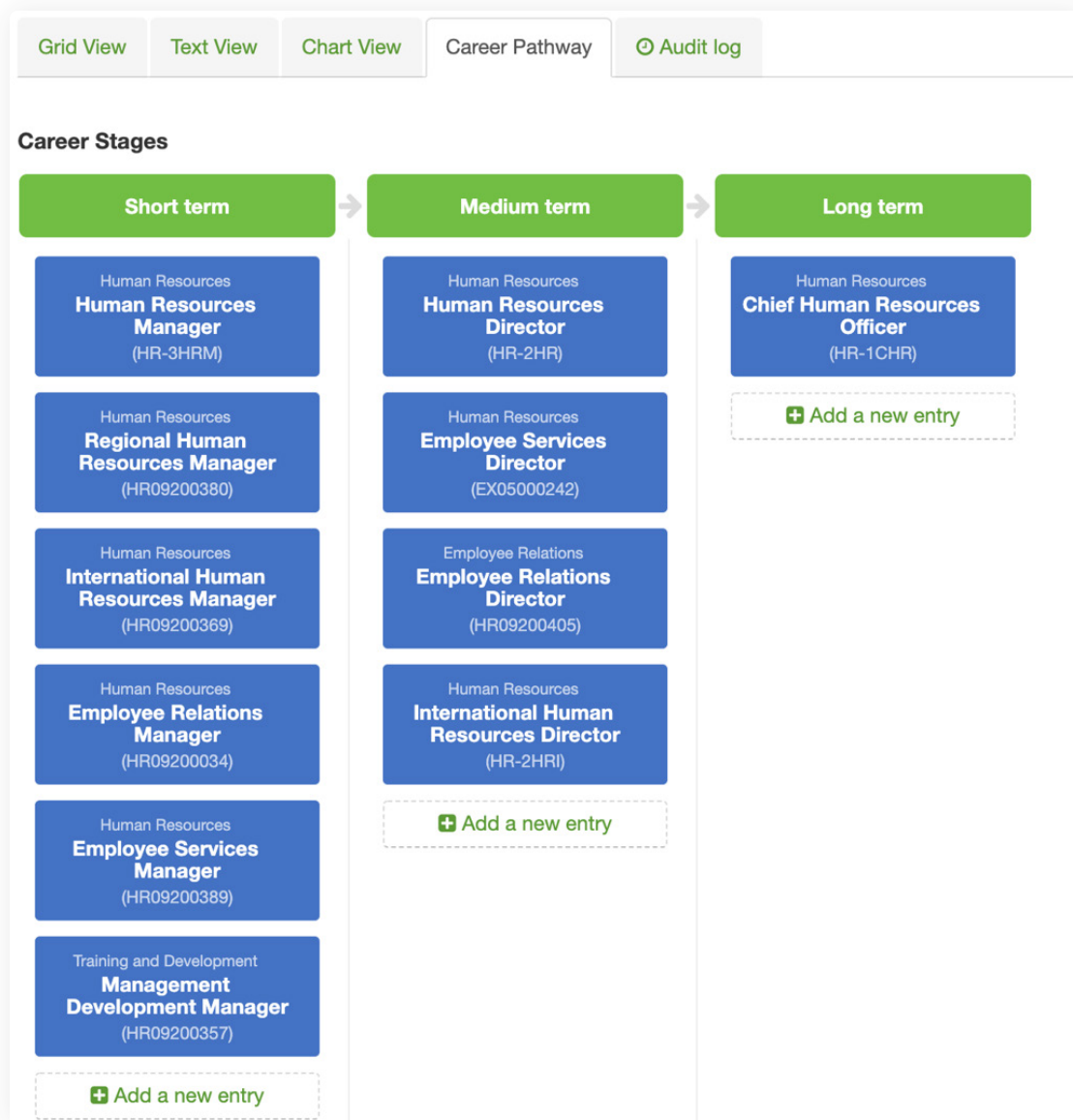
Comment

Save

Capture expert feedback online to determine which competencies and levels are required for selected jobs.



Build Career Pathways



Build flexible career pathways to support employee development.



Generate Interview Guides

Competency: HR: Policies, Standards and Procedures

Knowledge of and ability to uphold the organization's and industry's standards, procedures and policies regarding human resources management.

Behavioral Indicators

Required Level: 3. *Extensive Experience*

Listen out for the following behavioral indicators in the candidate's response:

- Monitors organizational compliance of HR policies, standards and procedures.
- Advises on existing and evolving standards and procedures and their impact on HR operations.
- Evaluates the impact of standards and policies across functional specialties.
- Manages change and helps organization adjust to unforeseen HR issues that arise.
- Collaborates with other functions in establishing and documenting joint standards.
- Directs the development of organizational policies and practices.

Questions

Problem: Tell me about a time when an established HR policy did not support the organization's business strategy.

Situation	
Action	
Result	

Check one:

Below Level		Meets Level		Above Level	
-------------	--	-------------	--	-------------	--

Interview Guide Human Resources Business Partner



Preparation for the Interview

1. Review any materials that have been provided including screening notes from the recruiter, the candidate's CV, customer testimonials and selection testing notes.
2. Review the candidate's CV in detail:
 - Note jobs and experiences that relate specifically to the vacancy and if necessary prepare probe questions that will help to provide more detail.
 - Identify and ask for clarification on any gaps in employment.
3. Review the contents of this Interview Guide:
 - Note the Key Responsibilities identified for this role.
 - Focus on key competencies and behaviors that you would like to probe.
 - Review the interview questions provided and delete or adapt as required.
 - Add your own interview questions if necessary.
4. Plan and note the time that you would like to spend on each section of the Interview Guide.

During the Interview

1. Introduce yourself by providing your name, position and why you are involved in the interview.
2. Briefly describe the organization's background, structure and objectives.

Configure and download
interview guides using
competency-based questions.



View Learning and Development Activities

Learning References

View learning resources that help to develop the competencies for a selected job role.

Human Resources Business Partner HR09200396

Job Description

Provides human resources consultation and support for the strategic planning process and the development of human resources strategies.

Description

Responsibilities

Required level priority: ☐ Low ☒ Normal ☐ High

Business Competencies	0	1	2	3	4	All
Business Orientation			<input checked="" type="checkbox"/>			9
Planning: Tactical, Strategic			<input checked="" type="checkbox"/>			12
Individual Competencies	0	1	2	3	4	All
Consulting			<input checked="" type="checkbox"/>			10
Effective Communications			<input checked="" type="checkbox"/>			14
Management Competencies	0	1	2	3	4	All
Internal Resource Coordination			<input checked="" type="checkbox"/>			5
Technical - Human Resources	0	1	2	3	4	All
HR: Policies, Standards and Procedures			<input checked="" type="checkbox"/>			10
HR Legal and Regulatory Environment			<input checked="" type="checkbox"/>			11
EMPLOYEE RELATIONS			<input checked="" type="checkbox"/>			11
Human Resources Consulting			<input checked="" type="checkbox"/>			7

HR: Policies, Standards and Procedures Learning

References

[Learning References for all levels](#)

Learning Catalog

Books

Hardcopy books ranging on the full spectrum of business and technical subjects

ISO 9000 Made Easy

Subtitle: A Cost Saving Guide to Documentation and Registration. Topics include cost danger zones, registration, in-house documentation, and European developments.

Publisher AMACOM

Publication Year 1995

Provider Amazon

ISBN ASIN ISBN-13: 978-0814402528

Evolving Practices in Human Resource Management

Responses to a Changing World of Work. Addresses changes taking place, explores the implications of those changes and identifies the ways in which HR practice should be modified.

Publisher Pfeiffer

Publication Year 1999

Provider Amazon

ISBN ASIN ISBN-13: 978-0787940126

Conferences

Professional conferences

HR Technology Conference & Expo

Focuses on business benefits of technology for human resources.

Publisher LRP Publications, Inc.

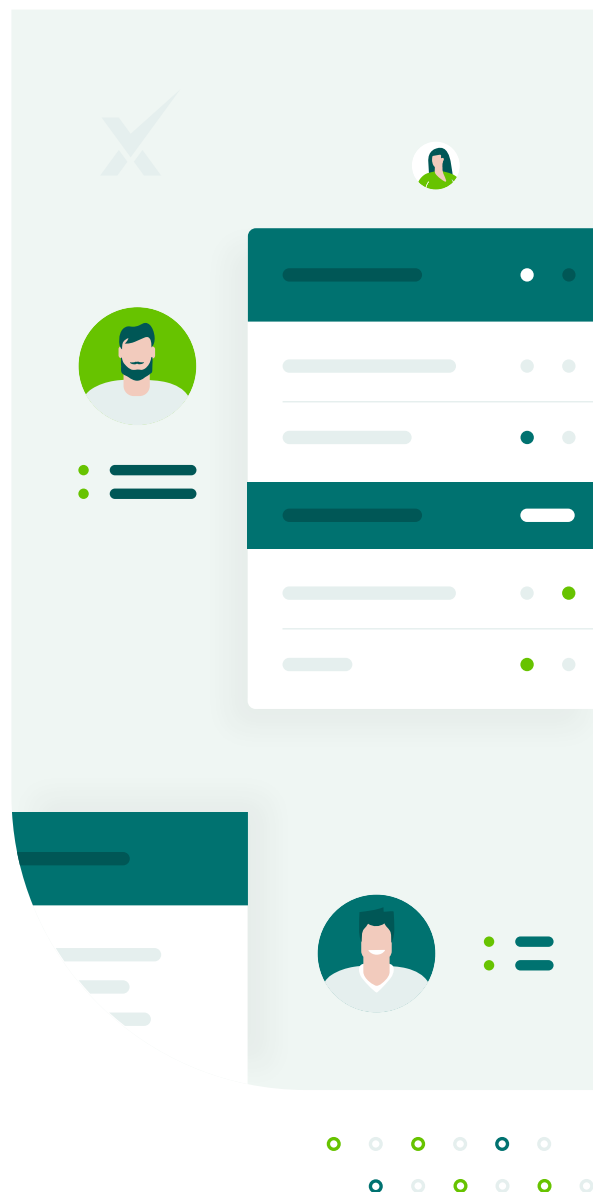
★☆☆☆☆

View how many learning assets are mapped to each competency and their descriptions and links.



Why Lexonis Essentials?

- ✓ Ongoing software innovation and development by competency specialists
- ✓ Flexible product platform for development of new interfaces and tools
- ✓ Responsive design, scales from mobile to desktop device dynamically
- ✓ Multiple option import, export and integration technology support
- ✓ Supports discretionary use of IBM content updates
- ✓ Interface and content multi-language capability
- ✓ Hosted on Microsoft Azure Cloud
- ✓ ISO 27001: 2013 Certified



Lexonis



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