

HR Essentials

Metrics Cheat Sheet

HR plays a crucial role in evaluating employee performance as well as their own effectiveness. Explore the following guidelines for assessing your HR department.

How to calculate

Time to Fill



The time it takes to fill a job, from the job request until the offer is accepted.

of days to fill



of roles available

% of referred employees hired



of total candidates hired

Referral Rate

Referring others to apply for a job within the same company.



Cost per Hire



The overall cost of recruiting and hiring candidates.

total hiring cost



total # of hires

unexpected absences



total period



Absenteeism Rate

The rate of unplanned employee absences within a specific time period.



Absence Financial Impact



The compensation value for total employee absences in a specific period.

annual salary



annual workdays

= salary per workday

total sales revenue



total payroll

Total Labor Cost

The total cost of employee work hours, including payroll taxes and benefits.



Turnover Rate

The percentage of employees departing the company during a particular period.



of turnover employees



total # of employees

of turnover employees



total # of employees

Voluntarily Turnover Rate

The percentage of employees leaving a company voluntarily in a given time period.

