

**HR Executive Report Overview**

The table provided below shows a summary of relevant data regarding the Human Resource Department’s implementation of the workforce employment policies and procedures for the past [INSERT TIME PERIOD].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Data** | **Time Period 1** | | **Time Period 2** | |
|  | | | | |
| **Staff Employment** | **Total** | **Percentage** | **Total** | **Percentage** |
| Executive Staff | 00 | 00% | 00 | 00 % |
| Administrative Staff | 00 | 00% | 00 | 00 % |
| Departmental Staff |  |  |  |  |
| Maintenance Staff |  |  |  |  |
| Fixed-Term Contract Staff |  |  |  |  |
| Front-Line Staff |  |  |  |  |
| **Total Staff (Permanent Status)** |  | |  | |
| **Total Staff (Headcount)** |  | |  | |
| **Ratio of General Staff to Executive and Admin Staff** |  | |  | |
| **Total Number of Issued Compensation Summaries** |  | |  | |
|  | | | | |
| **Casual Employment** | **Total** | **Percentage** | **Total** | **Percentage** |
| Executive Staff | 00 | 00% | 00 | 00 % |
| Administrative Staff |  |  |  |  |
| Departmental Staff |  |  |  |  |
| **Total Working Hours of Casual Executive Staff** | 00  working hours | | 00  working hours | |
| **Total Working Hours of Casual Administrative Staff** |  | |  | |
| **Total Working Hours of Casual Departmental Staff** |  | |  | |
|  | | | | |
| **Employment Turnover** | **Head count** | **Percentage** | **Head count** | **Percentage** |
| Executive Staff | 00 | 00% | 00 | 00 % |
| Administrative Staff |  |  |  |  |
| Departmental Staff |  |  |  |  |
| Maintenance Staff |  |  |  |  |
| Fixed-Term Contract Staff |  |  |  |  |
| Front-Line Staff |  |  |  |  |
| **Total Recruited Staff** | **00** | **00%** | **00** | **00 %** |
| Voluntary Staff Separation |  |  |  |  |
| Involuntary Staff Separation |  |  |  |  |
| **Total Staff Separation** | **00** | **00%** | **00** | **00 %** |
|  | | | | |
| **Employment Diversity** | **Head count** | **Percentage** | **Head count** | **Percentage** |
| Male Staff |  |  |  |  |
| Female Staff |  |  |  |  |
| Youth |  |  |  |  |
| Middle Age |  |  |  |  |
| Seniority |  |  |  |  |
| Indigenous Staff |  |  |  |  |
|  | | | | |
| **Employed Staff Leaves** | **Total Number of Days** | | **Total Number of Days** | |
| Total Unplanned Leaves | 00 days | | 00 days | |
| Total Planned Leaves |  | |  | |

**HR Employment Details**

* Workforce Size

The workforce of the company increased by 00% over the period having a current total employed staff of 00 compared to 00 total employed staff in Time Period 1. About 00% of the total employed staff have permanent employment status, 00% have fixed-term employment and 00% have casual employment.

* Staff Recruitment

The HR Department has received 00 applications for 00 vacant positions during Time Period 2. Among these applications, 00 have been considered for the next recruitment phase. After the screening process, a total of 00 new staff have been recruited and trained within Time Period 2. This shows a decrease of 00% from the 00% of the past period.

* Employment Turnover

The company has experienced employment turnover of 00% with the increase of staff voluntarily leaving their posts within Time Period 2.

* Compensation Issuance

About 00% of the total staff employed have been successfully issued with their salary during Time Period without any concerns or issues.

* Leaves and Absences

Employed staff filing for unplanned leaves have decreased for about 00%, with the current period garnering a total of 00 leaves from 00 leaves in Time Period 1. Among the reasons for the unplanned leaves include [INSERT DETAILS]. With regard to planned leaves during Time Period 2, an increase of 00% has been observed. The reasons vary from [INSERT DETAILS] to [INSERT DETAILS].

**HR Initiatives**

The following measures have been implemented by the HR department that will greatly impact the workforce:

* The department conducted employee surveys to determine the reasons for increased voluntary separation among the staff.
* For the vacant positions among the executive, administrative, or departmental staff, internal applications are accepted first before any external job postings are conducted. A period of [INSERT TIME PERIOD] is allotted for such applications.
* [ADD MORE INITIATIVES]