**HR Department Monthly Metrics Report**

Report period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Metric** | **Description** | **Total** |
| **# of New Hires** |  |  |
| Cost per Hire | (External Costs) + (Internal Costs) / Total # of Hires in a Time Period. |  |
| Time to Fill | Total days elapsed to fill requisitions / # Hired |  |
| Turnover Rate | (# of separations during month/Avg. # of employees during month) x 100 |  |
| Turnover Cost | Total of the costs of separation + vacancy + replacement + training |  |
| Vacancy Rate | (Total number of vacant positions as of today / Total number of positions  as of today) x 100 |  |
| Vacancy Cost | Total of the costs of temporary workers + independent contractors + other outsourcing + overtime - wages and benefits not paid to vacant position(s) |  |
| Absence Rate | [(# Days Absent in Month) / (Avg. # employees in Month)  x (# workdays)] x 100 |  |
| Workforce Growth Rate | End of Period Headcount / Beginning of Period Headcount |  |
| Recruiting Cost Ratio | (External Costs) + (Internal Costs) / Total of First-Year Compensation of Hires in a Time Period \* 100 |  |
|  | **TRAINING** |  |
| # Employees Trained | (Name of training, if applicable) |  |
| Training  Investment | Total training cost / # of employees |  |
| Training (ROI) | ( Total Benefit – Total Cost) x 100 |  |
|  |  |  |
|  | **SAFETY** |  |
| # of WC Incidents |  |  |
| Workers' Compensation Incident Rate | (Number of injuries and/or illnesses per 100 FTE ∕ Total hours worked by all employees during the calendar year) x 200,000 |  |
|  | **HR PERFORMANCE** |  |
| HR Expense | HR Expense / Total Operating Costs |  |
| HR Expense per Employee | HR Costs (include indirect costs, if applicable) / Regular Headcount |  |

Staff Development:

HRIS Updates:

Employee Recognition and Awards:

HR Staff Accomplishments, Awards, Distinctions:

Social Responsibility:

Policies (implemented/revised/eliminated):

Special Projects:

Action Items for (following month):