

Glossary of Terms

This table can be used to understand each key term in the dashboard. These definitions have been simplified to ensure that non-technical stakeholders are able to understand them.

<u>Term</u>	<u>Description</u>
Total Employees	The number of people who have worked at the company. This also include employees who have left (Active + Former Employees)
Attrition Rate	The percentage of employees who have left the company over a certain period. Formula: (Number of people who left ÷ Total number of employees) × 100.
Engagement Score	A rating (1 to 5) that shows how motivated, satisfied, and connected employees feel at work. Higher scores = more engaged.
Performance Rating	A score (1 to 5) based on employee evaluations by managers. 5 = excellent, 1 = poor.
Tenure	How long someone has been with the company. Usually shown in years.
Promotion Rate	The percentage of employees who were promoted during a specific time period.
High Performer	An employee who receives a performance rating of 4 or 5.
Low Engagement	Employees with engagement scores below 3. They may feel disconnected or unmotivated.
Hiring Cost	The money spent to hire someone (e.g., job ads, agency fees, interviews, onboarding).
Hiring Source	Where a new hire came from — LinkedIn, referral, agency, etc.
Average Cost per Hire	Total Hiring Cost ÷ Number of Hires.
Hiring Efficiency Score	Hires ÷ Total Cost. A higher score means better cost-effectiveness.
Retention Rate of New Hires	The % of new hires who stayed with the company after 6 or 12 months.
Voluntary vs Involuntary Attrition	Voluntary: employee chose to leave. Involuntary: company ended the employment.
Internal vs External Hire	Internal: promoted or transferred within the company. External: hired from outside.
Exit Feedback Rating	Rating (1–5) given by employees when leaving, to reflect their experience.