

# 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:

## Company roles

Groups management

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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			

Add

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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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