

HR Annual Report



31/12/2024
HR Management

Data Dynamos Team
DEPI

Annual Human Resources Report

1. General Introduction

The years preceding 2024 witnessed several organizational changes and processes that directly impacted the performance of the Human Resources (HR) department. These changes contributed to reshaping recruitment strategies, training efforts, and improving internal work systems. This report aims to provide a comprehensive analysis of the HR department's performance by reviewing key performance indicators (KPIs), analyzing gaps, presenting achievements and challenges, and offering recommendations to support future development.

2. Key Performance Indicators (HR KPIs)

In the years leading up to 2024, performance indicators varied across company departments. The most prominent KPIs include:

- **Number of Employees:** Relative stability in the total number of employees, with a slight increase in operational departments compared to administrative ones.
 - **Turnover Rate:** Moderate rates in some departments, attributed to factors such as competitive offers and career progression.
 - **Employee Participation in Training Programs:** Training programs recorded high attendance, especially specialized courses.
 - **Performance Evaluation:** Variation in annual evaluations indicates a need for training supervisory departments on applying evaluation standards.
 - **Internal Promotions:** Promotions were limited to a small segment, with no clear career paths to prepare internal candidates.
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3. Gap Analysis and Challenges

The data reflects key challenges faced by the department, most notably:

1. Performance Gap:

- Noticeable disparity in employee productivity among departments.
- Lack of continuous performance monitoring mechanisms in some units.

2. Promotion System:

- Cases of nomination without actual promotion, despite eligibility.
- Absence of an effective succession planning system linking performance to career progression.

3. Training and Development:

- Weak motivation to enroll in optional training courses.
- Mismatch between training content and actual employee needs.

4. Work Environment:

- Need to enhance satisfaction indicators related to work-life balance.
 - Need to improve internal communication tools and reduce bureaucracy.
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4. Key Achievements

Despite the challenges, the department achieved several milestones, including:

- Digital transformation and the implementation of performance evaluation systems linked to professional development, particularly evident in the technology department.
 - Implementation of specialized training programs in leadership, planning, and communication.
 - Improved job vacancy closure rate following recruitment process enhancements.
 - Development of individual development plans for high-performing employees.
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5. Decisions and Recommendations

Based on the analysis results, we recommend the following:

1. **Enhance Job Evaluation:**
 - Adopt multi-source comprehensive evaluations to reduce bias.
 2. **Link Performance to Career Paths:**
 - Develop clear career paths tied to performance and training outcomes.
 3. **Improve Training Efficiency:**
 - Tailor programs to each department's needs and link them to performance outputs.
 4. **Enhance the Work Environment:**
 - Expand flexible work options and improve office environments.
 5. **Improve Internal Communication:**
 - Launch an interactive platform to boost employee participation in decision-making.
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6. Target Indicators for 2025 and Beyond

The upcoming year's plan is centered on achieving comprehensive improvements, including:

- Increase employee satisfaction through work environment initiatives.

- Reduce resignation rates by improving policies and benefits.
 - Increase promotion rates through internal qualification programs.
 - Raise training participation rates through incentive mechanisms.
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7. Strategic Future Steps

- Develop a talent management unit and link it to organizational performance.
 - Launch an incentive program for high achievers based on performance.
 - Improve the quality of analytical data to support decision-makers.
 - Conduct a comprehensive review of salary structures and link them to skillsets.
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Conclusion

This report serves as an analytical roadmap to guide HR policies in the coming year. The identified challenges are not obstacles but rather opportunities for improvement. Strengthening administrative infrastructure, achieving a genuine professional balance, and developing strategies to attract and retain top talent will be among the top priorities of the HR department starting in 2025 to achieve the company's strategic goals sustainably.



Dear General Management Team,

- We would like to extend our sincere appreciation and gratitude for your outstanding efforts and dedication over the past period. Your commitment, hard work, and valuable contributions have played a significant role in achieving our company's goals.
- Your exceptional performance in driving HR goals and meeting strategic targets has had a profound impact on our success. We truly appreciate your persistence and dedication to delivering outstanding results. The collaboration between departments is the foundation of our collective success, and we are proud to have such a dedicated team like yours within our organization.

We look forward to continued success and even greater achievements together.

Thank you for your hard work, and we wish you continued success and excellence.

Best regards,
Human Resources Department
[Data Dynamos Team]

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