

UNLOCK YOUR BEST
RESOURCE

Getting Started with HR Metrics

How to align core metrics with company goals.



Discover what “better” means.

4 STEPS TO SET UP YOUR METRICS

- 1 Review Company Goals
- 2 Select Your Metrics
- 3 Define a Process
- 4 Present Your Findings

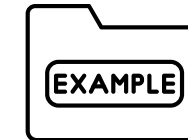


1 COMPANY GOALS

First, review your company's **annual goals**. What are you trying to achieve over the next year, as a team?

Then, use **our HR task list** to determine where you spend the majority of your time.

By aligning your company goals with your priorities, you'll ensure that each day is spent moving the needle forward.



Company Goal:

We want to grow our workforce by 20% in the next 6 months.

Metrics:

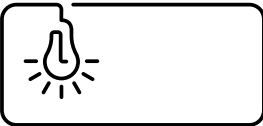
Retention, Resignation, Dismissal Rate, and Source by Hire stats.

What Are Your Company's Goals?


2 SELECT METRICS

Now that you have a clear idea of what data is meaningful for your company, download **our top 10 HR core metrics list** and select all that apply to your company goals.

Our template provides you the top 10 foundational metrics of core HR to give you a starting point.




Tip: Double-click the cell with the metric total to reveal the formula. Use our excel sheet as a template or build off of it to create your own.



HR Human Metrics

| | | | What is the Calculation? | | | |
|----------------------------|---|--|---|--------------------------|-------------------------------|--|
| Metric | Definition | Formula | Divide this... | By this | Total | |
| Absenteeism | Measures how often your team members are absent from work due to a variety of reasons (illness, vacation, personal time, etc). Assess this metric in relation to productivity, performance, and morale. | If you are trying to find the absenteeism rate for last month, you'd take 20 working days multiplied by 50 employees which equals 1,000 working days. If you have 5 absences for all employees, then you would divide this number by 1000. | Employees | Absences | Working Days | Absenteeism Rate |
| | | | 50 | 5 | 20 | 1% |
| Accidents in the Workplace | Determines how much you should invest in safety training. | Accident Rate = No. of accidents divided by hours worked multiplied by 10,000. | Normalization factor per 10,000 hours worked basis. | No. of Accidents | No. of Hours Employees Worked | Accidents in the Workplace per 100 Employees |
| | | | 10,000 | 5 | 500,000 | 10% |
| Cost per Hire | Measures the costs of hiring new employees such as sourcing and recruitment, advertising costs, onboarding, referral bonus program costs, etc. | Add the actual recruiting expenses from last year and divide by the number of hires you made. Then, multiply your average cost per hire by the number of hires you plan to make this year. | Recruiting Expenses 2023 | No. of Hires 2023 | Average Cost Per Hire | |
| | | | 150,000 | 50 | \$ 3,000.00 | |
| | | | No. of Dismissals | Average No. of Employees | Dismissal Rate | |

Click on the cell with the total to learn the formula. The percentage sign in Excel multiplies this figure by 100.



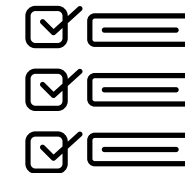
The accident rate is 0.1 accidents per 10,000 hours worked.

What Metric is Meaningful?

3 DEFINE A PROCESS

Create your own process to **report, measure, analyze, and repeat**.

- If you have a current HRIS system, pass them **the list** and ask your IT department to run as many automated reports or scripts to populate your selected metrics.
- Set up a recurring time on the calendar to run through this process to collect monthly, quarterly, or bi-annual data.



Tip: *The more parts of this process you can automate, the better.*

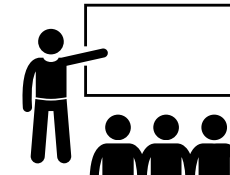
How Can You Automate The Process?

3 PRESENT

To get buy-in and resources for your initiatives from your leadership team, you'll need an easy way to present these metrics.

Need more resources for your HR department? Metrics like headcount over time, hiring stats, and growth trends can help persuade your audience.

Use **Canva's new HR work kits** to present the data to your team. If you are not a pro at graphs and charts, Canva has built-in tools to easily take the data and make it visually clear.



Tip: *The hard part is over! Once you have this template created, just plug and play with your numbers each month or quarter.*

How Can You Present Your Findings?