

M-FILES FOR HR

Because people are the most important asset

From onboarding and training to performance appraisals and ongoing career development, effectively managing your employees enables you to retain talent and maximize operational knowledge. M-Files manages, maintains and tracks employee- and HR-related information, documents and records, as well as standardizing and automating HR-related tasks, assignments and processes.



Enabling HR departments with



**Increased Security and
Minimized Compliance Risk**



**Enhanced Operational
Efficiency**



**Flexibility and
Ease of Use**



"The task assignment and automatic notification capabilities in M-Files have enabled us to streamline our human resources and benefits management processes. For instance, certain benefits are available to an individual after they have been employed with us for a specific duration, and we've set up automatic notifications for our HR staff in M-Files to ensure that benefits are provided to a new employee at the appropriate time."

- Mike Hardy, Accounting Director, Orion Associates

"Document retention had been an ongoing challenge for us. We had a tremendous amount of old documents that were stored and managed within our network file folders, some from back as far as 1998. With M-Files, I created and implemented a retention policy for each department, so now designated files are deleted after a pre-determined time, which has saved us a considerable amount of space on our network."

- Tim Hickock, Exotic Tool Welding



M-Files®