

Public Institution Dashboard Plan & Social Media Flyer Recommendations

1. Questionnaire Layout

This section details how to structure the questionnaire for digital collection.

- Section A: Institution Identification - Basic information such as name, type, address, contact details.
- Section B: Number of Employees - Track quarterly staff numbers by cadre, sex, and nationality.
- Section C: Employment Gaps/Vacancies - Identify unoccupied positions with qualification details.
- Section D: Employment Policy - Yes/No questions on policies, inclusion, benefits.
- Section E: New Employees by Age & Sex - Quarterly hires segmented by age groups and gender.
- Section F: Occupation of New Employees - Link hires to ISCO codes.
- Section G: Reasons for Hiring - Capture reasons for new hires.
- Section H: Special Intervention Programs - Track hires through short-term government programs.
- Section I: Staff Exits - Track reasons for workforce attrition.
- Section J: Certification - Official signature and validation of the data.

2. Recommended Dashboard Visualizations

- Workforce Overview: Pie chart for staff distribution, bar chart for gender balance, trend analysis over quarters.
- New Employment: Age pyramid, line chart of hires per quarter, stacked bar chart by nationality.
- Vacancies: Heatmap of vacancies by state, bar chart for top positions with highest gaps.
- Employee Exits: Waterfall chart for exit reasons, line chart for exit trends.
- Special Programs: Donut chart for program hires, bar chart for age distribution.
- Gender & Inclusion: Bar chart for PWD employment, KPI card showing PWD percentage.

3. Recommended Social Media Flyers

These flyers can be used for awareness, engagement, and data dissemination.

Theme	Purpose
Quarterly Job Creation Overview	Highlight the number of new jobs created in the quarter.
Employment Growth by Sector	Showcase which sectors saw the most job growth.
Top Recruiting Institutions	Recognize top hiring government institutions.
Gender Equality at Work	Promote gender balance in employment.
Youth Employment Spotlight	Focus on opportunities for youth aged 15–35.
Special Intervention Programs Impact	Show results from programs like N-Power and N-SIP.
Vacancy Opportunities Alert	Publicize areas with the highest employment gaps.
Exit Reasons Analysis	Highlight why employees are leaving.
Policy Awareness	Promote knowledge of employment policies like pensions or housing schemes.

Top 5 Most Needed Skills	Share top professions with vacancies.
Regional Workforce Statistics	Highlight workforce numbers per state.

4. Suggested Social Media Posting Schedule

Day	Flyer Type	Goal
Monday	Quarterly Job Insights	Awareness
Wednesday	Gender Equality / Youth Employment	Engagement
Friday	Vacancy Alert or Top Skills	Action
Sunday	Policy / Success Story	Inspiration

This document provides a comprehensive guide for structuring the questionnaire, building the dashboard, and planning an effective social media strategy to share insights with stakeholders.