

# Report Inventory

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## Human Resources (HR)

An Inventory of Business  
Intelligence Report Specifications

**ABRIDGED SAMPLE**

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Prepared for J. Smith

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## Report Inventory

# Human Resources

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### HR Reports

#### **A. Recruiting & Hiring**

- A1. Recruiting Service Levels
- A2. Recruiter Productivity & Quality

#### **B. Talent Management**

#### **C. Employee Relations**

#### **D. Compensation Planning**

#### **E. Benefits Administration**

#### **F. Payroll Processing**

## A1. Recruiting Service Levels

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### 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 requisition 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

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### 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