

Company Roles

Overview

Forma provides another method to organize and define users by their company role.

Company Roles can be defined in:

Admin > Users > Company Roles

Company roles

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| Groups | Company roles | Description | | | | | | |
|----------|--------------------------|--|---|--|---|--|--|--|
| Managers | Accounts Manager | Maintenance of books of the company | 0 | | 0 | | | |
| Officers | Chief Executive Officer | Chief Executive Officer (CEO) is the highest-ranking person in a company who is ultimately responsible for taking managerial decisions for the day to day operation of the company. | 1 | | 0 | | | |
| Officers | Chief Financial Officer | Chief financial officer (CFO) is a senior financial executive with responsibility for the financial affairs of a company. Typical responsibilities of the CFO include planning, budgeting, bookkeepin... | 0 | | 0 | | | |
| Officers | Chief Marketing Officer | Chief Marketing Officer (CMO) is a senior marketing executive within a company who is involved in a wide variety of tasks like increasing revenue, improving brand image and managing marketing campa... | 0 | | 0 | | | |
| Officers | Chief Operating Officer | Chief Operating Officer (COO) is a senior executive who oversees ongoing business operations within the company. COO reports to the CEO (Chief Executive Officer) and is usually second-in-command wi... | 0 | | 0 | | | |
| Officers | Chief Technology Officer | Chief Technology Officer (CTO) is a senior technology executive within a company who oversees current technology development and maintenance aspects. Typical responsibilities of a CT include aligni... | 0 | | 0 | | | |
| Managers | General Managers | In an office or factory may hire a general manager to whom functional managers report. | 0 | | 0 | | | |
| Managers | Recruitment Manager | Recruiting employees for the company and setting up of interviews | 0 | | 0 | | | |
| Managers | Regional Managers | In the case of a company operating on a regional basis. | 0 | | 0 | | | |
| Managers | Store Manager | Maintenance of stocks of the company | 0 | | 0 | | | |
| Managers | Technology Manager | Development of a product or service | 0 | | 0 | | | |

Role Groups

Company roles can be organized into groups of roles:

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| Name ▲ | Description | | |
|-------------|---|--|--|
| Managers | Managers report to the Officers or to Presidents/Vice Presidents/Senior Managers within the division. | | |
| Officers | Officers of a company are appointed by the Board to Directors to hold various top level roles and responsibilities within the company. There is no statutory requirement for appointment of officers... | | |
| Supervisors | | | |

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Company Roles

Each company role can be assigned to multiple users.

Users

This column shows the number of users assigned to this role.

Click on the user icon to see the list of assigned users.

Click on the chart icon for each user to see his skill-gap analysis report:

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| Competence ▲ | Score | Required score | Gap | Obtained on | Expire on |
|---------------------|-------|----------------|-------|------------------|------------------|
| Communication | | 75 | - 75 | | |
| Conflict management | | 100 | - 100 | | |
| Problem Solving | | 75 | - 75 | | |
| Teamwork | 100 | 100 | 0 | 06-06-2020 18:30 | 01-06-2021 18:30 |

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Competences

This column will display the number of competences required by this role.

Click on the icon to manage the competences required for a company role:

Assign: opens the list of available competences

Properties: set the minimum required score for this competence and the number of days of validity

Company roles

Competences: Chief Executive Officer

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Assign Properties

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| Category | Name | Description | Typology | Type | Min score | Expire after (days) | |
|------------|---------------------|--|----------|-------|-----------|---------------------|---|
| Leadership | Communication | Interpersonal skills are a must for effective leaders. Leaders are often evaluated by the effect ... | Skill | Score | 75 | 360 | ✖ |
| Leadership | Conflict management | Conflict of some sort is virtually unavoidable in the workplace. Competent leaders know how to ma... | Attitude | Score | 100 | 720 | ✖ |
| Leadership | Problem Solving | Leaders must use their creativity and practical experience to solve problems that arise in the wo... | Skill | Score | 75 | 720 | ✖ |
| Leadership | Teamwork | A valuable quality in a leader is their ability to be a team player. All teams function based on ... | Skill | Score | 100 | 360 | ✖ |

Assign Properties

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Courses

This column will display the number of courses assigning the competences required by this role

Gap Analysis

See the gap analysis report for all the users in this company role:

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| Competence | User | Last name | First name | Email | Score | Required score | Gap | Obtained on | Expire on | |
|---------------------|-------|-----------|------------|-------|-------|----------------|-------|------------------|------------------|--|
| Communication | admin | Smith | John | | | 75 | - 75 | | | |
| Conflict management | admin | Smith | John | | | 100 | - 100 | | | |
| Problem Solving | admin | Smith | John | | | 75 | - 75 | | | |
| Teamwork | admin | Smith | John | | 100 | 100 | 0 | 06-06-2020 18:30 | 01-06-2021 18:30 | |

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