

HR Performance Indicators Report

Sample Contents

- **HR Strategic Framework and key HR Initiatives**
 - What are your key HR initiatives for the next 12 months?
 - Why are these HR initiatives being pursued?
- **HR on the Board**
 - Is HR/Personnel represented at Main Board level?
 - Gender and Ethnicity of Head of HR
- **HR Numbers and Costs**
 - Average Ratio of HR Staff to Employees
 - HR Staff Cost
- **HR Team Role, Contribution, Time Allocation and Effectiveness**
 - What is the Role and Contribution of the HR Team?
 - How is HR Time allocated to different HR Activities?
 - How effective is the HR Team in the service it delivers?
- **HR Outsourcing**
 - What HR Activities are Outsourced?
 - What is the perceived effectiveness of Outsourced HR Activities?
- **Recruitment and Selection**
 - Average Variable Cost per Recruit
 - Average Number of Days Taken to Fill a Vacancy
 - What percentage of Vacancies are filled First Time?
 - What percentage of applicants have a Black or Minority Ethnic background?
- **Training and Development**
 - Average Number of Days Training per Employee p.a.
 - Average Variable Spend on Training per Employee p.a.
 - What percentage of the Workforce experience Training?
 - How do you determine Training and Development needs?
 - How do you measure the impact of Training and Development?

- **Managing Performance**
 - What percentage of your employees are set Individual Objectives (targets) each year?
 - Is the achievement of Objectives linked to specific criteria?
- **Employment Law Advice**
 - What are the Employment Law Issues for which you typically seek External Employment Law Advice?
- **Sickness Absence**
 - Average Number of Working Days Lost per Employee p.a.
 - Average Length of Absence Period
 - What percentage of Absence is Long Term?
- **Staff Turnover and Retention**
 - % Staff Turnover
 - Average Length of Service of Leavers
 - % Recent Recruit Turnover

