

Employee Turnover Report

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Introduction

This report serves to summarise the situation of employee turnover in the company for the years 2010 to 2018. It is recommended that the HR council takes into account the conclusions garnered from the statistical analyses generated from the study of the company's headcount reports which were downloaded from the HR system in use. This report serves to bring to the attention the current and past situation of employee turnover within the company to the HR council and hopes to help with creating a plan of action if it should be necessary.

1. This report has been prepared to provide an up to date analysis of employee turnover and as part of the Business's workforce planning considerations.
2. Employee turnover has been assessed on the basis of the number of employees leaving the Company as a percentage of the total number of staff (headcount) employed by the Company.
3. This report presents the turnover figures between 2010-08-30 (date of the first termination) and 2018-11-10 (date of the last termination).

Analysis

Employee Turnover Rate

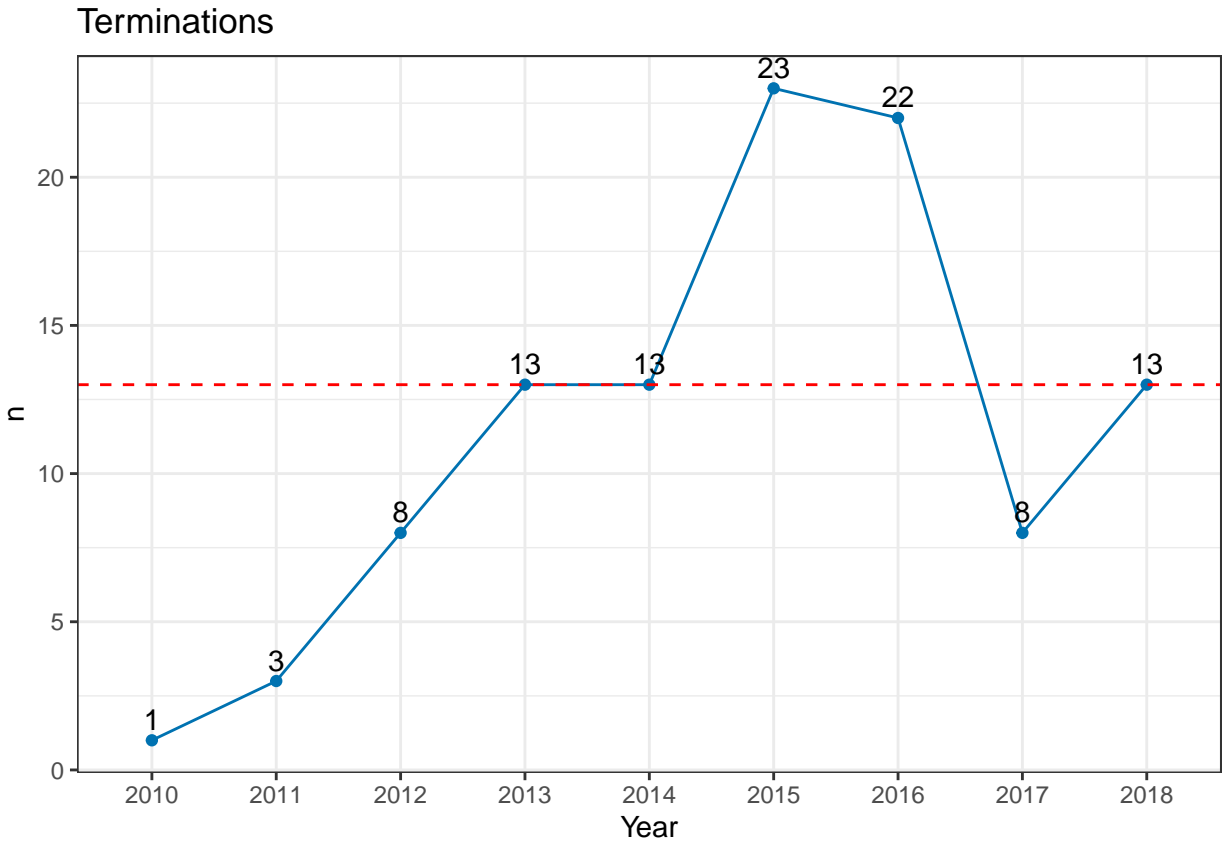
Before presenting the analysis, it is important to define what employee turnover is and show the method for calculating yearly employee turnover. Turnover rate is the percentage of employees in a workforce that leave during a certain period of time, which includes involuntary and voluntary terminations (as defined in the HR system in use). In this report we have calculated it using the following formula:

$$AnnualTurnoverRate = \frac{LeaversInPeriod}{(BeginningEmployeesInPeriod + EndingEmployeesInPeriod)/2} * 100$$

Leavers

We have defined leavers for this study as all terminations found within the HR system that are involuntary and voluntary. These include terminations such as termination, retirement, death, interagency transfers, and resignations.

In figure x we have aggregated all terminations by year, starting from the first recorded termination in the system on 2010-08-30 to the most recent termination recorded on 2018-11-10.



As shown in fig 3 we can see that the year 2015 has the highest number of leavers (23) compared to the previous years. As the number of leavers is greater than previous years, this report recommends that the HR council investigates this matter further, not only using a descriptive analysis, but also a diagnostic one. We recommend that a deeper study is initiated into where these leavers are coming from in the company, what type of leavers they are (voluntary or involuntary), and other compounding factors.