Quality of Hire Report Card

Finding and retaining top talent is critical to the success of organizations. HR and management can use this template as a quick measurement tool to see how new hires are doing.

|  |  |
| --- | --- |
| Position Title | Click here to enter text. |
| Hiring Manager | Click here to enter text. |
| Date of Hire | Click here to enter text. |
| Name of Hire | Click here to enter text. |

Individual Performance

**Instructions:** Determine the top 3–5 criteria to measure the individual’s performance. Determine the intervals of time you will measure based on the role and the learning curve. Use the Grading Scale below to rate the criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Measurement Criteria | 30 days | 90 days | 6 months | 12 months |
| Meeting Job Expectations & Performance Objectives  | Choose one | Choose one | Choose one | Choose one |
| Performance Rating | N A | Choose one | N A | Choose one |
| New hire has the required skills and abilities to deliver value in this role | Choose one | Choose one | Choose one | Choose one |
| New hire is learning at an appropriate pace based on their previous experience and expectations in the role | Choose one | Choose one | Choose one | Choose one |
| New hire has brought value to the role | Choose one | Choose one | Choose one | Choose one |
| New hire is meeting the expectations of the role | Choose one | Choose one | Choose one | Choose one |
| Promotable/High Achiever | N A | N A | N A | Choose one |

Grading Scale:

|  |  |
| --- | --- |
| A | Outstanding Performance (Highest Level of Manager Satisfaction) |
| B | Above Average Performance (Manager Is Very Satisfied) |
| C | Effective Performance (Manager Is Satisfied) |
| D | Performance Needs Improvement (Low Satisfaction from Manager) |
| F | Under Performance (Low Satisfaction from Manager – Mismatched to Position) |
| N/A | Not applicable |

Overall Comments:

Click here to enter text.

Retention Rate / Employee Satisfaction

**Instructions:** Conduct new hire satisfaction surveys at 30 days and 6 months. Use the Grading Scale below to rate the criteria and enter any specific turnover detail notes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Measurement Criteria | 30 days | 90 days | 6 months | 12 months |
| Employee New Hire Survey Results (30 days and 6 months recommended) | Choose one | N A | Choose one | N A |
| Turnover Occurred - Enter N/A if no turnover has occurred in the timeline outlined. Enter an ‘F’ if turnover occurred during this specific measurement period. | Choose one | Choose one | Choose one | Choose one |
| New hire is engaged and excited about opportunity | Choose one | Choose one | Choose one | Choose one |
| New hire feels he/she has been given the training, tools, and resources to perform the duties of the role | Choose one | Choose one | Choose one | Choose one |

Grading Scale:

|  |  |
| --- | --- |
| A | Employee Is Highly Satisfied/Fully Engaged (Manager does not anticipate turnover in this role) |
| B | Employee Is Satisfied and Engaged (Manager does not anticipate turnover in this role) |
| C | Employee Is Satisfied (Manager is cautious about potential turnover in this role) |
| D | Employee Is Not Satisfied (Manager anticipates turnover in this role) |
| F | Employee Is Not Satisfied and Looking For Other Employment  |
| N/A | Not applicable |

|  |  |
| --- | --- |
| Turnover Detail Should Include:* Date of Termination
* Voluntary/Involuntary
* Length of time in position
* Turnover Reason
* Was the hiring manager surprised by the turnover?
* What (if anything) could have been done to prevent the turnover?
 | **Comments on Turnover Detail:**Click here to enter text. |

Overall Comments:

Click here to enter text.

Hiring Manager Satisfaction

**Instructions:** HR should complete a hiring manager satisfaction survey at desired timelines based on the role of the new hire. Specific deliverables should be determined for the role that the hiring manager wants to measure (i.e. these might have been the ‘must haves’ during the interview process). Use the Grading Scale below to rate the criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Measurement Criteria | 30 days | 90 days | 6 months | 12 months |
| Manager is satisfied with the new hire and his/her performance in the role | Choose one | Choose one | Choose one | Choose one |
| Managers feels new hire is a cultural fit within the team/organization | Choose one | Choose one | Choose one | Choose one |

Grading Scale:

|  |  |
| --- | --- |
| A | Manager Is Highly Satisfied  |
| B | Manager Is Satisfied  |
| C | Manager Is Satisfied, But Has Some Reservations |
| D | Manager Is Not Satisfied  |
| F | Manager Is Not Satisfied and Would Like to Find a Better Fit |
| N/A | Not applicable |

Overall Comments:

Click here to enter text.

Cost of Hire / Hiring Process

**Instructions:** Once the new hire decision has been made, it is important to review the efficiency of the recruitment process by determining cost per hire and other measurement criteria. Answer the questions below and enter any specific notes/costs regarding the cost to fill for this position.

|  |  |  |
| --- | --- | --- |
| Hiring Process Questions | Yes | No |
| Position was easy to fill | Choose one | Choose one |
| Candidate availability was strong | Choose one | Choose one |
| Setbacks occurred with the hiring manager | Choose one | Choose one |
| Our top candidate accepted our offer | Choose one | Choose one |
| Costs and timelines met our expectations/budget | Choose one | Choose one |

|  |  |
| --- | --- |
| Cost of Hire Should Include:* Job Posting Costs
* Time to Screen and Interview Candidate
* Pre-Employment Assessments
* Pre-Employment Background Checks
* Training Time
* Lost Opportunities
* Consultant or Agency Fees
 | **Comments on Costs:**Click here to enter text. |

Overall Comments:

Click here to enter text.