

Human Resources Report

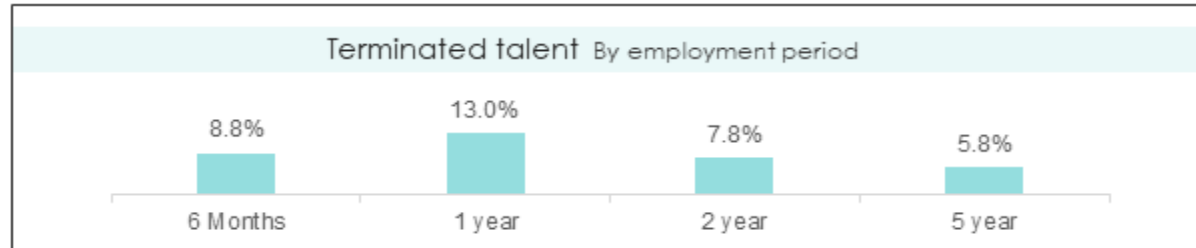
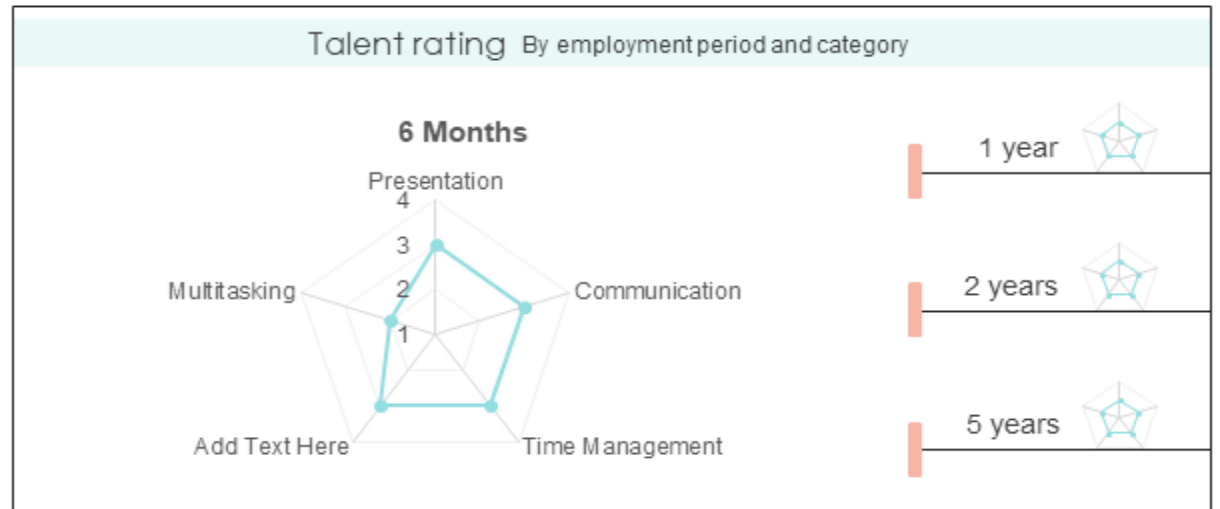
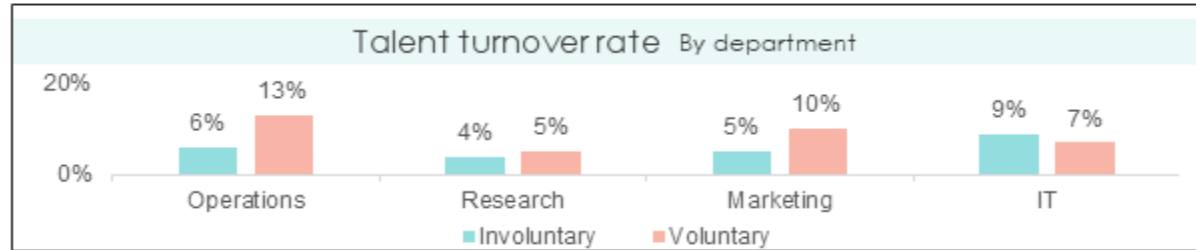
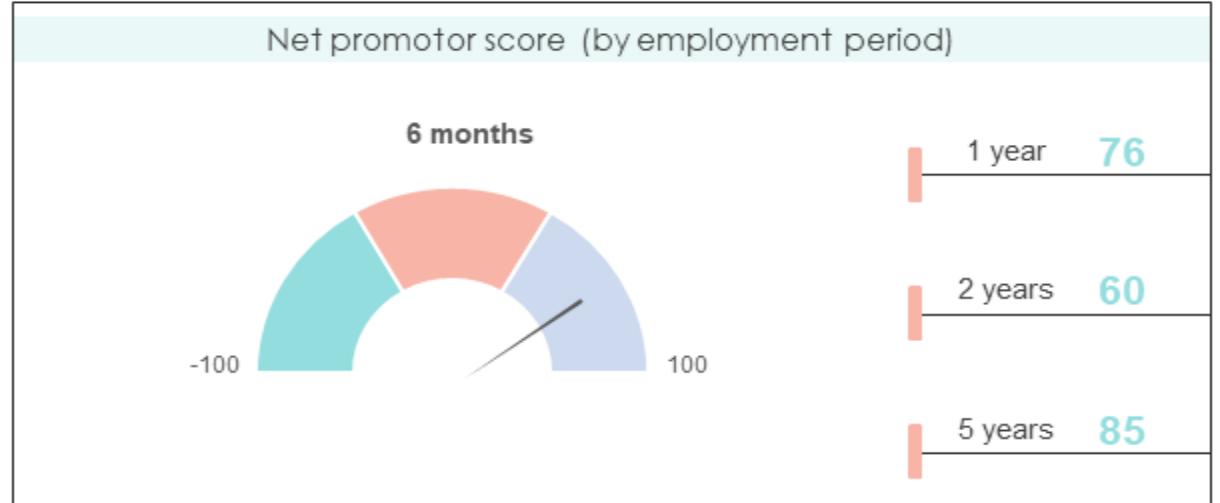
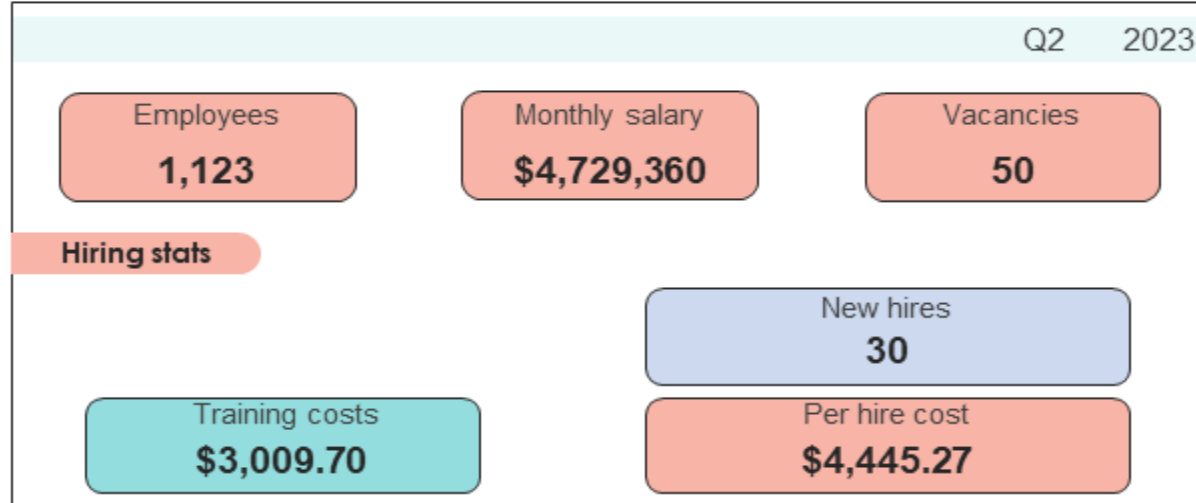
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Human resources report dashboard for talent management

This slide showcases human resources report dashboard for managing workforce. It provides information such as monthly salary, vacancies, NPS, hiring stats, ratings, turnover rate, etc.

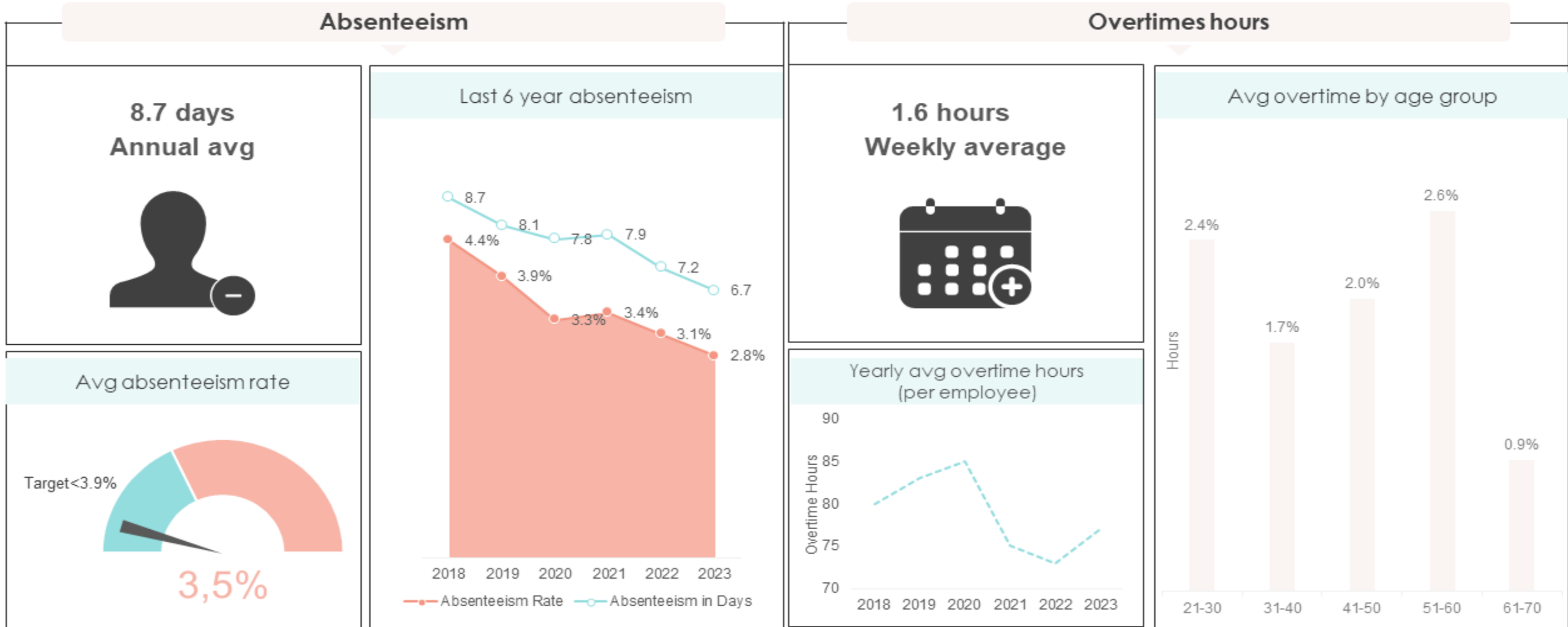


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Human resources absenteeism and overtime report dashboard

This slide showcases employee absenteeism and overtime status. It provides information such as days of absenteeism, per employee overtime, age wise overtime, past performance, etc.



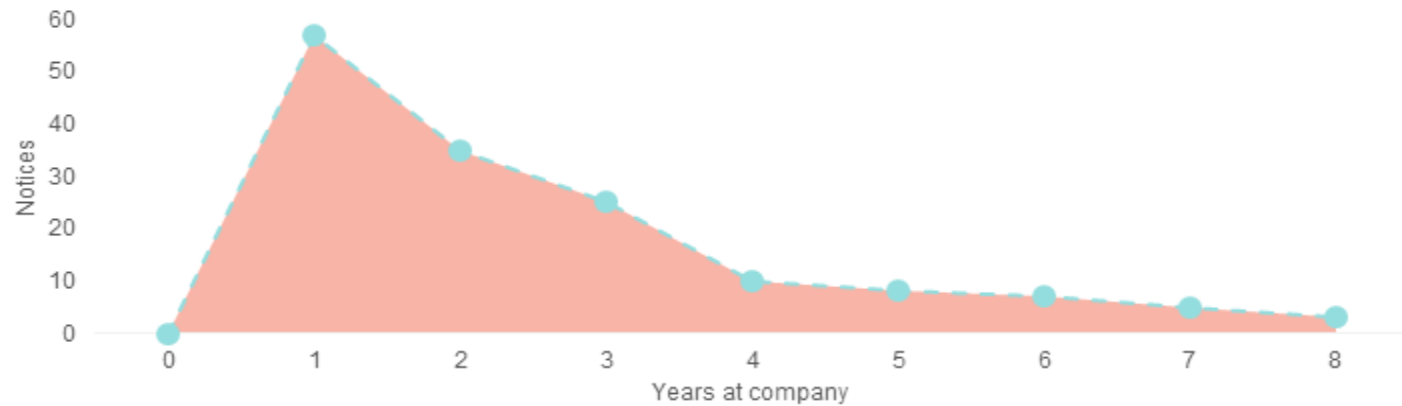
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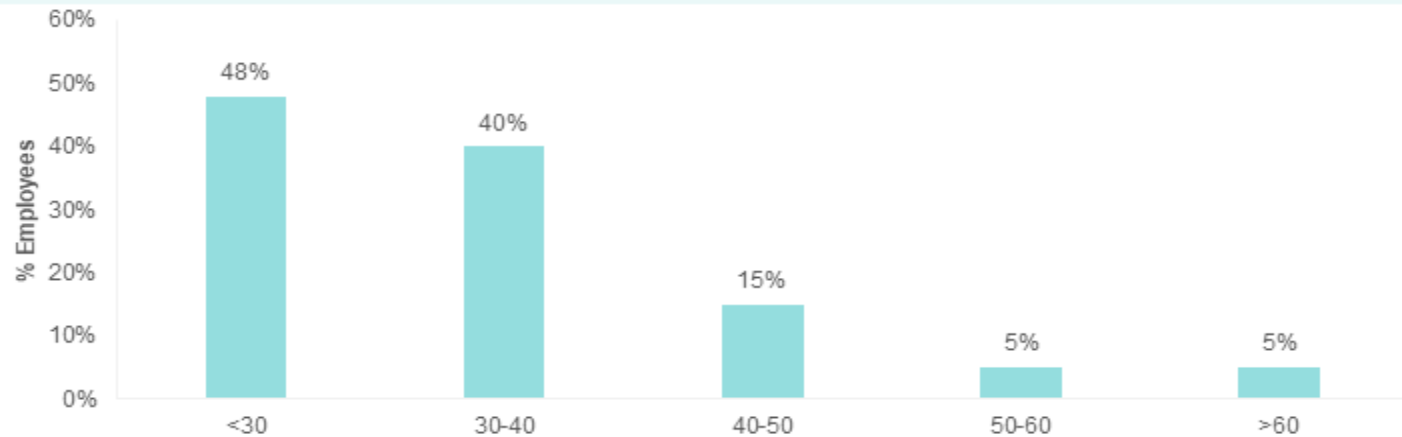
Human resources mobility and stay report dashboard

This slide showcases HR mobility and stay time report summary. It provides information such as time taken to quit job, notice period served, internal mobility, vacancies, etc.

Time taken to quit job



Notice served in first year by AGE



Internal mobility 2023



48%

Directors and senior management roles were filled internally



25 positions

Of 50 were filled through internal recruitment



45%

Of all vacancies were filled internally




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IT human resources incident report

This slide information technology human resources incident filing summary. It provides information such as department, contact, date, location, time, incident details, police notified, causes,






Name	
Craig Johnson	
Department	Phone Number
Human resource Management	+123456789
Description of incidents	
Date	Incident Details
01/02/2023	<ul style="list-style-type: none">o Possible data breach in computer systemso Managers not able to get access of their fileso Managers not able to locate backup fileso Possible suspect – Ex employee Jameso Add text hereo Add text her
location	
Time	
3.45PM	
Police Notified	
Yes	NO
How the incident occurred, factors leading to it, what took place. Be as specific as possible.	
Incident Causes	Follow up recommendations
<ul style="list-style-type: none">o Poor security and encryption of deviceso Add text here	<ul style="list-style-type: none">o Good quality cyber security implementation post incident is closedo Add text here
Additional Notes	
<ul style="list-style-type: none">o Weekly checks to be implementation for every employee systemo Add text here	
For Office use only	
Report received by	Date
Caroline smith	14/12/2023

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Human resources audit report with employer feedback

This slide showcases human resource audit report with employer reviews. It provides information such as shared mind set, competence, consequence, governance, leadership, rating, gap, etc.

	 Question	 Rating (1-10)	 Gap between company's current practice and best Practice
Shared mind –set	o To what extent company has optimal culture to reach end objectives?	8	4
Competence	o To what extent firm has in-demand knowledge, competencies and capacities?	7	4
Consequence	o To what extent does company have optimum mediums, rewards and perquisites?	9	4
Governance	o Add text here	xx	
Capacity for change	o To what extent company has ability to enhance work procedures, learnings, etc.?	8	4
Leadership	o Add text here	xx	

1 – very high
5 - very low

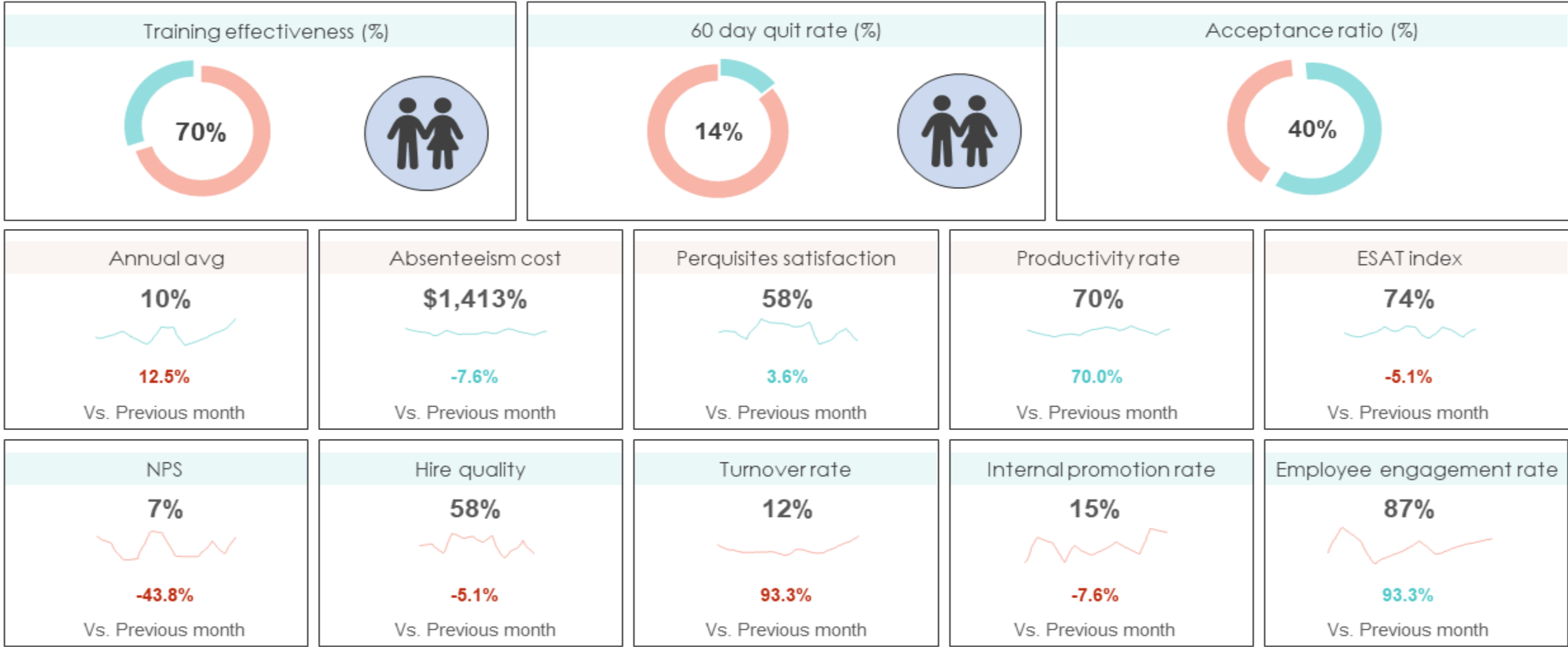
Rating legend
1– highly unsatisfactory
5– neutral
10– highly satisfactory

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Human resources KPIs report dashboard

This slide showcases HR key performance indicators summary. It provides information such as training effectiveness, quit rate, absence rate, benefits satisfaction, satisfaction, NPS, hire quality, turnover, internal promotion, etc.



Abbreviations ESAT – employee satisfaction NPS – net promoter score

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