**人事统计表**

**一、入职统计 二、离职统计**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 部门 | 职位 | 入职时间 |  | 序号 | 姓名 | 部门 | 职位 | 离职时间 |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

本月入职率=（ 人/ 人）\*100%= % 本月离职率=（ 人/ 人）\*100%= %

**三、职位变动统计**

|  |  |
| --- | --- |
| **序号** | **变 动 内 容** |
|  |  |
|  |  |
|  |  |
|  |  |

**四、岗位缺编、人员储备分析**

1、岗位缺编

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 办事处 | 岗 位 | 实际人数 | 缺编人数 | 缺编原因 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2、人员储备

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 办事处 | 岗 位 | 实际人数 | 储备人数 | 储备原因 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |