

Vacancy and Turnover Rate Analysis

Department: Human Resources

Reporting Period: Q1 2024

Prepared By: Jane Doe

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1. Key Metrics Overview

Metric	Value	Calculation / Notes
Number of Approved Positions	50	All full-time roles in headcount plan
Number of Filled Positions	45	Active employees on payroll
Number of Vacant Positions	5	Open, unfilled roles
Number of Separations (Q1)	3	Resignations, terminations during Q1
Turnover Rate (Q1)	6.7%	$(\text{Number of Separations} / \text{Average Headcount}) \times 100$
Vacancy Rate	10%	$(\text{Number of Vacant Positions} / \text{Approved Positions}) \times 100$

2. Analysis & Observations

- The turnover rate for Q1 remained within the industry average.
- Highest number of vacancies are within the Sales department (3/5).
- Main reason for separations: voluntary resignations citing better opportunities.
- Recruitment cycle times remain steady but could be improved.

3. Action Steps

- Review exit interviews for additional insights.
- Collaborate with Sales leadership to expedite hiring processes.
- Increase retention efforts through engagement initiatives.
- Monitor ongoing vacancy and turnover rates monthly.

Important Notes

- Definitions of turnover and vacancy rates should be consistent throughout reports.
- Always specify the reporting period and the data sources used.
- Actionable recommendations help drive improvements.
- This format can be tailored to other departments or company-wide reporting.
- Regular analysis helps to identify trends and address staffing issues proactively.