Report Inventory

Human Resources (HR)

An Inventory of Business
Intelligence Report Specifications

ABRIDGED SAMPLE

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HR Reports

Report Inventory

Human Resources

HR Reports

A1. Recruiting Service Levels

Report Area

Recruiting & Hiring

Report Overview & Use

The Recruiting Service Levels report is designed to measure the effectiveness of the recruiting and hiring function, as a whole, in fulfilling the employment needs of the organization from both a time and cost perspective. This entails examining the average amount of time required to fill an open equisition as well as the rate at which open requisitions are effectively being closed (i.e., filled). Report data can be filtered by requisition level, type and recruiter to provide a granular view of performance.

Report KPIs

1. Total Open Requisitions
2. Total Closed Requisitions
3. Time to Fill
4. Cycle Time: Requisition-to-First Interview
5. Cycle Time: Interview-to-Offer
6. Cycle Time: Offer-to-Acceptance
7. Cycle Time: Acceptance-to-Start
8. Requisitions Filled as a Percentage of Open Requisitions
9. Cost per Hire

Report Filters/Dimensions

A. Date Range
B. Requisition Level (Executive, Manager, Entry-Level)
C. Requisition Department
D. Recruiting Manager

A2. Recruiter Productivity & Quality

Report Area
Recruiting & Hiring

Report Overview & Use
The Recruiter Productivity & Quality report can be examined to assess the amount, and quality, of work being performed by both individual recruiters and recruiting managers. These factors can be evaluated in this report by looking at both recruiting productivity and workload (e.g., open and closed requisitions per recruiter) as well as the quality of incoming hires (e.g., Turnover Rates). This report is useful in identifying both low and high performing recruiting staff within the organization.

Report KPIs
1. Open Requisitions per Recruiter
2. Closed Requisitions per Recruiter
3. Closed Requisitions as a Percentage of Open Requisitions (by Recruiter)
4. Average Salary - Open Requisitions (by Recruiter)
5. Average Salary - Closed Requisitions (by Recruiter)
6. Turnover Rate: Overall (by Recruiter)
7. Turnover Rate: Voluntary (by Recruiter)
8. Turnover Rate: Involuntary (by Recruiter)
9. Turnover Rate: First Year of Employment (by Recruiter)

Report Filters/Dimensions
A. Date Range
B. Recruiting Manager Name
C. Recruiter Name