



## Hay Group Job Evaluation Manager<sup>SM</sup> Technical Requirements

Hay Group Job Evaluation Manager is an Internet based application. It is preferable to use a high-speed connection. For the application to run smoothly, the user should have the following software and settings:

### Internet Browser & windows Version

Hay Group Job Evaluation Manager is optimized for use in the latest versions of Internet Explorer, Firefox, and Chrome.

- For Internet Explorer, the minimum version supported is IE11.
- For Firefox and Chrome, the most recent version is supported

If users use any other type of browser, they will not be warned before they login and they can continue to the website if they wish. The effect of using another browser might be that for example the lay-out of the page is not displayed correctly.

Internet Explorer compatibility mode must be switched off as JEM is a modern application.

### Screen Resolution

- Higher resolutions are recommended
- A minimum screen width resolution of 1280 pixels is required

If a user has a smaller screen resolution than the minimum screen resolution, the user will not be warned and can continue to the site. The user will have to scroll frequently to view all screen content, and some content may not be viewable.

### Browser Settings

#### JavaScript is required

If a recommended browser is used, JavaScript is supported. Users must be sure they have not disabled JavaScript on their browser.



## Cookies are required

If a recommended browser is used, cookies are supported. Users must be sure they have not disabled cookies on their browser.

## Popup Windows

Hay Group Job Evaluation Manager website uses popup windows. Some users may have software that blocks popup windows. In order to use Job Evaluation Manager, either popups must be allowed for the Job Evaluation Manager website, or the blocking software must be disabled.

## TLS is required

If a recommended browser is used, TLS (Transport Layer Security) is supported. For IE10, TLS may have to be enabled under Tools > Internet Options, on the Advanced tab. TLS 1.2 should be enabled. Users must be sure that they have not disabled TLS on their browser. Users will notice a problem and will be warned depending on the browser software that they are using.

It is recommended to add the Job Evaluation Manager website (<https://jem.haygroup.com>) to the list of Trusted Sites in Internet Explorer.

## Receiving communication

Certain functionality like Workflows or resetting password will need to send e-mail to users. To make sure that e-mails arrive safely it is recommended to whitelist [JemNotifications@kornferry.com](mailto:JemNotifications@kornferry.com) as well as add the following IP addresses to the trusted senders list (these are the IPs of our email relays that send emails)

- 52.151.8.123
- 68.232.141.211
- 68.232.143.220
- 68.232.131.125
- 68.232.135.76
- 173.252.164.77
- 173.252.164.78

## Application Software

**Adobe Acrobat Reader** or compatible software is required if users want to view reports generated in PDF format. Other formats (Word and Excel) are also supported and if users have no PDF viewer installed they can still continue to the site.



**Word and Excel** viewer is required if users want to view reports generated in Word and Excel format. The reports are generated in Word 2003 and Excel 2003 compatible format. These formats can be viewed and edited with Microsoft Office 2003 or higher or with compatible software.

**Adobe Flash Player** plug-in is required to use some of the features in JEM. Without this plug-in these features will not be available to the user.

**Anti-virus software is recommended.** Hay Group Job Evaluation Manager supports storage of documents (e.g. job context information). Users can upload and download documents to the website. To make sure these documents do not contain viruses, anti-virus software installed on the user's workstation is recommended. The user may use the application without having installed antivirus software, but will run the usual risks.