

Acceptable HR Datasets

How to complete it

1. Fill in your organization details below.
2. For each dataset you hold, enter the number of years or records and tick every format you can export.
3. Each dataset is listed in the form in which it is accepted. Supply data in that form only.
4. Leave blank any dataset you do not hold.

Organization name	<u>Multibasik International Limited</u>
Location (city, state)	<u>Abuja (Asokoro, FCT) & Lagos (Ikeja, Lagos State)</u>
Contact person and role	<u>Dr. Adekunle Moroof Abeshinbioke · Chairman</u>
Email and phone	<u>multibasik@gmail.com · +234 (818) 930 0055</u>
Industry	<u>Trade & industrial representation; IT infrastructure & workforce</u>
Organization type	☒ Private company ☐ NGO ☐ Government agency ☐ Other

What is in this catalogue

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H8	Software, email and communications data

H1 ORGANIZATION PROFILE AND SYSTEMS

Field	Institution response
HR or payroll software	(e.g., Workday, SAP, BambooHR, Zoho People, Paystack Payroll, Excel, none)
Applicant tracking system	BambooHR, Zoho People, Paystack Payroll, Excel (e.g., Greenhouse, Lever, Zoho Recruit, email and Excel, none)
Learning management system	Zoho Recruit, email and Excel (e.g., Moodle, Docebo, Google Classroom, none)
Years of continuous digital HR records	Moodle, Google Classroom 3
Average headcount	47
Number of locations	2

H2 RECRUITMENT AND HIRING

ID	Dataset and what it contains	Years / records	Format held
H-01	Job postings and descriptions Titles, requirements, responsibilities and posting dates (public data).	3	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-02	Parsed applicant skills records Standardized education, experience and skills (e.g., 5 years Python). Original CVs destroyed.	2	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-03	Interview scorecard ratings Numerical structured ratings by role.	2	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-04	Candidate assessment scores Numerical or categorical aptitude, technical and personality test scores.	2	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-05	Hiring outcomes and channels Offers, acceptances, time-to-hire and source channel.	2	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H3 COMPENSATION AND BENEFITS

ID	Dataset and what it contains	Years / records	Format held
H-06	Salary bands by role and level Pay ranges per job family, grade and location.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-07	Average pay raise percentages Increase percentages averaged across job families. No individual records.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-08	Allowances and benefits structure Housing, transport, health and pension arrangements by grade.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-09	Bonus and incentive plan design Plan design, targets and payout ranges.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H4 PERFORMANCE AND TALENT DEVELOPMENT

ID	Dataset and what it contains	Years / records	Format held
H-10	Performance ratings and feedback themes Ratings by role, with summary themes in place of written feedback.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-11	Goal completion rates KPI and OKR completion rates by role (e.g., 90% achieved).	<u>2</u>	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-12	Promotion and career path records Time in role, promotion decisions and moves between roles.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-13	Training and certification records Courses completed, certifications earned and skills gained.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-14	Role-level skills and succession dependencies Skills mapped by role; critical roles and readiness. No successor names.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H5 WORKFORCE STRUCTURE AND TIME RECORDS

ID	Dataset and what it contains	Years / records	Format held
H-15	Anonymous organization structure Role nodes and reporting lines (e.g., Manager L4 reports to Director L5).	<u>3</u>	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-16	Role and job title taxonomies Job families, titles and level definitions.	<u>3</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-17	Shift patterns by department Aggregated shift patterns with timestamps obscured.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-18	Leave by generic category Leave type and duration in generic categories (e.g., annual leave, maternity leave). Suppressed where it could identify someone.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-19	Monthly hours by team Total hours and overtime per team or role per month.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H6 RETENTION AND WORKFORCE TRENDS

ID	Dataset and what it contains	Years / records	Format held
H-20	Turnover by broad reason Reason for leaving mapped to broad categories (e.g., career progression), with tenure and role at exit.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-21	Scrubbed exit interview responses Written responses with identifying text scrubbed.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-22	Staff emigration by region Resignations linked to relocation, with destination as a broad region (e.g., North America).	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-23	Headcount and hiring plan history Headcount by month and planned vs. actual hiring.	<u>3</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-24	Engagement survey results Questions and scores, with text comments isolated and team-identifying data removed.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H7 HR DOCUMENTS AND CONTENT

ID	Dataset and what it contains	Years / records	Format held
H-25	HR policies and employee handbooks Policy documents and revision history, with third-party copyrighted material removed.	<u>3</u>	☐ Excel/CSV ☐ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-26	Employment contract templates Unexecuted boilerplate templates only.	<u>3</u>	☐ Excel/CSV ☐ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-27	Onboarding and training content Onboarding guides, training decks and learning materials.	<u>2</u>	☐ Excel/CSV ☐ SQL database ☐ JSON / API ☒ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-28	Synthetic HR helpdesk Q&A; Synthetic questions and answers or generalized knowledge-base articles.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____

H8 SOFTWARE, EMAIL AND COMMUNICATIONS DATA

Raw email and chat exports are not accepted.

ID	Dataset and what it contains	Years / records	Format held
H-29	Synthetic HR email dialogue Generic dialogue generated from HR emails using differential privacy.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-30	Synthetic HR messaging dialogue Generic dialogue generated from HR chat channels using differential privacy.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☒ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-31	Relative-time meeting metadata Dates as relative intervals (e.g., Day 1, Day 14), times rounded to the hour.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-32	HR system activity durations Numeric durations (e.g., 45 mins). Serial numbers and network IDs hashed.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-33	Learning platform activity durations Numeric durations (e.g., 45 mins). Serial numbers and network IDs hashed.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-34	Helpdesk ticket volumes and categories Macro ticket volumes and resolution categories.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____
H-35	HR system downtime logs Outages and processing delays, with dates and duration.	<u>2</u>	☒ Excel/CSV ☒ SQL database ☐ JSON / API ☐ PDF / Word docs ☐ Email export (PST, MBOX, EML) ☐ Other: _____