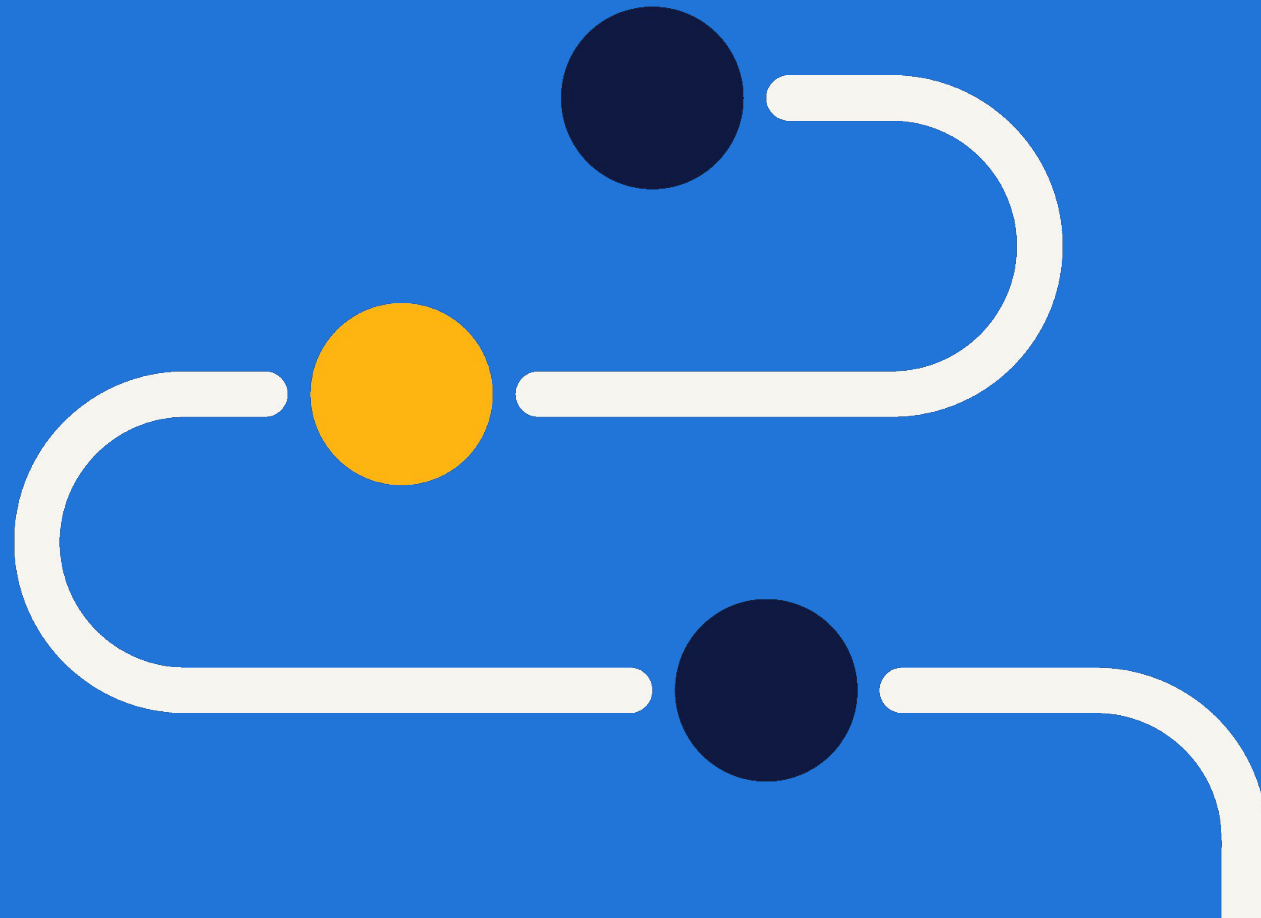


cheat sheet: HR metrics for every phase of the employee lifecycle.



attraction.

metric

formula

source of hire

Percentage of candidates sourced by each marketing channel.



$(\# \text{ of candidates sourced by specific channel} / \text{total \# of candidates}) * 100$

diversity of applicant pool

Percentage of applicants from different demographic groups (e.g. women, ethnic minorities, individuals with disabilities).



$(\# \text{ of applicants from specific group} / \text{total \# of applicants}) * 100$

applications per opening

Average number of applications received for each job opening.



$\text{total \# of applications received} / \# \text{ of job openings}$

application completion rate

Percentage of candidates who start the job application process and successfully complete it



$\text{total \# of candidates who completed the application} / \# \text{ of candidates who started the application process}$



recruitment.

metric

formula

cost of hire

The average cost to fill a job role.



internal and external recruitment costs / total # of new hires

time to hire

The average number of days it takes to hire an employee from the day the job vacancy was identified to the day the candidate accepts the job offer.



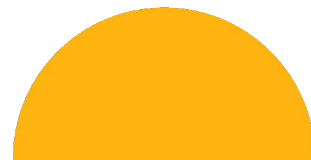
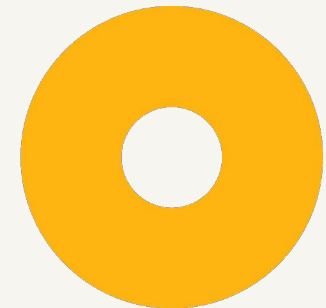
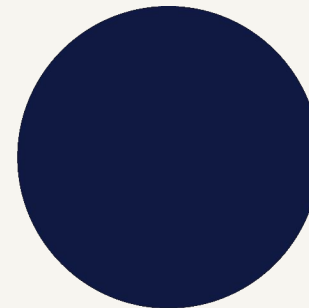
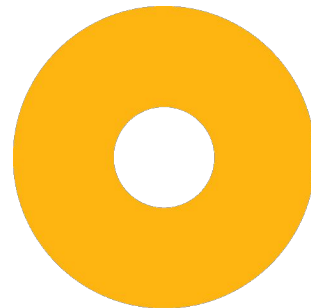
date candidate accepted job offer - date job vacancy was identified

offer acceptance rate

Percentage of candidates who accept a job offer.



(total # of job offers accepted / # of job offers extended) * 100



onboarding.

metric

formula

new hire job satisfaction

Job satisfaction levels among new hires.



$(\# \text{ of satisfied new hires} / \text{total \# of new hires}) * 100$

time to productivity

The time it takes new hires to become fully productive in their role.



the number of days from a new hire's first day on the job until they are fully productive in their role

new hire turnover

Percentage of new employees who leave the company at various intervals, such as 1, 3, 6 and 12 months.



$(\# \text{ number of new hires who quit within specific interval} / \# \text{ of total new hires}) * 100$



engagement & retention.

metric

formula

absenteeism rate

Percentage of workdays missed by employees due to unplanned absences such as sickness or other causes.



$(\# \text{ of days of absence} / \text{total \# of workdays}) * 100$

eNPS score

The employee net promoter score helps determine how happy your employees are by asking them one simple question: "On a scale from 1-10, how likely are you to recommend family and friends to work for our organisation?"



scores: 9-10 = promoters; 7-8 = passive; 1-6 = detractors

turnover rate

Percentage of employees who leave the company during a given period of time. Breaking down this metric into various groups, such as gender and age, can provide a clearer understanding of who is leaving your organisation.



$(\# \text{ of employees who left during period} / \# \text{ employees at the beginning of the same period}) * 100$

promotion rate

Rate at which employees receive promotions during a set period. Breaking down this metric into various groups, such as gender and age, can provide a clearer understanding of who is being promoted in your organisation.



$(\# \text{ of employees promoted} / \text{total \# of employees}) * 100$

training & development.

metric

formula

training costs per employee

Total training cost per employee.



total training costs / total # of employees

training hours per employee

Average number of hours employees spend undertaking training per year.



total training hours / # of employees

training completion rate

Percentage of employees who completed a training program.



(# of employees who completed training / total # of employees who sign up for training) * 100

talent mobility

The number of lateral and vertical moves within your organisation.



((# of promotions + # of vertical/lateral moves) / total # of employees) * 100



separation.

metric

formula

voluntary termination

Percentage of employees who voluntarily left the company during a specific period.



$(\# \text{ of voluntary terminations during period} / \text{total \# of employees at the beginning of the period}) * 100$

involuntary termination

Percentage of employees who were involuntarily terminated by the company during a specific period.



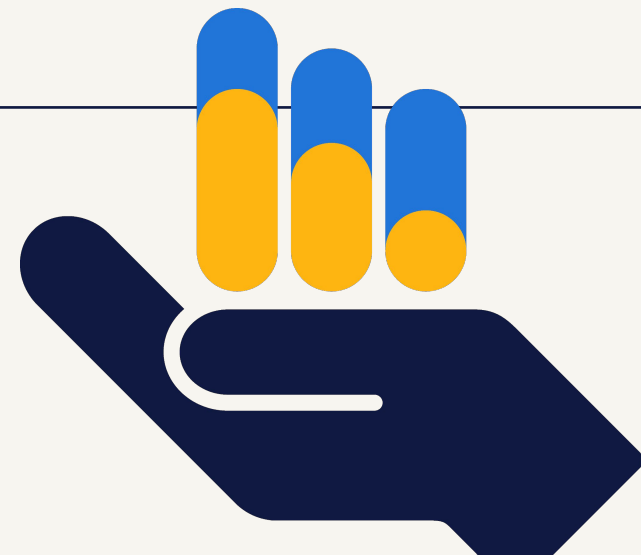
$(\# \text{ of involuntary terminations during period} / \text{total \# of employees at the beginning of the period}) * 100$

exit interview completion rate

Percentage of departing employees who provide feedback by completing an exit interview. While it is important to track this metric, the true significance lies in the reasons and feedback shared during the interview.



$(\# \text{ of completed interviews} / \text{total \# of employees leaving}) * 100$



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human forward.