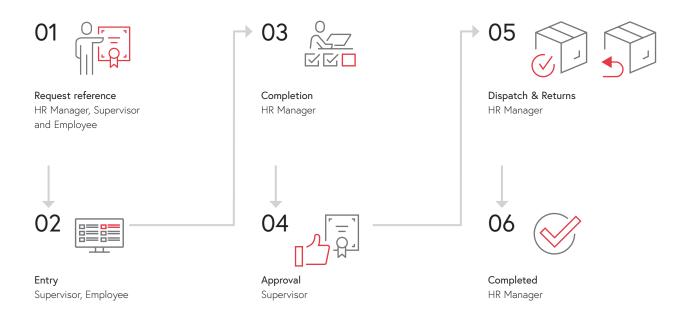
Letter of Reference

Efficient preparation in just a few minutes

Process Overview Abacus Letter of Reference



This integrated Abacus module supports HR departments and line managers in creating and managing job references.

Standardized processes and workflows significantly reduce the effort required to create job references, while also offering the option of personalization.

Further advantages are the 1800 text modules, which are available in four languages (German, English, French and Italian), as well as simple user interfaces that are available on any terminal device. The skills assessment is the basis for the generation of an individual reference. The HR department can generate comprehensible references in just a few minutes and with just a few clicks, without the involvement of other people.

Full integration

The Reference module is fully integrated into the Abacus HR software and can be interfaced efficiently and with minimal effort.



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■ BB MYABACUS			0	J9 ~		ABACUS-DEMO [7777]	- PM -
HOME > REFERENCES > INTERIM LETTER OF RE	FERENCE RETO AMREIN						1
Interim letter of reference Re	to Amrein			Pri	int	Complete dispatch	:
	Please print the reference and send it.						
	Sir Reto Amrein, born on 23.02.1982, from Rickenbach, has been working AG since 01.10.2005.	in our co	mpany A	ABACUS D	EMO		
Reto Amrein	As Administrative staff, his main tasks include essentially:					$\geq \mathbb{P}$	
Requested on: 01.09.2021 Reason for request. Request of stuff Superior: Paul Mahrer Evaluation profile: Default profile - Employee	Handle daily business (offers, correspondence, lists) Write offers and invoices Prepare invoices and reminders Manage the reception and switchboard Archiving and data filing						
○ Request - 01.09.2021 20:57 ○ Creation - 01.09.2021 20:58	Write meeting minutes						
Completion - 01.09.2021 20:58 Release - 01.09.2021 20:58 Dispatch Return	Reto Amrein always shows extraordinary initiative and great diligence. She became familiar with her new fields of work with great commitment and su level of professional experience and has thorough, confident and full mast At all times, he take on responsibility for the most difficult of tasks and car competence to an excellent conclusion. Reto Amrein has particularly thoro	ccess. Re ery of his ies out th ugh and	eto Amre area of ie work v broad pr	in has a ve work in eve vith skill an	ery high ery way Id		
o Completed	knowledge. He continually increases this knowledge with a great readines Retn Amrein is an extramely focusced, conscientious and reliable employe			Com	ments	Document and li	nks

Your benefits

- · Efficient creation of confirmation of employment, interim and final references
- Complete integration into Abacus Business Software
- Over 1800 text modules in four languages, individual adaptations also possible
- Quality through standardized processes, with comprehensible assessment criteria and text modules
- Legally compliant according to Art. 330a OR
- The HR department has the ability to create references within a few minutes without the involvement of other persons

More information can be found under: abacus.ch/en/human-resources

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