

HR Analytics Dashboard – Report

Business Analyst Internship by Unified Mentor

Executive Summary

This project is a comprehensive revisit of my Business Analyst Internship, where I gained hands-on experience in HR data analytics and visualization. The goal of this enhanced version is not only to showcase my technical proficiency in Tableau, Excel, and business analytics, but also to present a professional, business-ready solution that highlights how HR analytics can directly support strategic decision-making.

The HR Analytics Dashboard provides leadership with data-driven insights into the organization's workforce. It consolidates employee demographics, performance, engagement, attrition, and compensation into one view, enabling executives to monitor workforce health, identify risks, and support strategic HR decisions.

Key highlights include:

- Termination Rate: 33.4% overall, with Production showing the highest turnover.
- Diversity: Workforce consists of 176 female and 135 male employees; majority ethnicity is White, followed by Black and Asian.
- Engagement & Performance: Positive correlation observed; employees with higher engagement scores tend to achieve better performance ratings.
- Compensation: Avg salary is \$69K, with notable department-level variations and pay equity gaps between genders.

Project Objectives

- Provide an executive-level snapshot of workforce health.
- Monitor attrition and turnover trends by department and over time.
- Assess diversity and inclusion metrics for compliance and balance.
- Measure employee engagement vs performance outcomes.
- Detect and address pay inequity across departments and genders.

Dashboard Components with Purpose & Insight

Key Findings

Workforce Overview

- Headcount: ~311 employees.
- Avg Engagement Score: 4.11
- Avg Satisfaction Score: 3.89
- Avg Absences: 10.24 per employee annually.

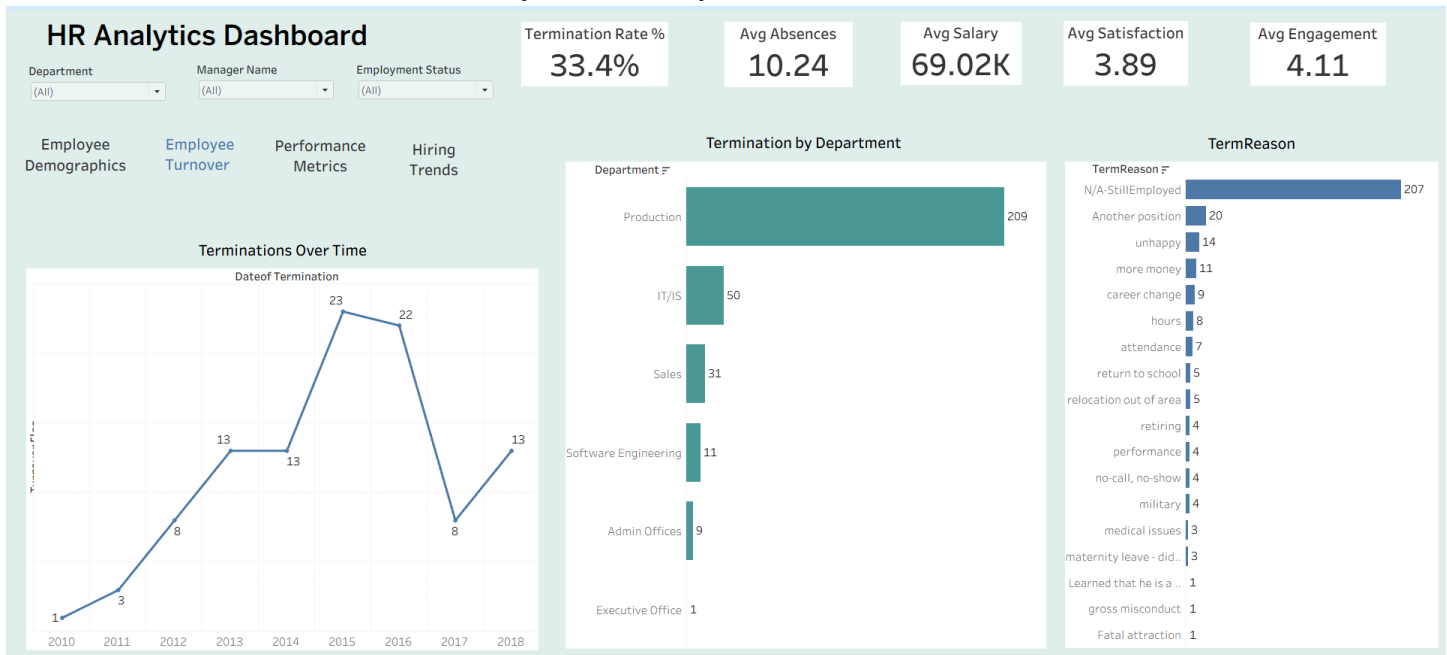
Diversity & Inclusion

- Gender split: 56% Female / 44% Male.
- Age distribution: most employees in 40–49 age group.
- Race distribution: Predominantly White (187), followed by Black (80).



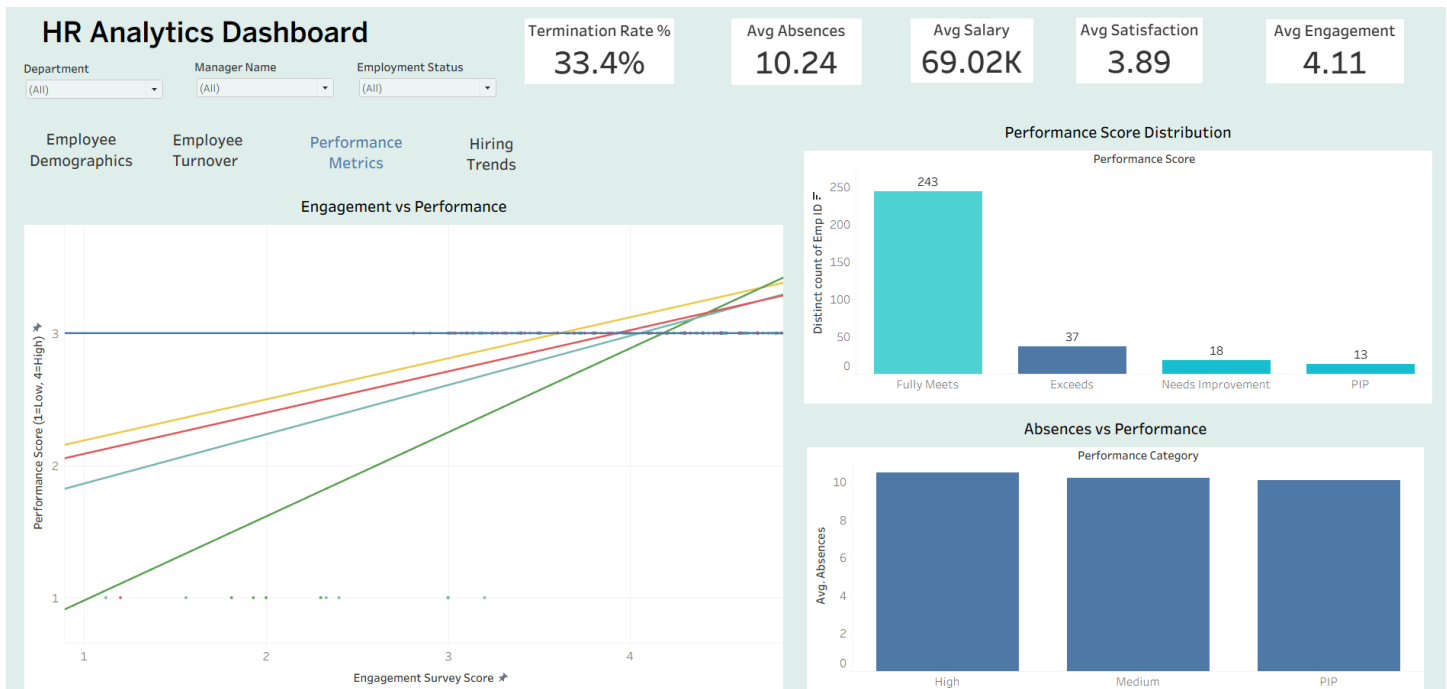
Attrition Analysis

- Highest attrition in Production (209 terminations).
- Terminations peaked in 2015–2016 before declining.
- Executive Office shows lowest attrition (1 termination).



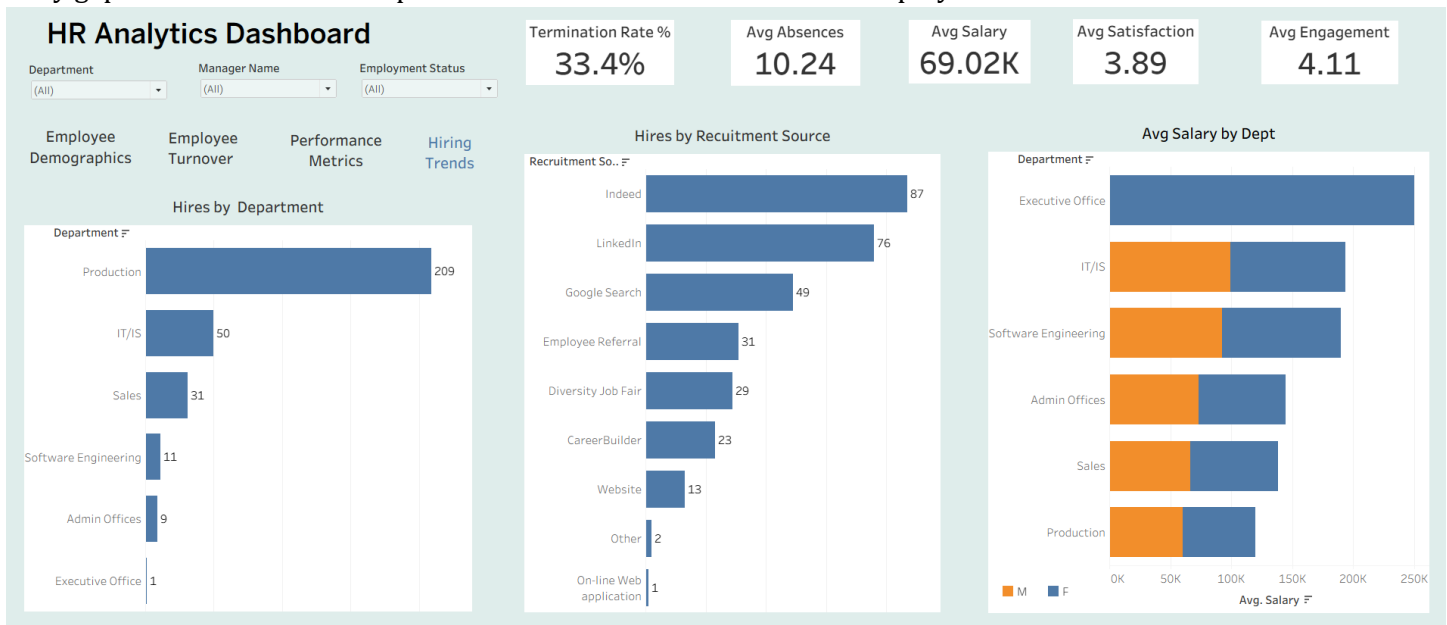
Performance & Engagement

- Majority (243) rated 'Fully Meets' expectations.
- Engagement strongly correlated with performance in Sales & IT.
- Outliers identified: high engagement but low performance → potential training need.



Compensation Insights

- Avg Salary: \$69,020.
- IT/IS & Software Engineering show higher median salaries.
- Pay gaps observed in some departments between male and female employees.



Business Recommendations

- Reduce Attrition in Production – Investigate causes (workload, leadership, compensation). Strengthen training & retention programs.

- Engagement Improvement – Extend successful engagement strategies from IT/IS to other departments. Address skill gaps for high-engagement but low-performance employees.
- Pay Equity Review – Conduct detailed compensation benchmarking by gender and department. Adjust salary structures where disparities exist.
- Diversity Initiatives – Targeted recruitment to improve ethnic diversity. Programs for age balance (e.g., graduate hiring to balance 40–49 dominance).
- Data-Driven HR Strategy – Use this dashboard for quarterly HR reviews. Integrate predictive analytics for turnover forecasting.

Conclusion

The HR Analytics Dashboard provides a comprehensive, actionable view of workforce dynamics. By leveraging insights on attrition, performance, engagement, and compensation, leadership can implement strategies to:

- Reduce turnover costs
- Increase workforce productivity
- Ensure fair pay and diversity compliance
- Drive employee engagement and satisfaction

This project demonstrates how HR analytics can directly support business growth and strategic planning.