**Hiring Process Analysis**

***Project Guidelines***

1. **Download the Dataset**

* Get the provided dataset and ensure you have **Microsoft Excel** for analysis.

1. **Perform Analysis Categorizing Variables & Importing Data in Tableau**

* Use Excel to analyze the data and answer the project questions.

1. **Create & Submit a Report**

* Prepare a **PDF/PPT report** with the following sections:
  + **Project Description:** Briefly explain the project's objectives and approach.
  + **Approach:** Describe your execution process, techniques, and tools used.
  + **Tech Stack Used:** Mention the software (e.g., Microsoft Excel 2022) and its purpose.
  + **Insights:** Summarize key findings, trends, and patterns discovered.
  + **Result:** Highlight the outcomes and their impact on hiring process analytics.
  + **Drive Link:** Upload the report to **Google Drive**, set it to **public**, and include the sharable link.

***What you'll be doing:***

1. **Handling Missing Data:** Check if there are any missing values in the dataset. If there are, decide on the best strategy to handle them.
2. **Clubbing Columns:** If there are columns with multiple categories that can be combined, do so to simplify your analysis.
3. **Outlier Detection:** Check for outliers in the dataset that may skew your analysis.
4. **Removing Outliers:** Decide on the best strategy to handle outliers. This could be removing them, replacing them, or leaving them as is, depending on the situation.
5. **Data Summary:** After cleaning and preparing your data, summarize your findings. This could involve calculating averages, medians, or other statistical measures. It could also involve creating visualizations to better understand the data.

**Tasks:**

*After downloading the dataset, use Excel to answer the below questions:*

**A. 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?

**B. Salary Analysis:** The average salary is calculated by adding up the salaries 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.

**C. 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 salaries in the company. This will help you understand the salary distribution.

**D. 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.

**E. 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.