

Work Life Balance Dashboard

1. Data Loading and Preparation

a. Import Dataset

- Open Power BI Desktop.
- Go to Home > Get Data > Excel /CSV and import your dataset.

b. Data Cleaning

- Review the dataset for any missing or inconsistent data.
- Copy and paste the Job satisfaction column and change the type to text and continue by replacing the field data accordingly.

2. Data Transformation

a. Convert Job Involvement to Text Format

- Open Power Query Editor by clicking on Edit Queries.
- Locate the Job involvement column.
- In the Home tab > Data > Go to data type and click down arrow > select text format

b. Convert Job satisfaction to Text Format and replace the values

- Open Power Query Editor by clicking on Edit Queries.
- Locate the Job satisfaction column.
- In the Home tab > Data > Go to data type and click down arrow > select text format
- Select the column > Home tab > go to Transform panel > select Replace values > change accordingly

3. Data Modeling

a. Create Measures (for KPIs)

• Attrition Rate:

$$\text{Attrition Rate} = \text{DIVIDE}(\text{COUNTROWS}(\text{FILTER}('WA_Fn-UseC_HR-Employee-Attrition', 'WA_Fn-UseC_HR-Employee-Attrition'[Attrition]="yes")), \text{COUNTROWS}('WA_Fn-UseC_HR-Employee-Attrition'), 0) * 100$$

• TurnOver Rate:

$$\text{TurnOver Rate} = \text{DIVIDE}(\text{COUNTROWS}(\text{FILTER}('WA_Fn-UseC_HR-Employee-Attrition', 'WA_Fn-UseC_HR-Employee-Attrition'[Attrition] = "yes")), \text{COUNTROWS}('WA_Fn-UseC_HR-Employee-Attrition'), 0)$$

4. Dashboard Design

a) Gender Slicer:

- Add a Slicer visual.
- Drag the Gender field to the Values area of the slicer.
- Customize the slicer to display Gender types like Male, Female, etc.

b) Marital Status Slicer:

- Add a Slicer visual.
- Drag the Marital status field to the Values area of the slicer.
- Customize the slicer to display Marital status types like Single, Married, etc.

c) Multi-row card Visual:

- Add multi-row card visual.
- Drag the fields like Job involvement, Job satisfaction, Monthly income, Work life balance, Relationship Satisfaction, etc.,
- Customize the multi-row card to display Average of the above-mentioned fields accordingly.

d) Donut chart to display work life balance across departments:

- Add a donut visual.
- Drag the Work life balance field to the Values area of the donut chart.
- Drag the departments field into legend area of donut chart.
- Customize the donut chart to display work life balance across departments accordingly.

e) Histogram to display Employees overtime by work life balance:

- Add a Histogram visual.
- Drag the Work life balance field to the Values area of the histogram chart.
- Drag the employee Id field into values weight area of histogram chart.
- Drag the overtime field into legend area of histogram chart.
- Customize the histogram to display Employees overtime by work life balance accordingly.

f) Pie chart to display Overtime by every department:

- Add a pie visual.
- Drag the Overtime field to the Values area and the departments field into legend area of the pie chart.
- Customize the pie chart to display work life balance across departments accordingly

g) Line & clustered column chart to display Relationship Vs Job satisfaction over Work life Balance:

- Add a Line & clustered column visual.
- Drag the Work life balance field to the Legend and Line Y-Axis area of the chart.
- Drag the Job satisfaction field into X-Axis area of chart.
- Drag the Relationship satisfaction field into Column Y-Axis area of chart.
- Customize the chart to display Relationship Vs Job satisfaction over Work life Balance accordingly.

h) Scatter chart to display Job Involvement and work Life Balance by Department and Job Role:

- Add a scatter plot visual.
- Drag the Department field to the Legend of the chart.
- Drag the Job role field into X-Axis area of chart.
- Drag the Job Involvement field into Y-Axis area of chart.
- Drag work life balance field into tooltip area of chart.
- Customize the chart to display Job Involvement and work Life Balance by Department and Job Role accordingly.

5. Final Touches

a. Formatting

- Apply consistent colours, fonts, and styles across visuals.
- Add titles, axis labels, and legends to enhance readability.

b. Tooltips and Interactivity

- Add tooltips to provide additional information on hover.
- Ensure slicers and filters interact with all related visuals for a dynamic dashboard.

c. Testing

- Test the dashboard with different filter selections to ensure accurate data representation.

Conclusion for Work Life Balance Analysis:

The Work life balance Analysis dashboard provides valuable insights into the factors affecting attrition rate within the dataset. Through this analysis, several key findings and implications emerge:

1. Overall Work-Life Balance Rating:

- The average work-life balance rating across the organization is **2.76** (derived from the card visual). This indicates that the general sentiment towards work-life balance is positive.
- **Recommendations:** To improve work-life balance, consider implementing flexible working hours, remote work options, and promoting a healthy work-life culture.

2. Distribution of Overtime:

- A significant proportion of employees **28.29%** work overtime regularly, as indicated by the bar chart distribution.
- **Recommendations:** Evaluate the workload and staffing levels to ensure employees are not consistently required to work overtime. Encourage time management training and prioritize tasks to reduce overtime.

3. Departmental Analysis of Overtime:

- Certain departments, such as **Research & Development (65.37%)**, **Sales (30.34%)** have a higher incidence of overtime work.
- **Recommendations:** Investigate the reasons for excessive overtime in these departments. Consider redistributing workloads or hiring additional staff to alleviate the pressure.

4. Impact on Work-Life Balance:

- Employees who work overtime have a lower work-life balance rating compared to those who do not, as shown by the Histogram.
- **Recommendations:** Address the root causes of overtime and implement measures to prevent burnout. Promote wellness programs and encourage regular breaks.

5. Role-Based Overtime Analysis:

- Specific roles, such as **Sales Executive and Research scientist**, are more prone to overtime work compared to others.
- **Recommendations:** Provide additional support and resources to roles with high overtime. Offer role-specific training to improve efficiency and reduce the need for extended hours.

6. Job Satisfaction Analysis:

- Job satisfaction levels are negatively impacted by overtime work, with employees working overtime reporting lower satisfaction scores.
- **Recommendations:** Focus on improving job satisfaction by recognizing and rewarding employees, fostering a positive work environment, and providing career development opportunities.

In conclusion, the work-life analysis dashboard provides valuable insights into the current state of work-life balance, overtime patterns, and their impact on job satisfaction and employee retention. By addressing the identified issues and implementing the suggested recommendations, the organization can enhance employee well-being, improve productivity, and foster a more positive work environment.