**HR Survey Analysis project**

**THE ASSIGNMENT**

To analyze the survey response data, and prepare a visual summary for HR leadership team.

**THE OBJECTIVES**

1. Explore and profile the data to correct any quality issues
2. Prepare and reformat the data for visualization
3. Visualize the data and identify key insights and recommendations

**DATA SOURCE**

Maven Analytics, Survey response from ~1500 employees in Washington state. File type: Excel; data structure: single table; # of records: 14725; # of fields: 10.

*PROGRESS OF THE PROJECT*

Objective 1

Explore and profile the data to correct any quality issues. The first objective is to explore and QA the data by calculating basic profiling metrics, removing blank and duplicate records and standardizing inconsistent text fields.

The following tasks were set to achieve the objective:

1. Calculation the minimum, maximum, count, and number of blanks for each numerical field A screenshot of a computer

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2. Removing any records with blank responses A screenshot of a spreadsheet

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3. Removing any records containing duplicate values across all fields A screenshot of a computer

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4. Calculating the count or frequency of each value in the **Department** and **Question** fields, and standardizing any inconsistencies

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Objective 2

Prepare and reformat the data for visualization. To produce clean source data for visualization by calculating response frequencies and proportions for each of the 10 survey questions.

The following tasks were set to achieve the objective:

1. Creating a new tab named **Chart Source**, and generate a unique list of survey questions

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1. For each question, calculating the count of records associated with each response type (1-4) and the average response, excluding zeros

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1. Adding new columns to convert the counts into percentages, based on the total responses for 1, 2, 3 or 4

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1. Copying and pasting the data as values, then sorting the questions descending by average response

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Objective 3

Visualize the data and identify key insights and recommendations. The final objective is to visualize the data using stacked bar charts and Likert scales, and derive insights and recommendations to share with the HR leadership team based on findings.

The following tasks were set to achieve the objective:

1. Visualizing the percentages as a 100% stacked bar chart, showing the question with the highest average response at the top

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1. Updating colors to shades of orange or red for negative responses (1,2), and shades of blue for positive responses (3,4)

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1. Adding data labels and remove the x-axis, title and vertical gridlines, then format individual chart elements to improve readability

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1. Modifying the chart to vertically align the bars so that positive responses skew to the right and negative responses skew to the left (need calculated columns)

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**INSIGHTS**

**The main findings** of my analysis are as follows: there is a negative trend associated with disappointment in rewards for good work (35% of respondents expressed extreme or negative views on this issue), as well as a trend associated with the lack of friends in the work team (48% of respondents are extremely dissatisfied or dissatisfied with this situation in the team).

**Recommendations** for the HR department: it would be good to improve the situation with rewards for work done (results achieved), it is not necessary to reward only for major achievements, you should start with rewards for small successes or achievements. To strengthen friendly relations within the team, more team events should be held (parties, informal gatherings, etc.).