

# HR ANALYTICS DASHBOARD – PROJECT DOCUMENTATION

## HR Analytics Dashboard Overview

### Introduction:

The HR Analytics Dashboard is a comprehensive tool designed to assist management in making data-driven decisions by providing insights into key HR metrics. This document outlines the primary components of the dashboard, the key performance indicators (KPIs) tracked, and the analytical findings derived from the data.

### Objectives:

- To provide an overview of the current state of the workforce, including employee count, attrition, and demographic distribution.
- To analyze performance metrics across various departments, helping identify areas of strength and opportunities for improvement.
- To support strategic HR initiatives by offering a clear understanding of employee trends and organizational performance.

## Key Performance Indicators (KPIs) and Analysis

### Key Performance Indicators (KPIs)

1. **Employee Count:** Represents the total number of employees in the organization.
2. **Attrition Count:** Indicates the number of employees who have left the organization within a specific period.
3. **Active Employees:** The current number of employees actively working in the organization.
4. **Attrition Rate:** The percentage of employees who have left relative to the total number of employees, highlighting turnover trends.
5. **Average Age:** The average age of employees, offering insights into the demographic makeup of the workforce.
6. **Gender Distribution:** The proportion of male and female employees, helping monitor diversity within the organization.
7. **Marital Status:** Distribution of employees based on marital status, providing additional demographic insights.

### Detailed Analysis

- **Active Employees and Attrition Count by Department:** This metric provides a breakdown of active employees and attrition rates across different departments, enabling a focused analysis of departmental stability and employee retention.

- **Active Employees by Education Field and Level:** Analyzes the distribution of employees across various education fields and levels, offering insights into the organization's skill and qualification base.
- **Performance Rating by Department:** This metric summarizes employee performance across departments, helping to identify high-performing teams and areas requiring attention.
- **Active Employees by Age Band:** Analyzes the distribution of active employees across different age bands, assisting in understanding workforce demographics and planning for succession.

### MY DESIGN:



## Conclusions and Recommendations

### Summary of Findings

- The organization maintains a stable workforce, with 198 active employees out of a total of 271.
- The attrition rate stands at 0.27, indicating a relatively low turnover; however, monitoring this rate is crucial for future workforce planning.
- The average age of employees is 35.36 years, reflecting a relatively young workforce, which could influence training and development needs.
- A significant portion of employees has backgrounds in Life Sciences and Medical fields, highlighting the organization's specialized expertise.
- Performance ratings reveal that most employees are performing at a satisfactory level, with a concentration in the '3' rating category.

### Recommendations

- **Focus on Retention:** Implement targeted strategies to retain employees, particularly in critical departments like Research & Development (R&D) and Sales, where attrition rates are higher.
- **Encourage Continuous Learning:** Promote career development and continuous education to maintain high performance and enhance employee satisfaction.
- **Target Younger Workforce:** Develop retention strategies for younger employees, who may have a higher turnover rate, ensuring long-term organizational stability.