

# WEEKLY HR STATUS REPORT

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PREPARED BY

WEEK ENDING

NUMBER OF EMPLOYEES

OVERTIME HOURS

TOTAL HIRES

TOTAL TURNOVER

TOTAL VOLUNTARY

NOTES (TOTAL VOLUNTARY)

TOTAL INVOLUNTARY

NOTES (TOTAL INVOLUNTARY)

INTERVIEWS SCHEDULED

INTERVIEWS HELD

EMPLOYEES HIRED

NAME	POSITION

OPEN POSITIONS

WERE THERE ANY INTERNAL OR EXTERNAL CONFLICTS THIS WEEK?

WERE ANY DISCIPLINARY ACTIONS TAKEN?

WERE ANY EMPLOYEES PROMOTED?

OTHER NOTES

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