

EMPLOYEE LIFECYCLE CHECKLIST & HR INDICATORS



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01. RECRUITMENT AND ONBOARDING

Steps to complete:

- Create a clear, attractive job description.
- Post vacancies on appropriate channels (job boards, social networks, etc.).
- Fair and structured recruitment process.
- Personalized welcome on the first day.
- Initial training and welcome booklet.

HR indicators to track:

- Candidate satisfaction rate (via post-interview survey).
- Candidate conversion rate (from application to hire).
- Satisfaction rate of new employees after 30 and 90 days.
- Drop-out rate during trial period.

02. DEVELOPMENT AND TRAINING

Steps to complete:

- Implementation of an individual training plan.
- Access to continuous training tools or platforms.
- Regular monitoring of skills and career aspirations.
- Mentoring or coaching programs.

HR indicators to track:

- Number of training hours per employee.
- Percentage of employees with a development plan.
- Employee satisfaction with training.
- Skill progression (assessed by managers).

03. WELL-BEING AT WORK

Steps to complete:

- Organization of regular engagement and well-being surveys.
- Initiatives to promote work/life balance.
- Transparent communication and recognition of employees' efforts.
- Creation of ergonomic workspaces.

HR indicators to track:

- Employee engagement score (via satisfaction surveys).
- Absenteeism rate.
- Participation rate in internal events.
- Ratio of positive feedback in annual appraisals.

04. PERFORMANCE EVALUATION

Steps to complete:

- Conduct annual and half-yearly performance reviews.
- Set clear, measurable objectives.
- Regular feedback (weekly or monthly).
- Recognition of individual and team achievements.

HR indicators to track:

- Rate of achievement of individual and collective objectives.
- Employee satisfaction with appraisal process.
- Ratio of internal promotions to external hires.

05. DEPARTURE MANAGEMENT

Steps to complete:

- Organize an exit interview to gather feedback.
- Set up a knowledge transfer process.
- Communicating the departure process (internally and externally).
- Maintain a network of alumni.

HR indicators to track:

- Voluntary turnover rate.
- Average exit interview score (satisfaction with employee experience).
- Percentage of employees recommending the company after leaving.
- Average time to replace a vacant position.