Departmental Performance Status Report

Department: Human Resources
Report Period: Q2 2024
Date Prepared: 2024-06-30
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1. Key Performance Indicators (KPIs)

KPI	Target	Actual	Status	Remarks
Employee Turnover Rate (%)	â‰¤ 3.0	2.7	On Target	Maintained low turnover
Time to Fill Vacancy (days)	â‰¤ 30	35	Not Met	Delay due to market factors
Training Completion Rate (%)	95	97	Exceeded	Continuous improvement noted

2. Major Activities/Initiatives

Activity/Initiative	Status	Outcomes/Comment
Onboarding Program Revamp	Completed	New modules implemented; positive feedback received
Staff Wellness Program	Ongoing	Second phase underway, participation increased by 20%
Automation of HR Requests	Planned	Project scheduled for Q3

3. Issues and Challenges

Issue/Challenge	Impact	Actions Taken/Planned
High volume of recruitment requests	Delays in processing time	Temporary staff assigned; process review planned
Budget constraints for training	Limited training opportunities	Seeking alternative low-cost providers

4. Next Steps/Recommendations

- Accelerate recruitment process redesign project
- Continue monitoring training impact
- Engage with Finance for budget reviews
- Launch HR self-service pilot in Q3

Important Notes:

- This report provides a structured overview of departmental performance, activities, and challenges.
- KPIs and targets should be clearly defined and reviewed regularly for relevance.
- Document is typically updated and submitted periodically (monthly, quarterly, etc.).
- Transparency and accuracy are crucial; include explanations for unmet targets.
- Use for management review, strategic planning, and accountability purposes.