

MAUS

JobDescriptions

Motivate & educate your staff with effective job descriptions



"Very easy to use. The program saved me an enormous amount of time putting together my job descriptions. It gave my staff a clear, concise document that fully described their role in the business"

Barry Worthington
Konica Newcastle

Have you ever heard an employee say "I didn't know that was my job?" Effective job descriptions help avoid this scenario by allowing you to realistically and consistently establish job content and appraise performance against measureable criteria.

Detailed job descriptions will also help you to hire the right candidate since you have clearly assigned and fixed the responsibilities and authorities of their position. It will also enable you to have a solid understanding of what you are seeking in a potential candidate. New employees will rapidly become more effective because their duties and responsibilities are not left to guesswork and chance.

Previously, writing an effective job description required techniques and skills to analyse and understand all the components of the job duties and responsibilities of each individual position. This is no longer the case.

MAUS Job Descriptions is the fastest and easiest way to define jobs and hire staff more effectively.

Simply choose from the library of over 3,800 jobs then answer relevant questions about qualifications, physical demands, supervisory responsibilities, performance competencies and the working environment. Utilising exclusive Intelli-text technology, MAUS Job Descriptions will actually write the text of your next job description for you!

A built in word processor allows you to merge duties and responsibilities from multiple jobs and existing positions. The program contains an employment ad writer that helps you write ads for newspaper classifieds or internet job sites and also include expert HR advice every step of the way.

Go from a blank page to a detailed job description in just minutes. It's that fast. It's that easy!

With MAUS Job Descriptions, you are providing your business with the protection it needs from devastating effects of unfair dismissal while at the same time educating your staff towards a higher level of performance.

At a click of a button, MAUS Job Descriptions provides you with:

- An accurate, concise library of customisable job descriptions
- Expert HR advice
- Custom interview questions and rating form
- An "Ad Writer" to help you write and place effective employment advertisements
- Protection from unfair dismissal claims

Key Benefits:

- Save up to 90% of the time currently spent on creating job descriptions
- Increase productivity through better educated and motivated staff
- Increase the likelihood of hiring the right candidate for the job
- Protect your business from discrimination or unfair dismissal claims
- Orient new employees and realign the priorities of existing staff.

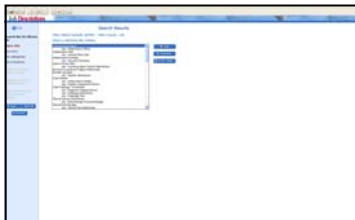


Protect your business from costly legal action



Job Library

Contains over 3,800 individual job descriptions. Simply search via title, category or industry and select the relevant descriptions.



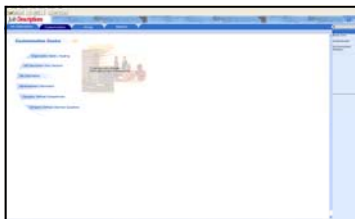
Performance Competencies

Create performance competencies that relate directly to the chosen position. Select from our extensive list or create your own.



Customised Descriptions

At each step, automatically generated text is created, which can be edited to your requirements.



Hiring Centre

Create instant employment ads and interview questions directly from the job descriptions you create!



Customisation Centre

Customise any section of the Job Descriptions software to suit your requirements, from the headings used to types of competencies.

Who Should Use MAUS Job Descriptions?

If you are in a supervisory or management position and are looking to maximise the commitment and profitability from your staff, MAUS Job Descriptions is the ideal solution. The easy to use software will ensure that your staff clearly understand the duties and responsibilities of their positions while protecting your business from any potential litigation that may arise relating to staff expectations and performance.

This software is used by 1000's of business owners and managers such as.

Managing Directors	Team Leaders
Senior Managers	Divisional Managers
Human Resources Managers	Supervisors
Sales Managers	Marketing Managers

Key Features

Job User Library

This module allows you to access the built-in job descriptions provided by the software. Simply search by title, keyword, industry, or category to find a description to meet your requirements. Once selected, an easy to use wizard takes you through customising the description to meet your needs. Areas covered include supervisory responsibilities performance competencies, qualifications, work activities and much more!

Intelli-Text Technology

Generates instant text that is automatically transferred to your job descriptions, simply edit the text to add any required changes.

Customisation Module

Ensure that the output meets the needs of your organisation by customising any component of your job descriptions ranging from the sections used to the competences created.

Hiring Centre

Use the information created within your job descriptions to create accurate job advertisements and interview questions. Use a description that you have created or simply start from scratch to build a library of your own customised hiring tools.

Other MAUS products for use with Job Descriptions

MAUS Performance Review is the ultimate performance appraisal tool. This easy to use software application allows you to easily monitor and record the performance of your staff. The program saves time in the review process and protect you from unfair dismissal.

MAUS Policies & Procedures Manual is designed to help companies develop a complete operations handbook incorporating procedures, work-flow documents and business forms into one comprehensive reference manual. Includes 90 samples policies ready to use for your business.

Summary of Features

3,800 built in job descriptions, on going user library, automatically generated text, performance competencies, customization module, hiring module, reporting module, job questionnaire.

The step by step process >>

1. Search for the job position by title, keyword, industry or category
2. Select the relevant position or combine the duties of multiple positions
3. Address key areas such as qualifications and supervisory responsibilities.
4. Intelli-text will write the job description based on your input
5. Customise the description to suit your business.

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Corprat Pty Ltd T/A MAUS Business Systems ABN: 55 084 644 208. Minimum System requirements - a Pentium PC or higher machine 256Mb + RAM. MAUS software compatible with Windows XP and Vista. A hard disk with least 100mb of free space is required.

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