Monthly Recruitment Metrics Report

Complete by the fifth working day of each month. Report each metric for the month, the prior month and year to date, with the target. Use the definitions in the last block so numbers are comparable over time and across sites.

REPORT DETAILS

Reporting period

Business unit / region / site

Prepared by

Date prepared

Data sources (ATS, HRIS, payroll, survey tool) and extract date

HEADLINE SUMMARY

Three things leaders need to know this month

Overall status

☐ On track ☐ At risk ☐ Off track

Decisions or support needed from leadership

VOLUME

Open requisitions at start of period

New requisitions opened

Requisitions filled

Requisitions cancelled or on hold

Open requisitions at end of period

Hires (starts) versus plan

Open requisitions older than 60 days

Open requisitions per recruiter

SPEED

Median time to fill (requisition approved to offer accepted), days

Median time to hire (application to offer accepted), days

Median time to start (offer accepted to first day), days

Median days from application to first contact

Median days from final interview to offer

FUNNEL CONVERSION

Applicants

Applicants who passed screening (%)

Screened candidates who interviewed (%)

Interview show rate (%)

Interviewed candidates who received an offer (%)

Offer acceptance rate (%)

Accepted offers who started (%)

Applicants per hire

Biggest drop-off stage and likely cause

QUALITY

New hires still employed at 30 days (%)

New hires still employed at 90 days (%)

Training or nesting completion rate (%)

Hiring manager satisfaction score

Quality of hire indicator (e.g. 90-day performance rating or ramp to target)

COST

Total recruiting spend in period

Cost per hire (internal + external ÷ hires)

Advertising cost per applicant

Agency spend and number of agency hires

Spend versus budget (%)

SOURCE OF HIRE

Hires by source (job boards, careers site, referrals, agency, internal, events, sourcing, rehires)

Source with the best applicant-to-hire conversion

Source with the best 90-day retention

Source to cut or increase next period

CANDIDATE EXPERIENCE AND DIVERSITY

Candidate satisfaction or Net Promoter Score

Application completion rate (%)

Candidates who withdrew, with top reasons

Aggregate applicant and hire demographics from voluntary self-identification (no individual data)

Stages with a selection rate gap to review

ACTIONS

Actions agreed last month and status

New actions, owners and due dates

Forecast for next month (hires, open requisitions, risks)

METRIC DEFINITIONS USED IN THIS REPORT

- [ ] Time to fill: calendar days from requisition approval to offer acceptance.

- [ ] Time to hire: calendar days from the candidate's application to offer acceptance.
- [ ] Time to start: calendar days from offer acceptance to first day of work.
- [ ] Offer acceptance rate: offers accepted ÷ offers extended in the period.
- [ ] Cost per hire: (internal recruiting costs + external recruiting costs) ÷ hires in the period.
- [ ] 90-day retention: hires from the cohort that started 90+ days ago who are still employed ÷ total hires in that cohort.
- [ ] Source of hire: the source recorded on the hired candidate's application, using one agreed list of source values.