



SoHR

— MICROSOFT 365

# EMPLOYEE ENGAGEMENT AND COMMUNICATION

S O 365



# LIMITLESS POSSIBILITIES



## Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

## Transform your business with Microsoft 365



**Centralised:** Improved control and efficiency



**Secure:** Industry-leading cloud security



**Compliant:** Exceptional data privacy control and protection



**Lifetime value:** A future proof investment built to your requirements



**Minimal risk:** Reliable, accessible, always available



**Engagement and productivity:** Unrivalled employee experience

**This guide covers just a few examples of how Microsoft 365 helps HR departments streamline employee engagement and communication.**

Effective engagement and communication are crucial for HR teams to improve employee performance, retention, and satisfaction. HR teams must communicate transparently, act on feedback, recognise achievements, and promote community, diversity, equity, and inclusion.



## SharePoint communication sites

SharePoint communication sites are modern intranet sites for sharing HR news and information with employees. With rich web parts and layouts, you can create targeted, engaging content. SharePoint hub sites and global navigation help organise communication sites for a consistent experience.

Build an engaging HR intranet with news, events, resources, and other HR information using SharePoint communication sites, hub sites and global navigation.



# SharePoint news and events

SharePoint news and events allow HR to publish relevant content for employees. With rich media and formatting, you can create eye-catching content. Audience targeting and scheduling ensure the right people see it at the right time.



## Welcome to the People Hub!

This department is responsible for the wellbeing of SO employees both in and outside of the workplace. Here you can meet SO leadership, learn more about the company, access training and connect with other SO colleagues. New to SO? Meet our [Leadership Team!](#)

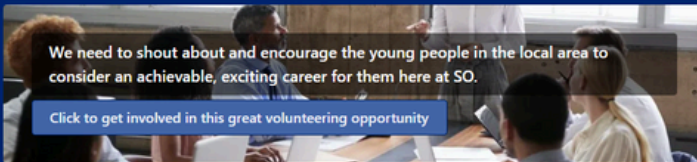
### Department News

+ Add



SO appoints Miriam Graham as Director of Sustainability  
SO recognises the urgent need to...  
Christopher Kaye October 6, 2022  
4 views

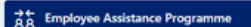
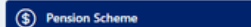
### Charity & Volunteer Work



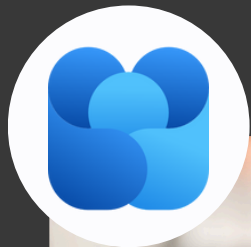
### Celebrate Success



### Benefits & Schemes







## Viva Engage

Viva Engage is a tool for employee connection, recognition, and communication. HR can manage recognition programs and encourage peer recognition. Employees can join communities for discussions and events.

The screenshot displays the Viva Engage web interface. At the top, there is a search bar and navigation tabs for Home, Communities, Storylines, Leaders, and Answers. The main content area features a post by Laurence Gilbertson, an announcement for a new Chief Executive Officer, Carole Poland. The post includes a photo of Carole Poland and a description of her background. To the right, there are sections for Events, including an AMA on hybrid work, and Active campaigns like #GoGreen and #Mentorship. The interface also includes a sidebar with navigation icons for Activity, Chat, Teams, Calendar, Engage, and Files.

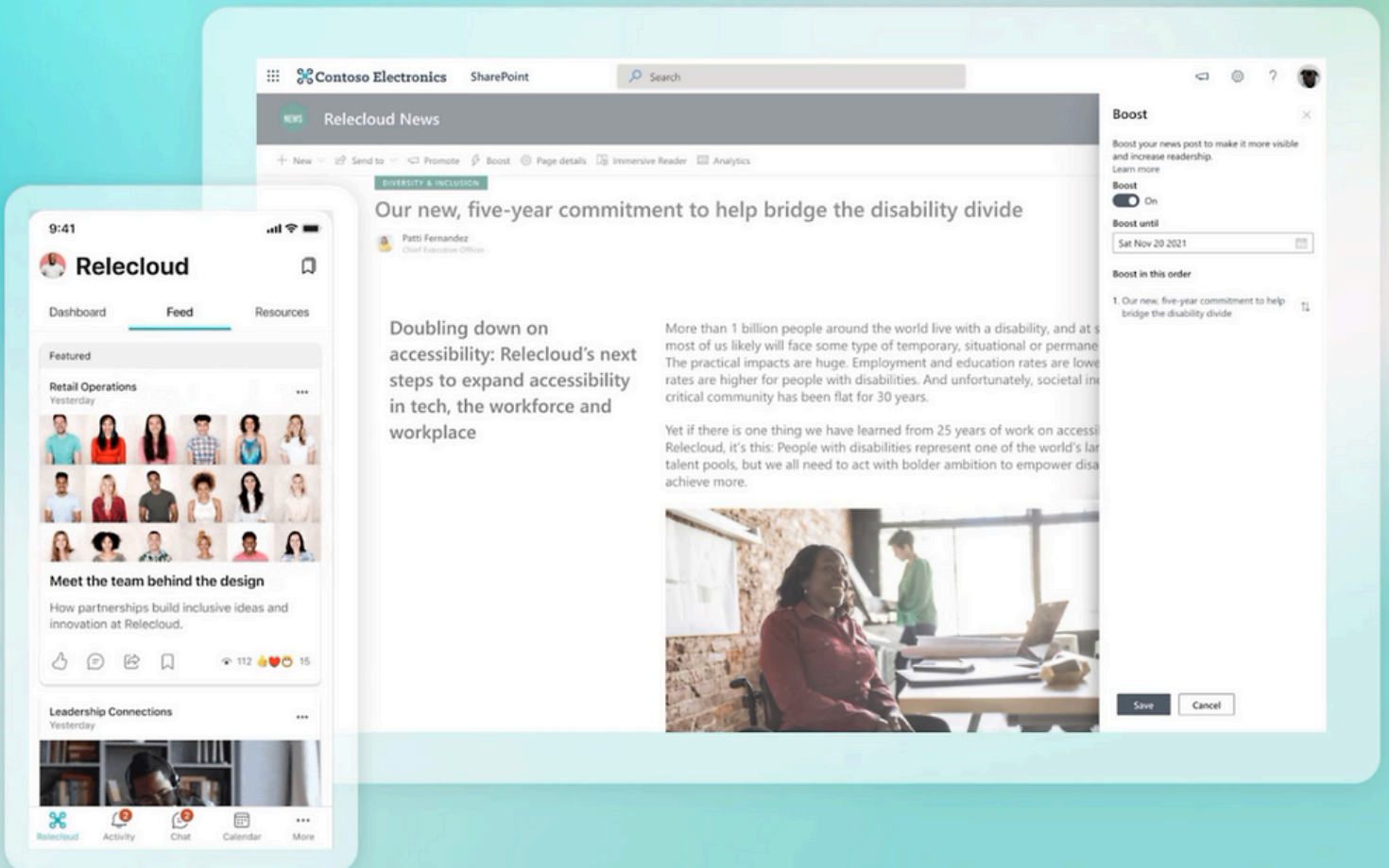






# Viva Connections

Viva Connections offers a personalised dashboard for employees to access communication and collaboration tools. It helps employees stay connected with their colleagues and organisation, with content tailored to their role, region, and interests.

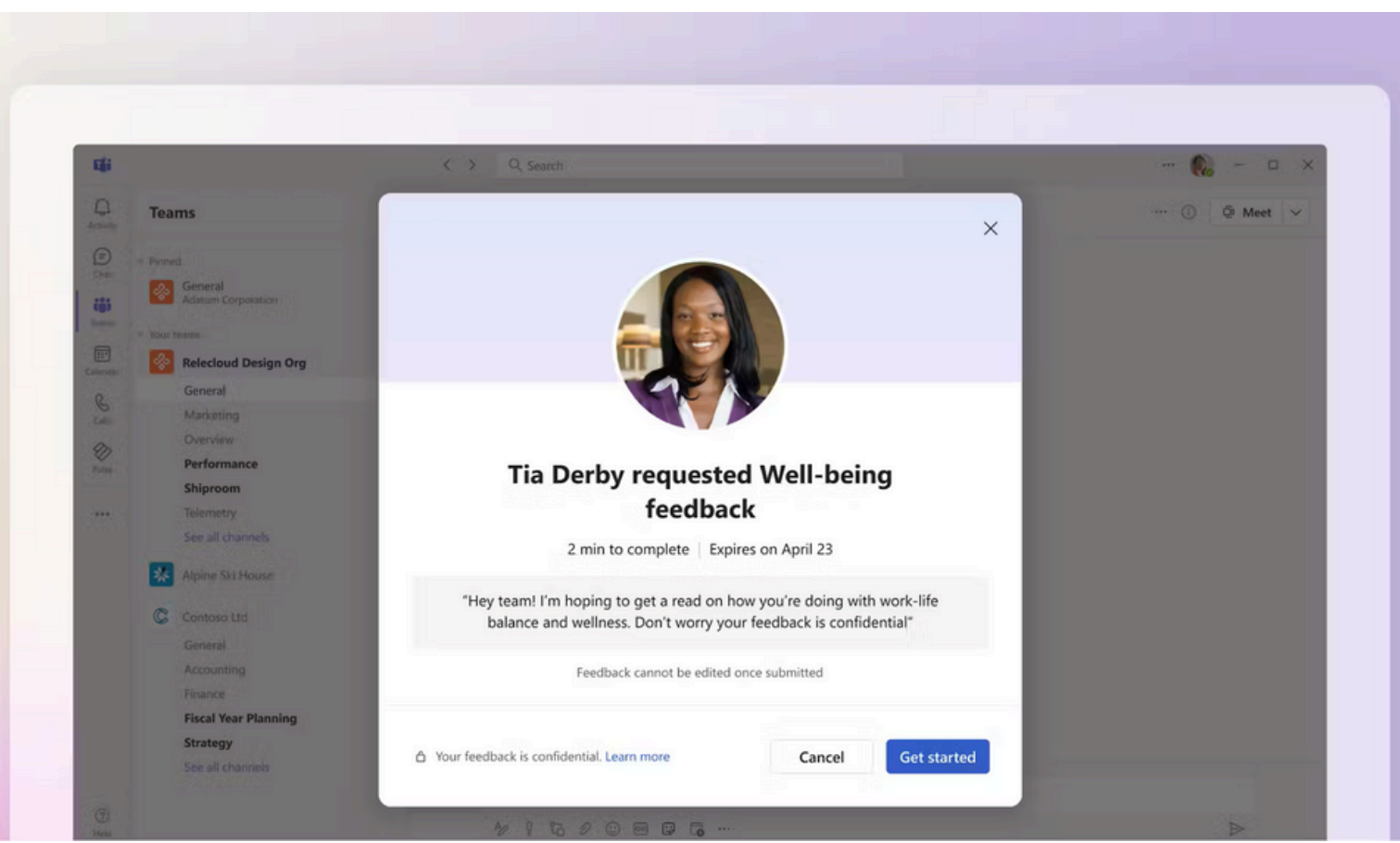






## Viva Pulse

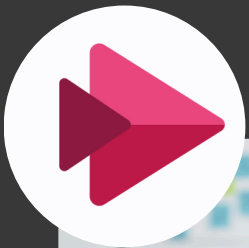
Viva Pulse allows HR and managers to gather and act on employee feedback. With research-backed templates, employees can share their experiences and suggestions. Reporting helps managers identify areas of success and improvement.





## Microsoft Forms

Microsoft Forms allows HR teams and employees to create and share forms, quizzes, and polls for collecting feedback, opinions, and data. Forms can be used for employee satisfaction surveys, performance reviews, and recognition nominations, as well as for delivering tests and assessments.



## Microsoft Stream

Microsoft Stream is an internal video streaming service within Microsoft 365 that allows HR teams and employees to create, upload, and share videos. HR teams can engage employees by broadcasting live events, such as town halls and training. Stream supports transcription, translation, and captioning for accessibility and inclusivity.







## All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

### The HR solution built for you in Microsoft 365



#### Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.



#### Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.



#### Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.



#### Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 environment - meaning you own the data, not a third party.





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