Управление Персоналом «Майкрософт Россия»

Процессы, подходы, инструменты

27 мая 2009 г., Москва

Артем Черневский Мicrosoft achern@microsoft.com

Microsoft

11.15-12.15

12.15 - 12.30

12.30 - 12.45

13.00-13.15

13.15 - 14.00

14.00 - 15.00

15.00 - 15.30

Программа мероприятия:

Время	Тематика дог
10.00 – 11.00	«Применение ИТ-технологий в еже, отдела Microsoft»
11.00- 11.15	Кофе- брейк

«Умные Кадры»

клада

едневной работе HR

«Решение для автоматизации работы HR- департамента

«Что бизнес хочет от HR»

«Bright eLearning» – система электронного обучения»

Выступление компании Headhunter

Вопросы? Перерыв

решений (по желанию)

Секция вопросов и ответов/ Демонстрация партнерских

портальных решений Мишанин, Компания «Bright

Consult»

Спикер

представительства Microsoft - B.

продвижению решений Microsoft-

Специалист по технологиям-

Руководитель направления

В. Епифанов, компания «Умный

И.

HR-директор российского

Руководитель отдела по

Химаныч

А. Черневский

Софт»

Central and Eastern Europe

Управление Персоналом «Майкрософт Россия» Процессы, подходы, инструменты

Владимир Химаныч

Директор Департамента Управления Персоналом

Сегодня

- Рынок труда сегодня
- Майкрософт Россия краткая справка
- Инструменты HR

Рынок труда (IT/Telecom)

- 60% IT/Telecom компаний в России сократили персонал.
- Другие меры:
- Отмена тренингов
- Сокращение командировок
- Расходы на мобильную связь
- Обеды
- Оплата больничных в размере, определенном гос-вом
- Сокращение расходов на автопарк
- Сокращение/отмена бонусов
- Замораживание планов регионального развития

Microsoft Russia - сегодня:

- MS Russia 740 сотрудников и около 250 контрактников
- 34 офиса в России, головной офис в Москве
- Набор около 150 новых штатных сотрудников в год (до января 2009 года)
- #1 Работодатель (Hewitt Associates) 2008 год

<u> Некоторые HR метрики:</u>

- Общая текучка 10% (с начала фин года)
- Реальная текучка 5%
- 87% сотрудников в целом удовлетворенных работой в МС
- 7 подчиненных на одного менеджера



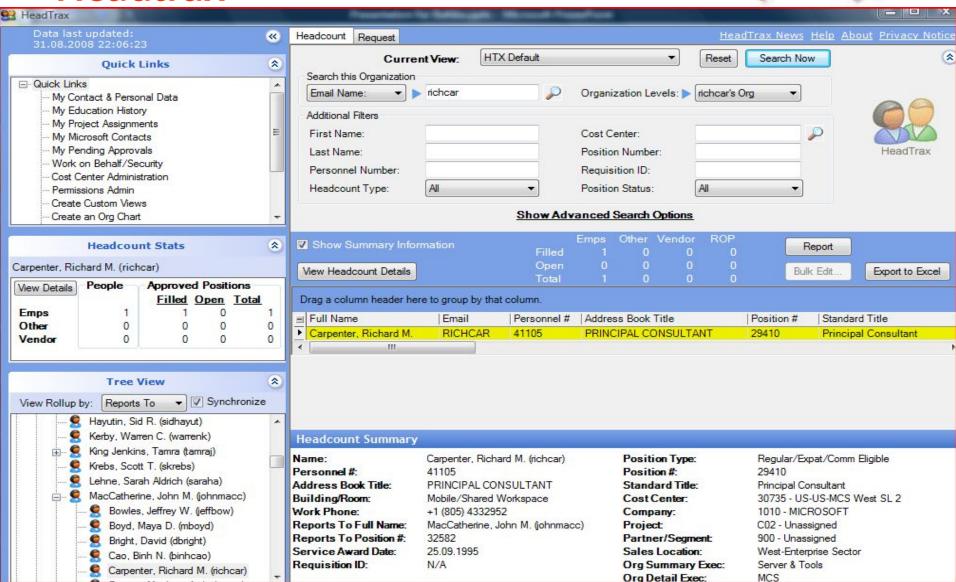
Фокус HR в Microsoft Russia - сегодня:

- <u>Партнерство</u> с бизнес менеджерами и сотрудниками компании по повышению производительности
- Вклад HR в <u>реальный бизнес с помощью:</u>
- Подбора сотрудников,
- Создания кадрового резерва,
- Разработки коммуникационных механизмов,
- Управления изменениями и мотивацией сотрудников
- Упрощение процедур через Автоматизацию процессов
- «Отдел кадров» и «Управление персоналом»

HR Microsoft

КАК МЫ ДОСТИГАЕМ ЭТОГО?

Headtrax



KAZAKHSTAN UZBEKISTANROMANIAMONGOLI

CZECH REPUBLIC BOS

Sharepoint для HR

- •Возможность самостоятельной настройки без привлечения IT отдела
- •Обеспечение конфиденциальности путем ограничения уровня доступа (нр. доступа) причные данные о сотруднике, зарплата)
- •Быстрый поиск информации

Информационный портал – хранение и обмен инф-ей



InfoWeb 2007 > Microsoft Russia > HR

InfoWeb2007

Mission

Accelerate business growth by making Microsoft Russia the best place for talents to be

Welcome Words



Vladimir Khimanych What I do... It is with great pleasure that I would like to w one of you onboard of our ONE Microsoft T love big challenges, we all see significal opportunities ahead of us, we all contribu growth of our subsidiary; and amidst of it building a culture of cooperation, mutual un and trust. I believe this will be a very interes and certainly rely on your active participatio contributions along the way. Your personal plays a crucial role at making Microsoft a gr work at and be part of.

Direct Reports

Staffing & Recruitment

Training & Development Compensations & Benefits ITG

LCA

MCS

DEM DSG Candidate profiles



Fiona Hathaway What I do...

Staffing And Recruitment Recruitment Manager

E-Mail: fionahat@microsoft.com

Ext.: 748

Phone: +7 (495) 642 80 18 Mobile: +7 (905) 508 02 42



* Nina Vorontsova What I do...

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CZECH REPUBLIC BOS

Unit: Compensations and Benefits

Title: Compensation & Benefits Manager / HR Business

Partner

E-Mail: nvoronts@microsoft.com

Ext.: 219

Phone: +7 (495) 642 85 74

Mobile: +7 (903) 796 11 49



Elena Slivko-Kolchik

What I do...

Unit:

HR Busine:

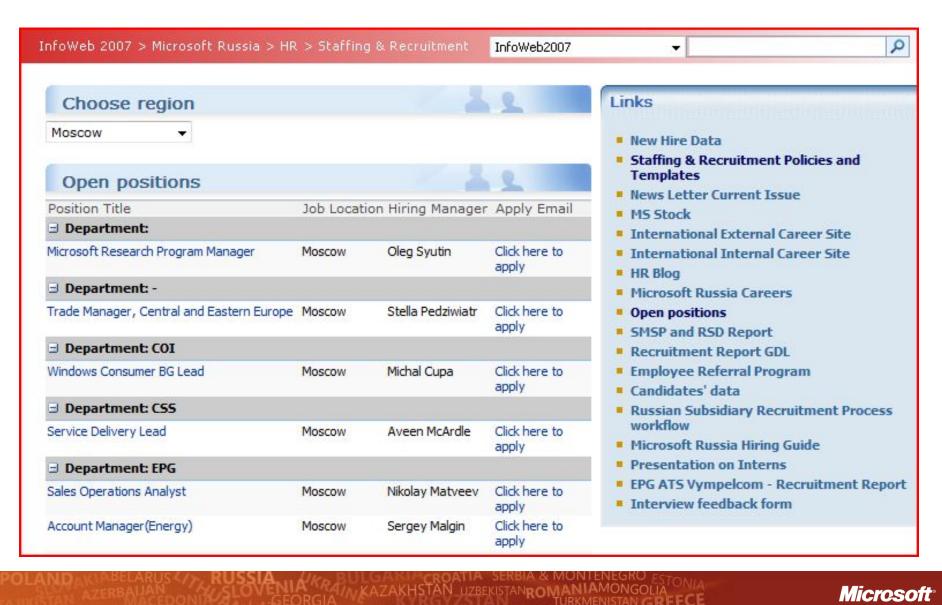
E-Mail: elenasl@m

Phone: +7 (495)

Mobile: +7 (495)

Ext.: 102

Список вакансий



RV CZECH REPUBLIC BOSNIA & HER

Инструменты HR

ОБУЧЕНИЕ



Roleguide – персональный тренинг-план

FastStart 09: Create your FY09 Training Plan:

Not Acknowledged: Tatyana Kostyuk

Review the pre-populated Required Training in your Role Guide Training Plan;

Add appropriate Recommended and Elective training to your Training Plan to support your readiness goals;

2. Review your Learning Roadmap with your manager online or export it to Excel and revise your Training Plan if needed;

Read or Listen to the WWSMM memos relevant to your role (by consulting the WWSMM Role Matrix);

Assigned By

Field Governance

Field Governance

Council

Council

4. Click "Acknowledge" to confirm your Training Plan and that you have read the WWSMM memos relevant to your role. Required training courses outside the FastStart window may change during the year, click here to download the MyReadiness Gadget to keep you up-

Complete your "FastStart! Required Training" by September 12, 2008 (or earlier according to local subsidiary directives).

Add User Defined Activity

Last Updated: Tatyana Kostyuk 24 Mar 2008 06:35:59

Employee Comments:

Add Comments

Complete By

01 Jul 2008

31 Oct 2008

31 Oct 2008

31 Jan 2009

Manager Comments: No comments saved

Availability

Now

Now

Now

Now

Oct 2008

Oct 2008

Oct 2008

Nov 2008

Filter By: All Learning

Acknowledge

Competencies: Show All REOUI

3 of 20 courses completed	[8 hrs 40 mins of 10 hrs 15	mins remaining]

pdated every 24hrs Status*

Completed

Not Started

JIRED @	3 of 20 courses completed [8 hrs 40 mins of 10 hrs 15 mins remaining]	* Up

Length

20 mins

45 mins

30 mins

20 mins

30 mins

30 mins

30 mins

Learning Opportunity	Delivery
FastStart Anti-Corruption	Self-Directed Learning
FastStart Global Diversity & Inclusion @ Microsoft	Self-Directed Learning
Worldwide Privacy 101	Self-Directed Learning
FastStart Intro to SMSG Priorities and Initiatives: FY09 SMSG Required ! NEW	Self-Directed Learning
Customer and Partner Experience: FY09 SMSG Required I NEW	Self-Directed Learning
Desktop Optimization Strategy and Selling MDOP: FY09 SMSG Required	Self-Directed Learning
Integrated Virtualization: FY09 SMSG Required	Self-Directed Learning
Microsoft Optimization Strategy: FY09 SMSG Required ! NEW	Self-Directed Learning
Smart DealMaking: FY09 SMSG Required I NEW	Self-Directed Learning
Standards of Business Conduct: FY09 SMSG Required ! NEW	Self-Directed Learning
Winning Hearts and Minds of Developers: FY09 SMSG Required I NEW	Self-Directed Learning
Office Unmanaged: FY09 SMSGR Required	Self-Directed Learning
One Connected Experience: PC/Mobile/Web: FY09 SMSG Required	Self-Directed Learning
Software + Services Vision v. 1 - BPOS and Live: FY09 SMSG Required	Self-Directed

01 Jul 2008 Now Completed Council Field Governance 01 Jul 2008 Now Completed Council Field Governance 12 Sep 2008 Now In Progress Council Field Governance

Field Governance ected 31 Oct 2008 30 mins Sep 2008 Not Started Council rected Field Governance 30 mins 31 Oct 2008 Sep 2008 Not Started Council Field Governance rected

Council rected Field Governance 30 mins 31 Oct 2008 Now Not Started Council Field Governance rected 31 Oct 2008 40 mins Now Not Started Council

Field Governance

Council

Field Governance rected 30 mins Council

Self-Directed

Learning

Microsoft Business Intelligence: FY09 SMSG Required

rected Field Governance 31 Oct 2008 30 mins Council 30 Nov 2008 Field Governance rected 30 mins 30 Nov 2008 Council Field Governance rected 30 Nov 2008 40 mins Learning Council

Welcome to your Training

Your Required courses are always present in your Training Plan; these are the same Required courses from your Learning Roadmap.

You may now add Recommended courses from your Learning Roadmap to your Training Plan. These courses are encouraged offerings by Discipline Owners or Area Leaders.

Elective and Other Training can be added to your Training Plan. You can find elective training in your Learning Roadmap or through Search & Browse.

You may add your own activities clicking Add User Defined Activity just above the Required course listing.

Страница «Обучение и развитие»

InfoWeb 2007 > Microsoft Russia > HR > Training & Development

InfoWeb2007

Links

*

- Policies & Procedures
- Training Calendar FY09
- Manager Academy
- New Hire On-Boarding Programme

Mission

We are here to help you further build and develop your leadership and management capabilities, acquire new skills and knowledge, master new languages, enrich your professional and personal learning experience. Our mission is to guide you through the learning journey and help you succeed!

Welcome Words

Dear Microsoft employees!

We are very glad to welcome you to the WORLD of TRAINING & DEVELOPMENT for Microsoft Russia.

The pages, which you are about to explore contain various opportunities for professional and personal development, which are offered by Microsoft Russia to its employees. Various «soft skills» and "technical" trainings, Workshops, Seminars, Conferences, High-Po Programmes, Manager Academy, English language studies – all these are parts of what is called "training and development journey" with Microsoft.

Employees



Unit: Training And Development

Title: POC Consultant
E-Mail: npopova@microsoft.com

Ext.: 640

Phone: + 7 (495) 422 16 40

Mobile: +7 (963) 610 75 00

Nadezhda Popova What I do...



E-Mail: tkostyuk@microsoft.com Ext.: 453

> Phone: +7 (495) 540 84 53 Mobile: +7 (962) 968 81 96

Unit: Training And Development

Readiness Manager

KAZAKHSTÄN UZBEKISTANROMANIAMONGOLI

Tatyana Kostyuk
What I do...

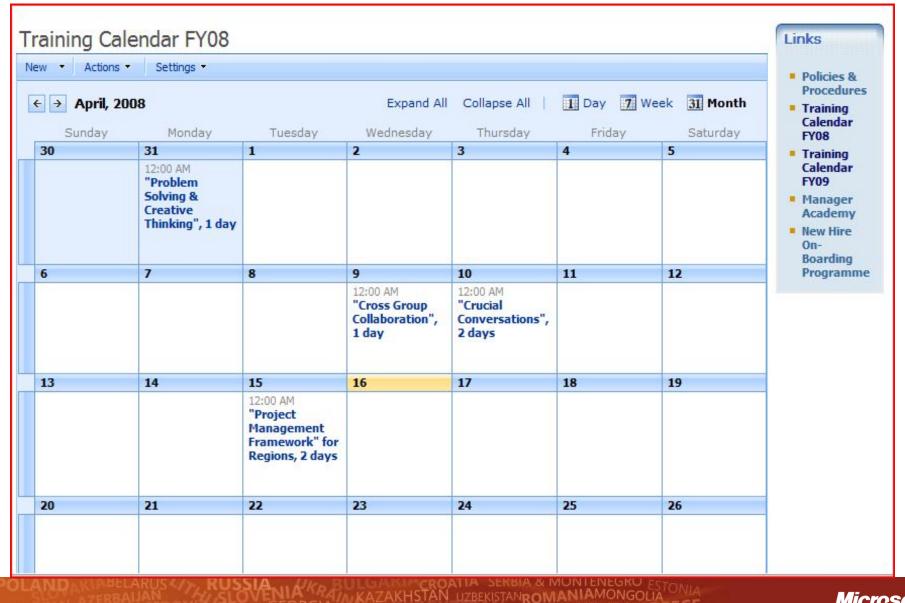


Unit: Training And Development Title: Training Coordinator E-Mail: i-olkuzm@microsoft.com Ext.:

Phone: Mobile: +79055170874

Olga Kuzmicheva
What I do...

Информационный портал: календарь



RY CZECH REPUBLIC BOSNIA & HER

Информационный портал: материалы

Language Training Policies

New	Upload Actions S	ettings *		
Туре	Name	Modified	○ Modified By	Ohecked Out To
	English Language Matrix	1/17/2008 6:36 AM	Sergey Koryakin (Intl Vendor)	
	Integrated Training Centre Presentation	1/17/2008 6:36 AM	Sergey Koryakin (Intl Vendor)	
	Language Training Policy Presentation	1/17/2008 6:36 AM	Sergey Koryakin (Intl Vendor)	
	Language Training Policy	1/17/2008 6:36 AM	Sergey Koryakin (Intl Vendor)	
(4)	Language Training Request	1/17/2008 6:36 AM	Sergey Koryakin (Intl Vendor)	

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Links

- Policies & Procedures
- Training Calendar FY08
- Training Calendar FY09
- Manager
 Academy
- New Hire On-Boarding Programme

Training and Development Policies

Russia Career Model Manager training

FY07 Training and Development policy

Информационный портал: тематические опросы

	Finish Cancel
	* indicates a required field
There are 3 products from Dynamics family in Russia Dynamics Dynamics CRM. Navision and Axapta products Microsoft compan company has Microsoft bought to get Dynamics CRM? *	
Navision (Navision CRM product)	
Customer Research Magazine	
Siebel	
Microsoft has developped CRM	
Dynamics CRM's Key advantages comparing to competitors are:	*
Existence of big number of vertical solutions for different industries	
 Rich and representative referential base 	
Microsoft Office style interface, ability of flexible adaptations custom infrastructure	ner's business, easy integration to Microsoft-oriented
All mention above	
Dynamics CRM Licensies can be (several options are possible):	•
Server	
Named User CAL	
▼ Concurrent User CAL	
Device User CAL	
External Connector	
What is license External Connector used for and on what server software? *	OS is possible to install External Connector

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ARY CZECH REPUBLIC BOSNIA

Инструменты HR

Performance @ MS – оценка работы

Performance@MS- возможности для менеджера и сотрудника работать вместе



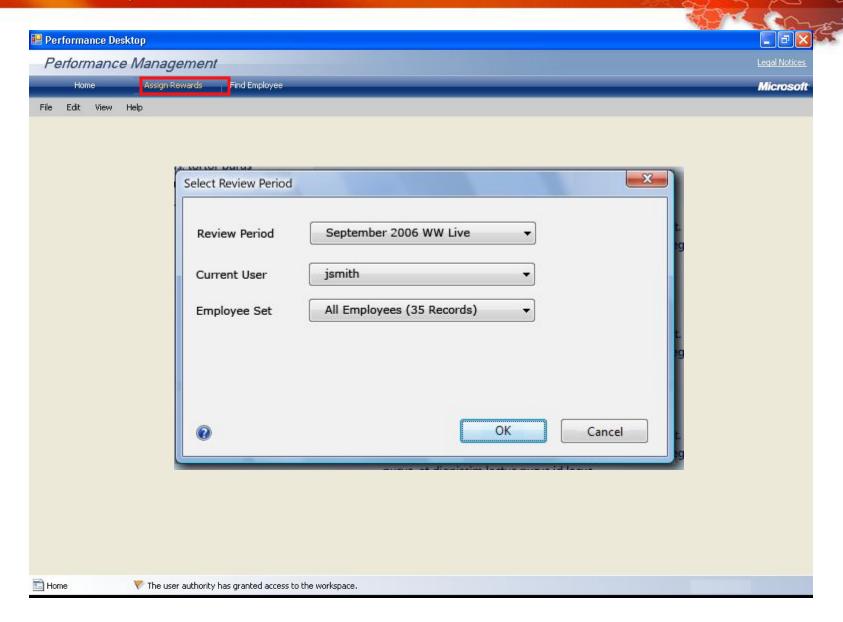
The 2007 Annual Performance Review process is now complete. All managers should ensure FY08 commitments are approved and remain current throughout the year. You can view signed FY07 Annual Performance Assessments and Individual Results Reports, as well as other historical performance review documents, in Performance History.

KAZAKHSTAN UZBEKISTANROMANIAMONGO

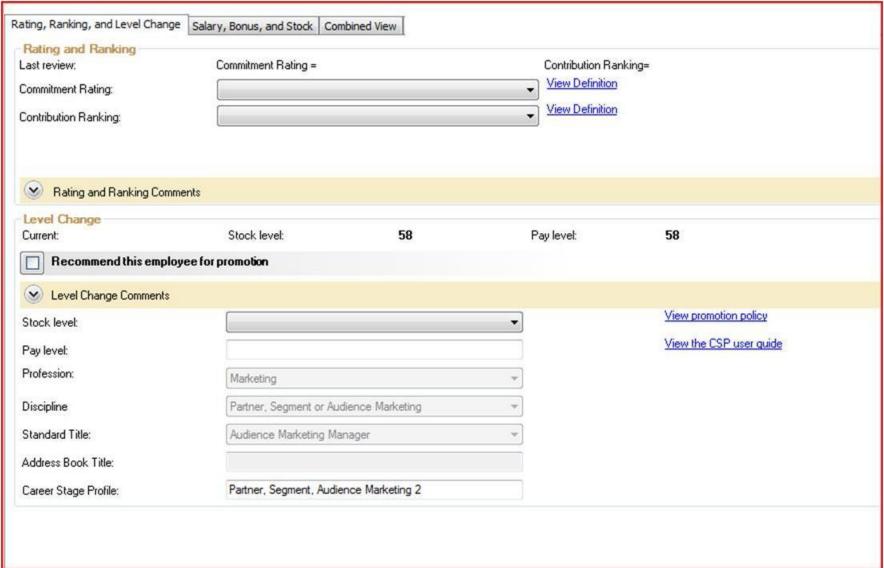
To upload an InfoPath form saved on your hard drive, reopen the locally-saved file and click Upload Draft.







Оценка сотрудника, повышение по службе



CROATIA SERBIA & MONTENEGRO ES KAZAKHSTAN UZBEKISTANROMANIAMONGOLIA TURKMENISTAN GR

ARY CZECH REPUBLIC BOSNIA & HERZI

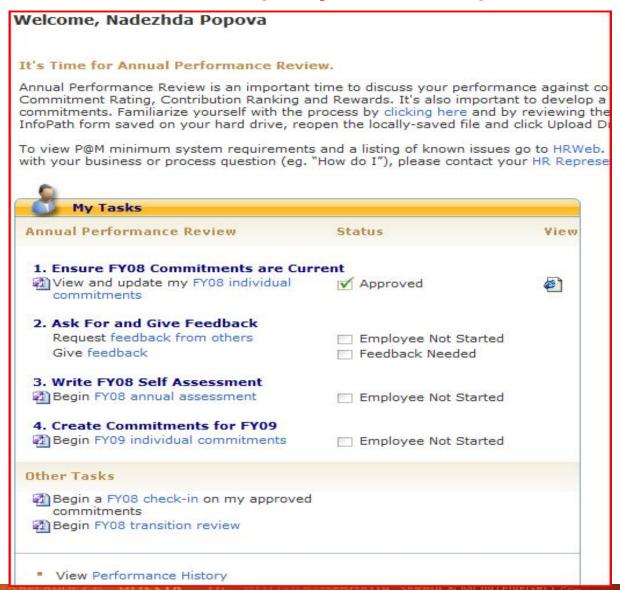
Зарплата и Бонусы





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Система «Оценка результатов работы»



KAZAKHSTAN LIZBEKISTANROMANIAMONGOLIA

Система «Оценка результатов работы»

ītle:	POC CONSULTANT	Fiscal Year:	2008
Personnel Number:	345888	Manager:	Martin Steuer
epartment Name:	EE-POC RGE Russia		Upload Draft Send to Manager
1 HR Capabilit	y - Support the CEE POC Lead in enhanci	ng CEE HR Team sp	→ Hide All Details irit and capabilities → Hide Details
Act as a trust members on	ussia, CIS (Ukraine, Azerbaijan), ublic, Greece ed advisor to my HR GEO Team their development after tr. needs		te with Malgosia on working on the "HR
analysis is do			Map": help her gather the HR nent needs from my GEO.
Search for de members and previous bulle Co-deliver HR	ne. velopment opportunities for HR Team d offer it to them, based on demand in	Come up the HR te Get feedb process is After the	Map": help her gather the HR nent needs from my GEO. with a creative proposal on how to keep ram energized and motivate further. wack from HR Team members on how the

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ARY CZECH REPUBLIC BOSNIA

Преимущества автоматизации Р@М

- Возможность оперативно проводить анализ данных по зарплате, бонусам и продвижению сотрудников
- Оценка качества работы в целом по группе
- Ускорение работы менеджеров, установление единой процедуры для решений по заработной плате
- Отслеживание статуса. Контроль

Цель и выгода для HR - резюме

Внести вклад в развитие бизеса путем оптимизации и автоматизации процессов

- Возможность одномоментного доступа к ресурсам сотрудниками
- Создание индивидуальных настроек
- Управление вакансиями
- Информационный портал
- Опросы сотрудников
- Настройки безопасности
- Обучение и Оценка
- <u>Цель и выгода для HR</u>: Возможность изменения роли HR и внесение реального вклада в развитие бизнеса

Спасибо!

achern@microsoft.com