

HIRING PROCESS ANALYSIS

BY ANKITA TANEJA



trainity

A data-driven analysis of the company's hiring process to provide actionable insights. Here's a concise breakdown of your responsibilities:

OBJECTIVE

To analyze hiring data, identify trends, and provide recommendations to improve efficiency and effectiveness in the company's hiring process.

KEY STEPS

To analyze hiring data, identify trends, and provide recommendations to improve efficiency and effectiveness in the company's hiring process.

Data Cleaning

- Missing Data: Identify missing values and choose an appropriate method to address them (e.g., imputation, deletion).
- Simplifying Categories: Group similar categories within columns to make the dataset more manageable.



Outlier Management

- Detect outliers in numerical fields using statistical methods (e.g., z-scores, IQR).
- Decide whether to remove, replace, or retain outliers based on their impact.

Data Analysis

- Analyze key metrics such as rejection rates, interview success rates, job types, and vacancy trends.
- Use descriptive statistics (e.g., averages, medians, standard deviations) for summaries.

Visualization

- Create clear and insightful charts (bar graphs, pie charts, histograms, box plots) to highlight patterns and trends in hiring.

Actionable

- Identify bottlenecks, areas of inefficiency, or successful strategies in the hiring process.
- Recommend changes to policies or processes to optimize hiring outcomes.



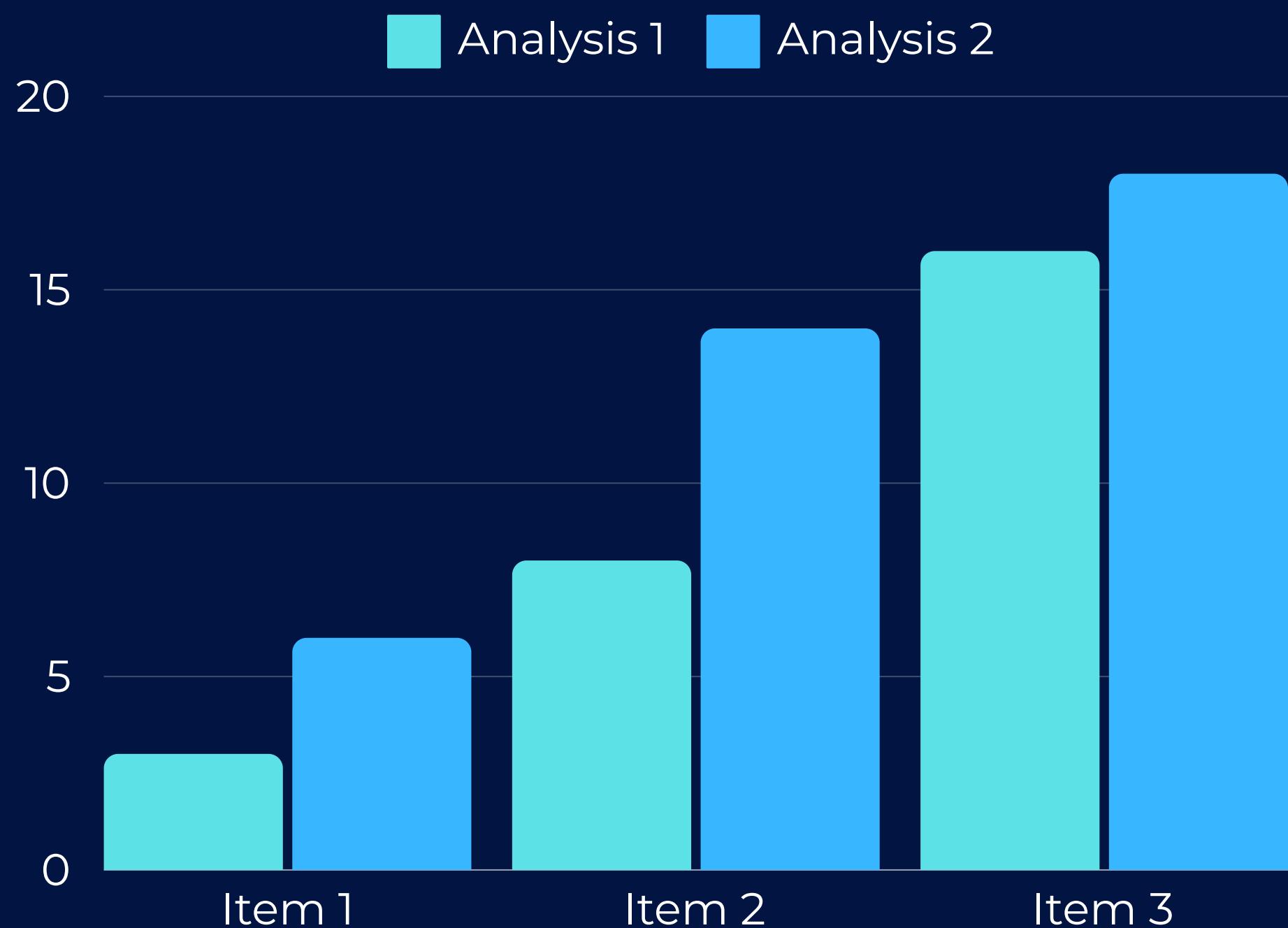
TOOLS USED IN DATA ANALYSIS

- Canva: A presentation is a formal talk, often delivered in front of an audience, aimed at conveying information, persuading others, or sharing insights on a particular topic. Presentations are made by canva.
- Excel: For basic data cleaning, statistical analysis, and visualization. It was chosen because of data analysis and statistical functionality. It also facilitates data visualization.
- Statistical Techniques: For understanding distributions, correlations, and trends.

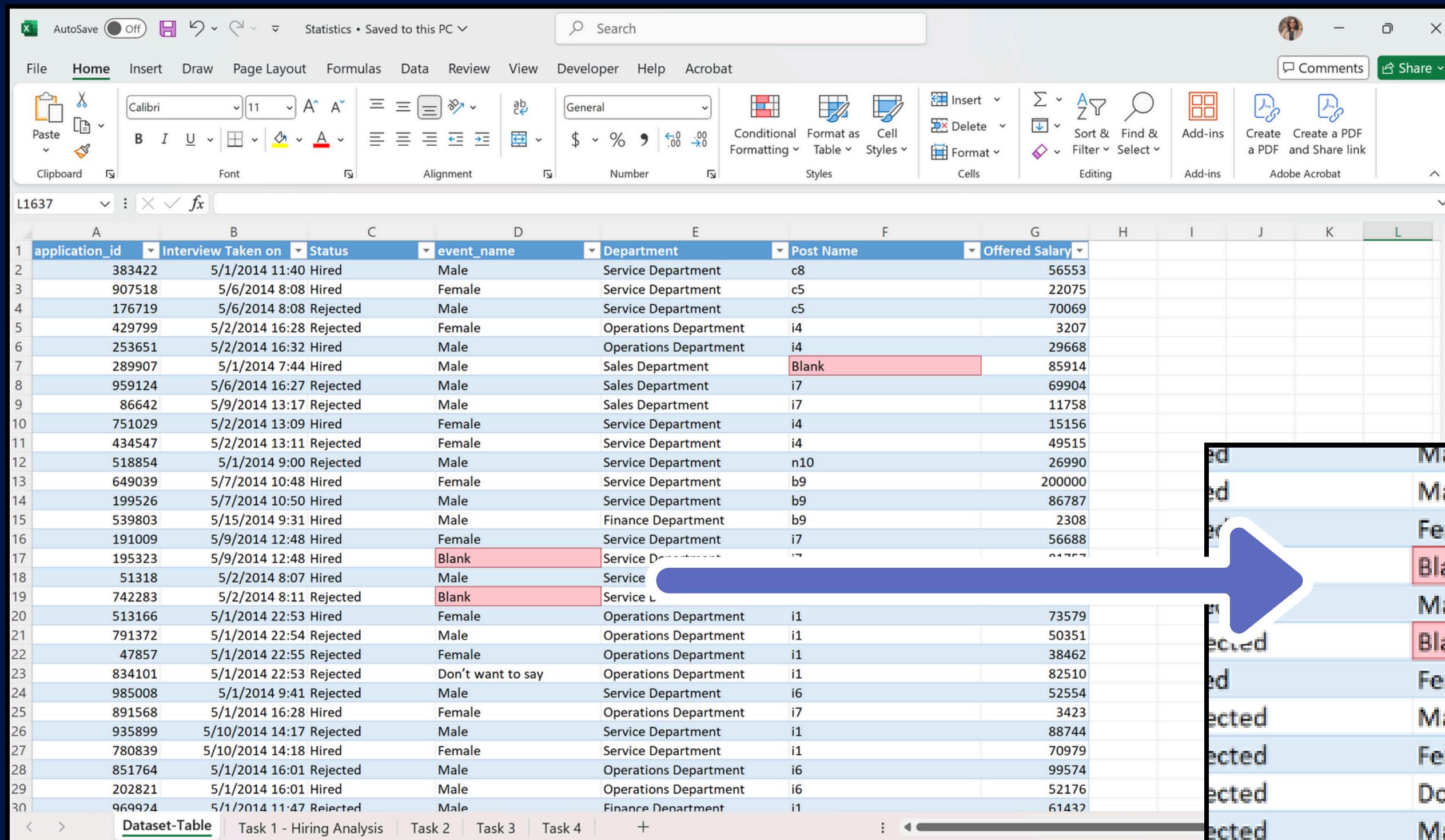


DELIVERABLES

- A clean dataset ready for analysis.
- Summarized findings with visual representations.
- Insights and recommendations for improving the hiring process.



HANDLING MISSING ENTRIES



The screenshot shows a Microsoft Excel spreadsheet titled "Dataset-Table". The table has columns labeled A through L. Column A contains "application_id", column B contains "Interview Taken on", column C contains "Status", column D contains "event_name", column E contains "Department", column F contains "Post Name", and column G contains "Offered Salary". Rows 1 through 30 show various hiring records. Many rows have "Blank" in the "Post Name" column, which is highlighted with a red background. A large blue arrow points from the main table towards a magnified view of the "Post Name" column.

A	B	C	D	E	F	G
application_id	Interview Taken on	Status	event_name	Department	Post Name	Offered Salary
383422	5/1/2014 11:40	Hired	Male	Service Department	c8	56553
907518	5/6/2014 8:08	Hired	Female	Service Department	c5	22075
176719	5/6/2014 8:08	Rejected	Male	Service Department	c5	70069
429799	5/2/2014 16:28	Rejected	Female	Operations Department	i4	3207
253651	5/2/2014 16:32	Hired	Male	Operations Department	i4	29668
289907	5/1/2014 7:44	Hired	Male	Sales Department	Blank	85914
959124	5/6/2014 16:27	Rejected	Male	Sales Department	i7	69904
86642	5/9/2014 13:17	Rejected	Male	Sales Department	i7	11758
751029	5/2/2014 13:09	Hired	Female	Service Department	i4	15156
434547	5/2/2014 13:11	Rejected	Female	Service Department	i4	49515
518854	5/1/2014 9:00	Rejected	Male	Service Department	n10	26990
649039	5/7/2014 10:48	Hired	Female	Service Department	b9	200000
199526	5/7/2014 10:50	Hired	Male	Service Department	b9	86787
539803	5/15/2014 9:31	Hired	Male	Finance Department	b9	2308
191009	5/9/2014 12:48	Hired	Female	Service Department	i7	56688
195323	5/9/2014 12:48	Hired	Blank	Service Department	i7	21757
51318	5/2/2014 8:07	Hired	Male	Service Department	Blank	Blank
742283	5/2/2014 8:11	Rejected	Blank	Service Department	Blank	Blank
513166	5/1/2014 22:53	Hired	Female	Operations Department	i1	73579
791372	5/1/2014 22:54	Rejected	Male	Operations Department	i1	50351
47857	5/1/2014 22:55	Rejected	Female	Operations Department	i1	38462
834101	5/1/2014 22:53	Rejected	Don't want to say	Operations Department	i1	82510
985008	5/1/2014 9:41	Rejected	Male	Service Department	i6	52554
891568	5/1/2014 16:28	Hired	Female	Operations Department	i7	3423
935899	5/10/2014 14:17	Rejected	Male	Service Department	i1	88744
780839	5/10/2014 14:18	Hired	Female	Service Department	i1	70979
851764	5/1/2014 16:01	Rejected	Male	Operations Department	i6	99574
202821	5/1/2014 16:01	Hired	Male	Operations Department	i6	52176
969924	5/1/2014 11:47	Rejected	Male	Finance Department	i1	61432



This image shows a magnified view of the "Post Name" column from the dataset. It highlights several rows where the value is "Blank", indicated by a red background color. The magnified area includes rows 18 through 29, showing entries like "Male", "Female", "Blank", "Male", "Blank", "Female", "Male", "Blank", "Female", "Male", "Blank", "Male", "Female", "Male", "Blank", "Male", "Female", "Male", "Don't want to say", and "Male".

Male	Service Department
Male	Finance Department
Female	Service Department
Blank	Service Department
Blank	Service Department
Male	Service Department
Blank	Service Department
Male	Service Department
Female	Operations Department
Male	Operations Department
Male	Operations Department
Female	Operations Department
Male	Operations Department
Male	Service Department

OUTLIER DETECTION

3	907518	5/6/2014 8:08	Hired	Female	Service Department	c5		22075
4	176719	5/6/2014 8:08	Rejected	Male	Service Department	c5		70069
5	429799	5/2/2014 16:28	Rejected	Female	Operations Department	i4		3207
6	253651	5/2/2014 16:32	Hired	Male	Operations Department	i4		29668
7	289907	5/1/2014 7:44	Hired	Male	Sales Department	Blank		85914
8	959124	5/6/2014 16:27	Rejected	Male	Sales Department	i7		69904
9	86642	5/9/2014 13:17	Rejected	Male	Sales Department	i7		11758
10	751029	5/2/2014 13:09	Hired	Female	Service Department	i4		15156
11	434547	5/2/2014 13:11	Rejected	Female	Service Department	i4		49515
12	518854	5/1/2014 9:00	Rejected	Male	Service Department	n10		26990
13	649039	5/7/2014 10:48	Hired	Female	Service Department	b9		200000
14	199526	5/7/2014 10:50	Hired	Male	Service Department	b9		86787
15	539803	5/15/2014 9:31	Hired	Male	Finance Department	b9		2308
16	191009	5/9/2014 12:48	Hired	Female	Service Department	i7		56688
17	195323	5/9/2014 12:48	Hired	Blank	Service Department	i7		81757
18	51318	5/2/2014 8:07	Hired	Male	Service Department	i5		15134
19	742283	5/2/2014 8:11	Rejected	Blank	Service Department	i5		100
20	513166	5/1/2014 22:53	Hired	Female	Operations Department	i1		73579
21	791372	5/1/2014 22:54	Rejected	Male	Operations Department	i1		50351
22	47857	5/1/2014 22:55	Rejected	Female	Operations Department	i1		38462
23	834101	5/1/2014 22:53	Rejected	Don't want to say	Operations Department	i1		82510
24	985008	5/1/2014 9:41	Rejected	Male	Service Department	i6		52554
25	891568	5/1/2014 16:28	Hired	Female	Operations Department	i7		3423
26	935899	5/10/2014 14:17	Rejected	Male	Service Department	i1		88744
27	780839	5/10/2014 14:18	Hired	Female	Service Department	i1		70979

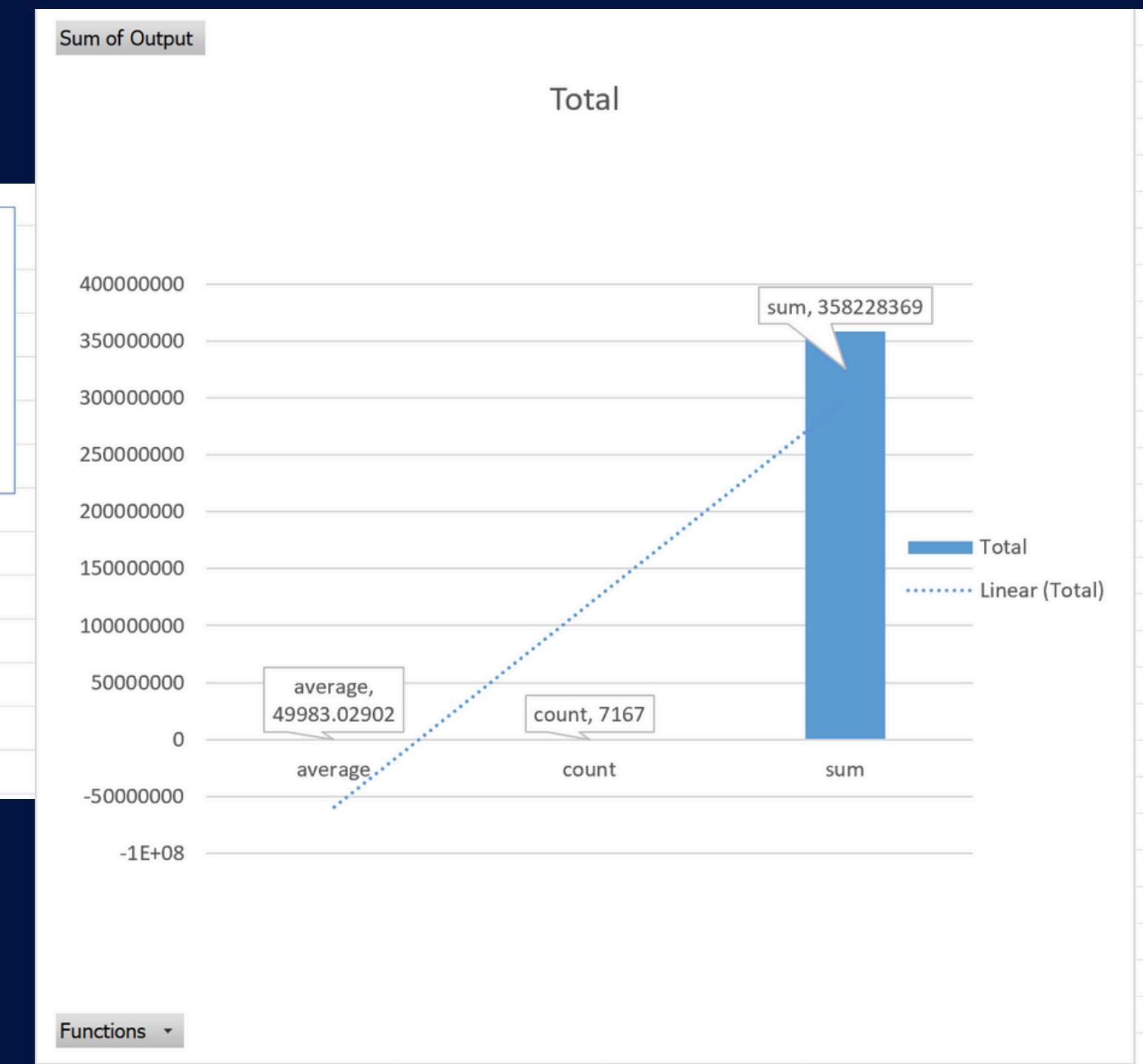
DATA SUMMARY

Functions	Output
sum	358228369
average	49983.02902
count	7167

PIVOT TABLE

Row Labels ▾ Sum of Output

average	49983.02902
count	7167
sum	358228369
Grand Total	358285519



TASKS

Hiring Analysis

The hiring process involves bringing new individuals into the organization for various roles.

Your Task: Determine the gender distribution of hires. How many males and females have been hired by the company?

Salary Distribution

Class intervals represent ranges of values, in this case, salary ranges. The class interval is the difference between the upper and lower limits of a class.

Your Task: Create class intervals for the wages in the organization. This will help you understand the salary distribution.



Position Tier Analysis

Different positions within a company often have different tiers or levels.

Your Task: Use a chart or graph to represent the different position tiers within the company. This will help you understand the distribution of positions across different tiers.

Salary Analysis

The average salary is calculated by adding up the wages of a group of employees and then dividing the total by the number of employees.

Your Task: What is the average salary offered by this company? Use Excel functions to calculate this.

Departmental Analysis

Visualizing data through charts and plots is a crucial part of data analysis.

Your Task: Use a pie chart, bar graph, or any other suitable visualization to show the proportion of people working in different departments.

HIRING ANALYSIS

J4 : =COUNTIFS(C:C,"Hired",D:D,"Male")

		J	K	L
1	Task 1 - HIRING ANALYSIS	HIRED MALE		
2		Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760
7				

J5 : =COUNTIFS(C:C,"Rejected",D:D,"Male")

		J	K	L
1	Task 1 - HIRING ANALYSIS	REJECTED MALE		
2		Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760
7				

K4 : =COUNTIFS(C:C,"Hired",D:D,"Female")

		J	K	L
1	Task 1 - HIRING ANALYSIS	HIRED FEMALE		
2		Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

K5 : =COUNTIFS(C:C,"Rejected",D:D,"Female")

		J	K	L
1	Task 1 - HIRING ANALYSIS	REJECTED FEMALE		
2		Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

L4 : =SUM([@Male],[@Female])

	J	K	L	
1	Task 1 - HIRING ANALYSIS	TOTAL HIRED		
3	Status/ Event_name	Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

J6 : =SUM(J4,J5)

	J	K	L	
1	Task 1 - HIRING ANALYSIS	TOTAL MALE		
3	Status/ Event_name	Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

L6 : =SUM([@Male],[@Female])

	J	K	L	
1	Task 1 - HIRING ANALYSIS	GRAND TOTAL		
3	Status/ Event_name	Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

L5 : =SUM([@Male],[@Female])

	J	K	L	
1	Task 1 - HIRING ANALYSIS	TOTAL REJECTED		
3	Status/ Event_name	Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

K6 : =SUM(K4,K5)

	J	K	L	
1	Task 1 - HIRING ANALYSIS	TOTAL FEMALE		
3	Status/ Event_name	Male	Female	TOTAL
4	Hired	2563	1856	4419
5	Rejected	1522	819	2341
6	Total	4085	2675	6760

SALARY ANALYSIS



USING AVERAGE FN

Table4	
	$\times \checkmark f\!x =\text{AVERAGE}(G:G)$
Task 2 - SALARY ANALYSIS	
AVERAGE USING AVG Fn	AVERAGE USING Formulae
49983.02902	49976.05594

USING COUNT AND SUM FN

Table5	
	$\times \checkmark f\!x =\text{SUM}(G:G)/\text{COUNT}(A:A)$
9 Task 2 - SALARY ANALYSIS	
10	
11 AVERAGE USING AVG Fn	AVERAGE USING Formulae
12 49983.02902	49976.05594
13	

SALARY DISTRIBUTION



J18 : $=\text{AVERAGEIF}(E:E, "FINANCE DEPARTMENT", G:G)$

DEPARTMENT	AVERAGE SALARY
FINANCE DEPT	49628.00694
SERVICE DEPT	50629.88418
GENERAL MGMT DEPT	58722.09302
HR DEPT	49002.27835
MARKETING DEPT	48489.93538
OPERATIONS DEPT	49151.35438
PRODUCTION DEPT	49448.48421
PURCHASE DEPT	52564.77477
SALES DEPT	49310.3807

J25 : $=\text{AVERAGEIF}(E:E, "PURCHASE DEPARTMENT", G:G)$

DEPARTMENT	AVERAGE SALARY
FINANCE DEPT	49628.00694
SERVICE DEPT	50629.88418
GENERAL MGMT DEPT	58722.09302
HR DEPT	49002.27835
MARKETING DEPT	48489.93538
OPERATIONS DEPT	49151.35438
PRODUCTION DEPT	49448.48421
PURCHASE DEPT	52564.77477
SALES DEPT	49310.3807

DEPARTMENTAL ANALYSIS

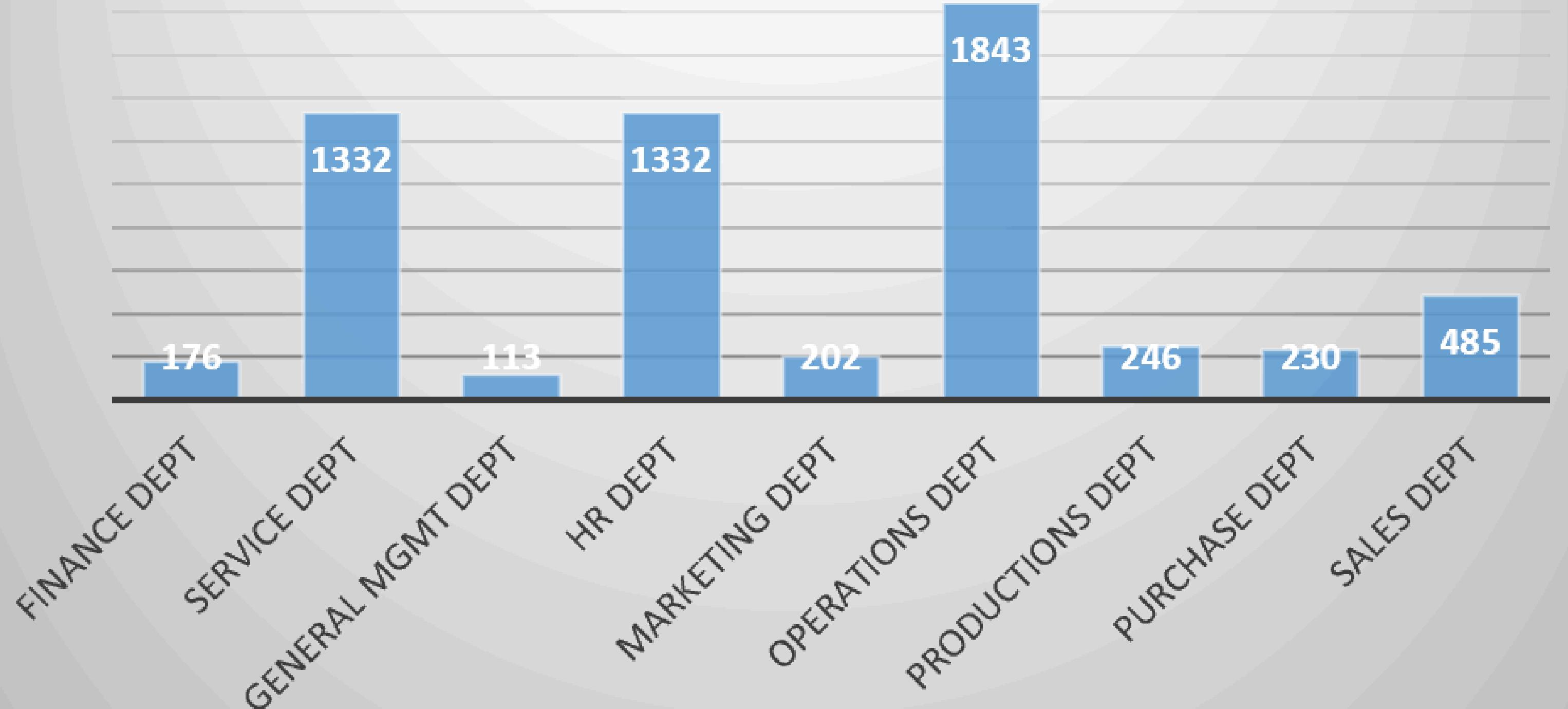


J34 =COUNTIFS(E:E,"FINANCE DEPARTMENT",C:C,"HIRED")

	I	J
30		
31	Task 4 - DEPARTMENTAL ANALYSIS	
32		
34	FINANCE DEPT	176
35	SERVICE DEPT	1332
36	GENERAL MGMT DEPT	113
37	HR DEPT	1332
38	MARKETING DEPT	202
39	OPERATIONS DEPT	1843
40	PRODUCTIONS DEPT	246
41	PURCHASE DEPT	230
42	SALES DEPT	485

Departmental Analysis

Chart Area

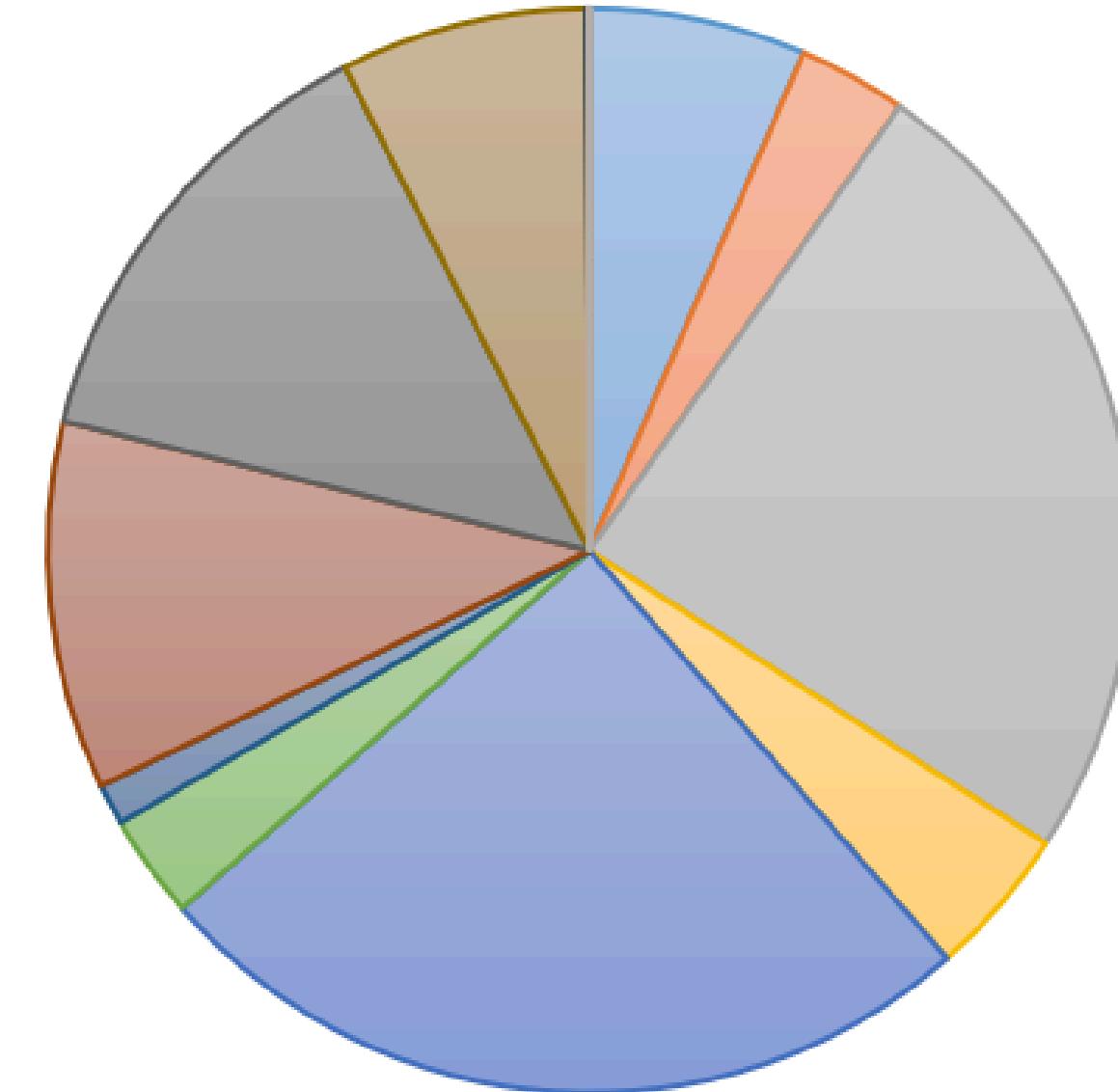


POSITION TIER ANALYSIS

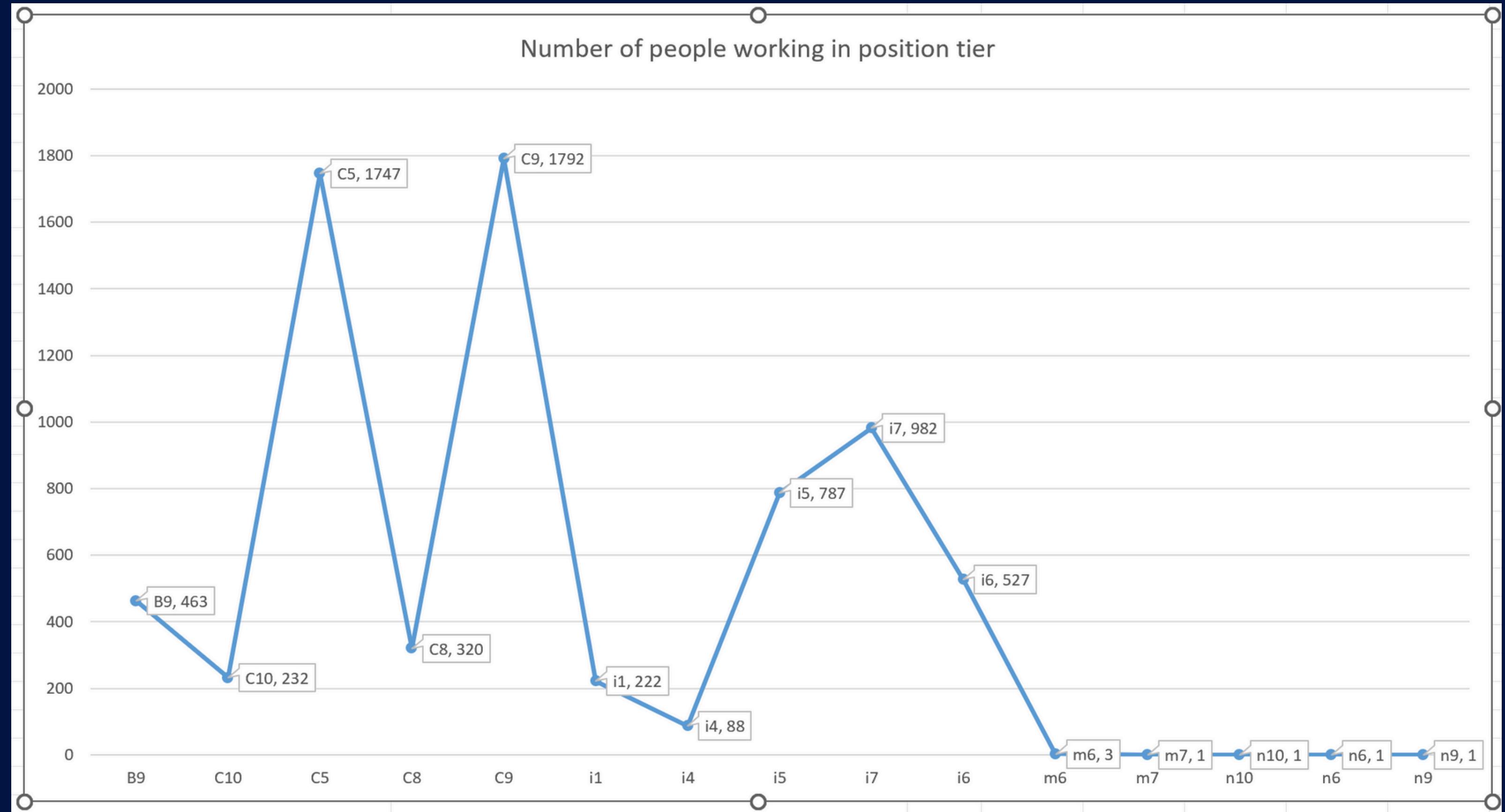


J48	=COUNTIFS(F:F,"b9")	
44		
45	Task 5 - POSITION TIER ANALYSIS	
46		
47	POST NAME	Number of people working in position tier
48	B9	463
49	C10	232
50	C5	1747
51	C8	320
52	C9	1792
53	i1	222
54	i4	88
55	i5	787
56	i7	982
57	i6	527
58	m6	3
59	m7	1
60	n10	1
61	n6	1
62	n9	1
63		

Number of people working in position tier



■ B9 ■ C10 ■ C5 ■ C8 ■ C9 ■ i1 ■ i4 ■ i5 ■ i7 ■ i6 ■ m6 ■ m7 ■ n10 ■ n6 ■ n9



REPORT SUMMARY

THIS REPORT OUTLINES THE ANALYSIS TASKS PERFORMED ON THE DATASET, HIGHLIGHTING CRITICAL INSIGHTS INTO THE COMPANY'S OPERATIONS. KEY FINDINGS INCLUDE HIRING PATTERNS, SALARY DISTRIBUTION, DEPARTMENTAL COMPOSITION, AND POSITION TIERS. THESE INSIGHTS CAN SERVE AS A FOUNDATION FOR FURTHER ANALYSIS AND STRATEGIC DECISION-MAKING, DRIVING IMPROVEMENTS ACROSS THE ORGANIZATION.

RESULTS

THE PROJECT PROVIDED VALUABLE INSIGHTS INTO THE COMPANY'S HIRING PROCESS AND BROADER ORGANIZATIONAL DYNAMICS. KEY FINDINGS INCLUDE:

HIRING PATTERNS: IDENTIFIED TRENDS IN RECRUITMENT, REVEALING AREAS TO ENHANCE EFFICIENCY AND DIVERSITY.

SALARY PATTERNS AND DISTRIBUTION: HIGHLIGHTED DISPARITIES OR CLUSTERS WITHIN EMPLOYEE COMPENSATION, OFFERING OPPORTUNITIES FOR ADJUSTMENT TO PROMOTE EQUITY AND SATISFACTION.

DEPARTMENTAL COMPOSITION: ANALYZED WORKFORCE DISTRIBUTION ACROSS DEPARTMENTS, HELPING IDENTIFY STRENGTHS AND POTENTIAL GAPS.

POSITION TIERS: EXAMINED THE HIERARCHY AND ROLE DISTRIBUTION WITHIN THE COMPANY, SUGGESTING PATHS FOR WORKFORCE PLANNING AND DEVELOPMENT.

THESE ACTIONABLE INSIGHTS CAN INFORM RECRUITMENT STRATEGIES, OPTIMIZE RESOURCE ALLOCATION, AND SUPPORT SUSTAINABLE ORGANIZATIONAL GROWTH.

G-DRIVE LINK

PDF LINK -

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EXCEL SHEET LINK -

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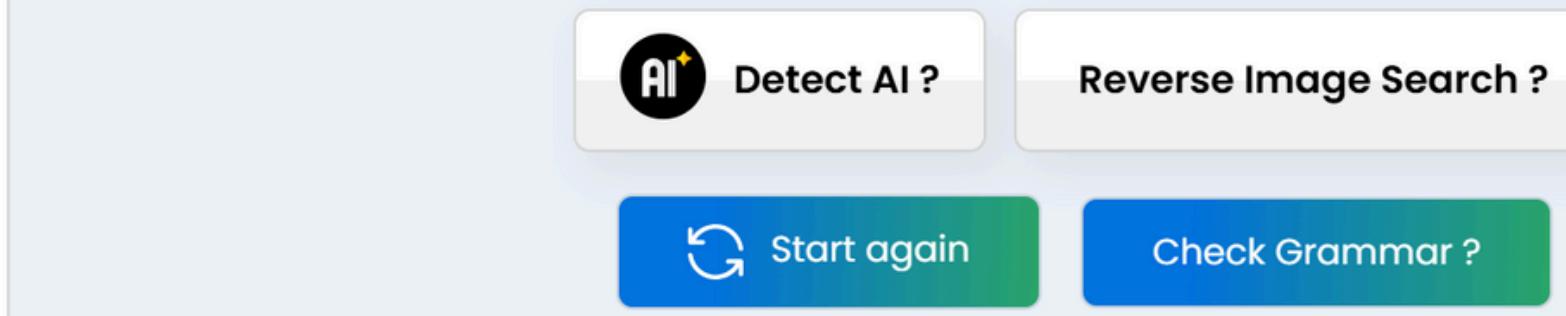
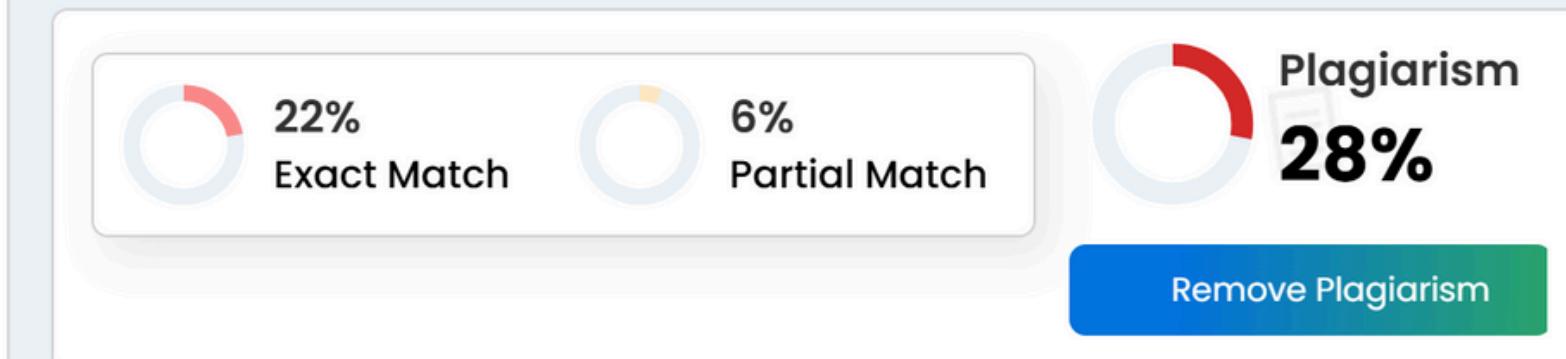
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PROCESS
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BY ANKITA TANEJA
OBJECTIVE

To analyze hiring data, identify trends, and provide recommendations to improve efficiency and effectiveness in the company's hiring process.

Similarity 12%

Presenting Survey Results: Pie Charts vs. Bar Graphs

Both pie charts and bar graphs are designed to help you communicate your survey results, but to convey your findings as clearly and accurately as possible ...

<https://www.alchemer.com/resources/blog/pie-chart-or-bar-graph>

Similarity 8%



PRESENTATION DESIGNER

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THANK YOU