

Appendix 6 - Key Functions Available in Teams

Module	Key Functions Available in Teams	Typical User Actions
Absence Management	- Request leave directly in Teams (annual leave, sickness, other types)	- Employees submit leave requests
	- View current leave balances and absence history	- Managers approve/reject or delegate approvals without leaving Teams
	- Receive approval notifications in Teams	
	- Managers can approve or reject absence requests	
Recruitment	- Receive and manage recruiting notifications (new applicants, interview scheduling, candidate status changes)	- Recruiters and managers review candidates and provide feedback
	- Collaborate with hiring team in Teams channels	- Hiring teams coordinate interviews inside Teams
	- Interview feedback forms accessible within Teams	
	- Share candidate profiles securely with stakeholders	
Performance & Goals	- Get reminders for goal setting, check-ins and performance reviews	- Employees update progress on goals
	- View and update goals directly in Teams	- Managers complete performance evaluations and provide feedback without switching apps
	- Managers can send/receive feedback in real time	
	- Notifications about upcoming review deadlines	
Learning & Development	- Browse and launch assigned learning directly in Teams	- Employees access training links and complete courses
	- Receive training due-date reminders in Teams	- Managers view learning compliance dashboards or assign learning items
	- Join learning communities and share materials in Teams channels	
	- Track course completion status	

