# HR report templates

## Quarterly HR report template

|  |  |
| --- | --- |
| Quarter: | *[Q1/Q2/Q3/Q4]* |
| Date: | *[Insert date of report]* |
| Prepared by: | *[Name / Department]* |
| Executive summary: | *[Write a few sentences on overall trends and highlights from this quarter]* |
| **Key metrics** |  |
| Headcount: | *[Number]* |
| Retention rate: | *[%]* |
| Voluntary turnover rate: | *[%]* |
| Time to hire: | *[Number of days]* |
| Employee engagement score: | [Score] |
| Highlights from this quarter: | *[Example: Launched new onboarding program in March]*  *[Example: Improved average time-to-hire by 10 days]* |
| Challenges this quarter: | *[Example: Higher turnover in the sales team compared to last quarter]*  *[Example: Engagement scores dipped in remote teams]* |
| Priorities for next quarter: | [Example: Implement a mentorship program for new joiners]  [Example: Review compensation bands to address retention risks] |

## Annual HR report template

|  |  |
| --- | --- |
| **Annual HR Report** |  |
| Date: | *[Insert date of report]* |
| Prepared by: | *[Name / Department]* |
| Executive summary: | *[Write a few sentences summarizing major achievements, challenges, and trends from the year]* |
| **Key metrics** |  |
| Starting headcount: | *[Number]* |
| Ending headcount: | *[Number]* |
| Overall retention rate: | *[%]* |
| Voluntary turnover rate: | *[%]* |
| Average time to hire: | *[Number of days]* |
| Employee engagement score: | [Annual average score] |
| Major achievements: | *[Example: Reduced turnover in customer service by 15%]*  *[Example: Implemented company-wide DE&I training program]* |
| Key challenges: | *[Example: Skills gap identified in mid-level engineering roles]*  *[Example: Decline in engagement scores among hybrid teams]* |
| Priorities for next year: | [Example: Expand leadership development programs]  [Example: Introduce new benefits to improve retention] |

## HR audit report template

|  |  |
| --- | --- |
| **HR audit report** |  |
| Date: | *[Insert date of report]* |
| Prepared by: | *[Name / Department]* |
| Scope: | *[Write what you’re auditing. Examples include:*   * *Compliance (labor laws, tax regulations, diversity & inclusion)* * *HR policies and documentation* * *Recruitment and onboarding* * *Performance management* * *Compensation and benefits* * *Training and development* * *HR technology and data security]* |
| **Key audit metrics** |  |
| Turnover rate: | *[%]* |
| Retention rate: | *[%]* |
| Time to hire: | *[Number of days]* |
| Completion of annual reviews: | [% completed on time] |
| Training participation: | *[% of people completing required programs]* |
| Policy compliance: | *[Number of gaps or outdated policies identified]* |
| Payroll accuracy rate: | [% error-free payroll runs] |
| Diversity metrics: | [Gender, ethnicity, age distribution, etc.] |
| **Findings** |  |
| Strengths: | *[Example: 98% of annual reviews completed within deadline]*  *[Example: Zero payroll compliance issues in the last two quarters]* |
| Areas for Improvement: | *[Example: Inconsistent onboarding checklist use across regions]*  *[Example: Missing policy updates for hybrid work arrangements]* |
| Action plan: | *[Example: Revise and distribute updated guidelines hybrid work policy*  *Example: Implement a central onboarding checklist]* |

## HR board report template

|  |  |
| --- | --- |
| **HR board report** |  |
| Date: | *[Insert date of report]* |
| Prepared by: | *[Name / Department]* |
| Executive summary: | *[Write a brief overview of key wins, risks, and recommendations for the next period]* |
| **Key metrics** |  |
| Headcount vs budget | *[Ratio of the number of team members to the number planned for in the workforce budget]* |
| Retention rate: | *[%]* |
| Diversity metrics: | [Gender, ethnicity, age distribution, etc.] |
| Engagement score | *[%]* |
| Average time to hire: | *[Number of days]* |
| High-performer turnover rate | *[%]* |
| Trends: | *[Write a few sentences going over changes from the last period and potential business impacts]* |
| Risks | *[Write a few sentences going over risks like emerging talent gaps, skills shortages, or retention challenges]* |
| Recommendations: | *[Write down high-level actions for board consideration]* |
| Action plan: | *[Write down the timeline and priorities for the coming period]* |