

vii Other (please specify)												
7. How often are you required to report on HRMD performance? (Tick all that apply)												
i daily												
ii weekly												
iii monthly												
iv biannually (twice a year)												
v annually												
vi biennially (every 2 years)												
vii None of the above												
viii Other (please specify)												
8. What do you regularly report on in HRMD reports? (Tick all that apply)												
i HRM Planning												
ii Recruitment & selection												
iii Induction/onboarding												
iv Performance management												
v Pay												
vi Legal/compliance												
vii Employee relations												
viii Training/Human Resource Development												
ix Leave												
x Safety/OH&S												
xi Equality & diversity												
xii Separation												
xiii Other (please specify)												
State which functions are reported monthly and annually												
9. Which HRM metrics results (if any) are included in the HRMD reports? (Tick all that apply)												
i Staffing rate												
ii Cost per employee												
iii Retention rate												
iv Employee turnover rate												
v Time to hire												
vi Training completion rate												
vii Benefits participation rate												
viii Spot rate												
ix Absence rate												
x Incidence rate												
xi Other (please specify)												
10. When is the reporting deadline for the HRMD annual reports?												
11. Please state the reports required under law or regulations your business must comply with legally. For each report indicate the following:												
i Name of report												
ii Regulatory law												
iii Section												
iv Report due date (indicate if daily, weekly, monthly or annually)												
Add more rows (if necessary) to include more information												
12. Which HRM software is used?												
Does it include HRM analytics, evaluation and/or metrics calculation? Please specify												
RECRUITMENT												
13. Do you use a standard to determine your organisation's ideal or required number of employees?												
If yes, indicate name of standard and the methodology used for deriving ideal number of employees.												
Indicate required or ideal number of employees.												
Add more rows (if necessary) to include more information												
14. Indicate number of recruits by category in 2025 and 2026.												
i Junior level												
ii Middle level												
iii Senior level												
iv Total number of recruits in 2025												
15. What was the average number of applicants per vacancy in 2025 and 2026?												
16. State number of candidates and/or recruits who participated in the types of recruitment tests conducted in 2025, as applicable.												
i Application and/or online tests												
ii Ability tests												
iii Aptitude tests												
iv Intelligence tests												
v Personality tests												
vi Psychological tests												
vii Psychometric tests												
viii Numeracy, literacy and/or job knowledge related tests												
ix Interviews tests												
x Audio and/or video recordings												
xi Role play and work sampling tests												
xii Other (please specify)												
17. Indicate number of persons who met qualification criteria in 2025 and 2026.												
i Applicants												
ii Candidates												
iii Recruits												
18. Indicate recruitment information for 2025 and 2026 below.												
i Total number of applicants												
ii Average time taken to respond to applications (days)												
iii Total number of applicants who dropped off or did not complete application process												
iv Number of candidates who passed all stages of recruitment process												
v Number of candidates who completed all stages of recruitment process												
vi Number of internal recruits												
vii Number of external recruits												
viii Total number of recruits												
ix Average time to recruit employees- from date of first advertisement to start date (days)												
x Number of roles filled												

[illegible]