

Human Capital Indicator 5

HC 5: Average number of days from health department job requisition to hired employee start date

Why measure this?

Health department supervisors who want to hire additional staff, or replace employees who resign or are terminated, have to complete a job requisition. A requisition is usually forwarded to the human resources department for processing, including drafting a job posting. HR managers regularly review job requisitions, the process to attract qualified applicants, and the staff time necessary to follow through the recruitment and selection process until a job offer is made. This information can be converted into useful metrics for the HR department. For example, if the company has an average of 10 job requisitions each month and it requires 25 hours of staff time for each job filled, the total staff time necessary is 250 hours per requisition. Using this measurement, the HR department can justify hiring additional recruiters or cutting back on its recruitment team.¹

In general, the longer it takes for an applicant to become an employee, the more resources (time and money) are used during the hiring process itself. By measuring the average number of days from job request to start date, health department leadership can assess how long the process takes and if measures to streamline it are needed.

Measurement specifications: Number of days from health department job requisition posting to hired employee start date divided by the total number of health department job requisitions posted within a 6-month period

Reporting Period: Semiannually

HC 5 Drill Down Category: Timeliness

Timeliness

- Filled within agency target period
- Not filled within agency target period

PHAB Alignment

11.1.5 A: A human resources function.

This indicator contributes to the PHAB measures as a well-defined and structured human resources system is important for any organization, providing the processes to hire, manage, evaluate, and improve performance of personnel.

Possible data sources: Health Department Human Resource database/records.

¹ Mayhew, R. Importance of Job Requisition. Demand Media. Available at <http://work.chron.com/importance-job-requisition-8145.html>