

# 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.