

# 2016 HR Metrics Tool

Metric #	Metric	Description
1.	Average Tenure	The average length of service for all active employees.
2.	Ethnically Diverse External Hiring Percent	Percent of external hires that joined the organization who were of American Indian, Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, Hispanic, or Latino background.
3.	Ethnically Diverse Headcount Percent	Percent of headcount that are of American Indian, Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, Hispanic, or Latino background.
4.	Labor Cost per FTE	Average compensation and benefits per FTE.
5.	Workforce Employees Operating Cost per FTE	Operating costs generated for each FTE (including all regular employees and contractors on payroll).
6.	Labor Cost Expense Percent	Percent of operating costs devoted to employee compensation and benefit costs.
7.	Nurse Overtime Pay Percent	Percent of Nurse compensation costs devoted to overtime pay.
8.	Average Benefits per Employee	Average cost of benefits per employee.
9.	Healthcare Costs per Active Employee	Average amount spent on healthcare payments per employees participating in an organizations healthcare plan.
10.	Learning & Development Investment per Employee	Amount invested directly in employee Learning & Development for each headcount employee.
11.	Turnover Rate	Percent of employees that voluntarily and involuntarily left the organization during the survey period.
12.	Voluntary Separation Rate	Percent of employees that voluntarily left the organization during the survey period.
13.	Nurse Voluntary Separation Rate	Percent of Nurses that voluntarily left the organization during the survey period.

Metric #	Metric	Description
14.	First Year of Service Turnover Rate	Percent of employees that voluntarily or involuntarily left the organization during their first year of service.
15.	Nurse First Year of Service Voluntary Separation Rate	Percent of Nurse headcount with less than a year of service that voluntarily left the organization during the survey period.
16.	HR Costs per Employee	Amount directly invested in the HR department for each headcount employee.
17.	HR Headcount Ratio	Number of headcount employees supported by each HR employee who has costs charged to the HR budget.
18.	Internal Hires Percent	Percent of total hires that came from inside the organization.
19.	Cost per Hire (Excluding Relocation)	Average amount spent on hiring new employees excluding the cost of relocation.
20.	Time to Accept	Average number of calendar days from the date a job requisition is approved to the date an offer is accepted by a hire.
21.	Nurse Time to Accept	Average number of calendar days from the date a job requisition is approved to the date an offer is accepted by a Nurse hire.
22.	Vacancy Rate	Average number of vacant positions during the survey period.
23.	Bedside Nurse Manager Span of Control	Number of bedside nurses each bedside nurse manager supports.