

Required Data for Submission

The survey contains more than 120 survey questions or data points; however you only need to complete the 20 listed below. You must complete all the required data questions to participate in the metrics benchmarking survey.

Aim to complete only these required questions for the first few surveys; you can begin responding to more questions as you become more comfortable with the survey and the reporting requirements.

See the HR Metrics and Standards Glossary for the definitions of these data points.

1. Total FTE
2. Total Headcount
3. Total Age of Employees
4. Union Employee Headcount
5. Headcount of Employees with Less than 1 Year of Service
6. Total Resignations
7. Resignations of Employees with Less than 1 Year of Service
8. Total Retirements
9. Total Age of Retired Employees
10. Total Involuntary Terminations
11. Count of Promotions
12. Years of Service
13. Sick Days
14. Count of Vacant Positions
15. Projected Annual Base Compensation Cost
16. HR FTE
17. HR Costs
18. Revenue
19. Labour Costs
20. Gross Operating Costs

Initial Metrics Reported

When you submit the required 20 data points, the following 23 metrics will be calculated.

Metric Name	Metric Category	Metric Description
Labour Cost per FTE	Compensation	The average labour cost to the organization for each FTE.
Labour Cost Revenue Percent	Compensation	The total labour costs as a percentage of organizational revenue.
Labour Cost Expense Percent	Compensation	The total labour costs as a percentage of total expenses.
HR FTE Ratio	HR Efficiency	The number of FTE per individual HR FTE.
HR Costs per Employee	HR Efficiency	The cost of HR for each staff member (based on headcount).
HR Costs per FTE	HR Efficiency	The cost of HR for each FTE (based on FTE count).
Absenteeism Rate	Productivity	The number of work days missed due to illness per FTE.
Human Capital Return on Investment	Productivity	The rate of return for each dollar invested in employee pay and benefits (based on pre-tax profit).
Revenue per FTE	Productivity	The number of dollars of revenue from operations generated per FTE.
Profit per FTE	Productivity	The number of dollars of profit generated per FTE (based on pre-tax profit).
Vacancy Rate	Recruitment	The percentage of positions being actively recruited for at the end of the reporting period.
1st Year Resignation Rate	Recruitment	Percentage of employees with less than 1 year of service who resigned.
Turnover	Retention	Employees who left the organization, either voluntarily or involuntarily, as a percentage of headcount.
Voluntary Turnover Rate	Retention	Employees who left the organization voluntarily as a percentage of headcount.
Involuntary Turnover Rate	Retention	Employees who left the organization involuntarily as a percentage of headcount.
Resignation Rate	Retention	Employees who resigned from the organization as a percentage of headcount.
Cost of Voluntary Turnover	Retention	The average cost to replace each employee who left voluntarily.
Retirement Rate	Retention	Employees who retired as a percentage of headcount.
Average Retirement Age	Retention	Average age of employees who retired.
Average Length of Service	Workforce Demographics	Average length of employee service (based on headcount).
Average Age	Workforce Demographics	Average age of organizations' total employee population.
Union Percentage	Workforce Demographics	Employees belonging to a union as a percentage of headcount.
Promotion Rate	Workforce Demographics	Employees promoted as a percentage of headcount.