

HR ANALYTICS DASHBOARD SUMMARY REPORT

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Executive Summary

In response to growing concerns around workforce dynamics, attrition, employee engagement, and grievance management, a comprehensive HR analytics dashboard was developed. This dashboard provides a bird's-eye view of the organization's human capital tracking key metrics across employee status, engagement, onboarding, leave, and grievances.

The goal is to support HR and executive stakeholders with actionable insights for strategic planning. The report answers the key questions raised by leadership, with evidence-based visualizations and metrics across five thematic areas.

Workforce Composition & Demographics

As of May 2023, the company has 150 employees:

65 Active, 22 Exited, and 63 On Leave

Gender distribution: 57% Male, 43% Female

Top three departments by headcount:

1. Human Resource – 29 employees
2. Information Technology – 29 employees
3. Finance – 27 employees

The dominant age group is 40–49 years, and most employees have a tenure of 2–3 years, suggesting a relatively mature and mid-level experienced workforce. This composition indicates a strong mid-career talent base, but also highlights potential gaps in junior experience retention.

Employee Engagement & Satisfaction

Over the past 12 months:

Average engagement score: 3.9

Departments with the highest engagement:

HR (3.6)

FINANCE (3.5)

IT (3.5)

OPERATIONS (3.5)

Lowest engagement levels observed in Partner and Hr. Manager (below 3.1)

Satisfaction scores mirrored engagement trends, with HR. leading in both metrics.

Onboarding & Exit Trends

New hires this year: 28

Exits this year: 2

Most exits occurred in Q1 and Q3, aligning with seasonal project cycles.

Average tenure of exited employees: 2.3 years

The Legal department recorded the highest attrition, followed by HR. A closer look at exit data shows a spike among employees who were not confirmed after probation, indicating the need for a more robust onboarding and early performance management system.

Leave & Benefits Utilization

Average leave days per employee: 14.59

50 employees exceeded the 20-day leave threshold

Top departments with high leave usage:

Operations

I. T

HR

A monthly heatmap of leave usage revealed April and January as peak months, corresponding with vacation period and Post holiday seasons. Benefit utilization rates were highest among tenured employees, suggesting longer-serving staff are more familiar with the system and policies.

Grievance Management

- Grievances reported in the last 12 months: 150

- Open: 61

- Pending: 35

- Resolved: 54

Most grievances originated from the FINACE and HR departments. A closer review indicated that workload imbalance and unclear KPIs were recurring themes in grievance descriptions. The resolution rate stands at 71% for the finance department and resolution rate stands at 92% for the HR department, which reasonable, indicates room for improvement in responsiveness and closure.

Key Recommendations

1. Engagement & Attrition Focus for High-Risk Roles: Target Partner and Hr. Manager roles with urgent engagement interventions (e.g., workload review, career pathing, mentorship) and retention strategies. (Data: Lowest engagement, potential flight risk).

2. Probation & Onboarding Overhaul (Legal & HR): Implement a structured probation support program and enhance onboarding specifically in Legal and HR departments. Focus on clear

expectations, early feedback, and connection. (Data: Highest attrition, spike in non-confirmed probation exits).

3. Grievance Process Efficiency (Company-wide, esp. FINANCE): Establish clear SLAs (e.g., 48-hour acknowledgment, 14-day resolution target) and standardized tracking for grievances. Prioritize workload balance and KPI clarity initiatives, especially in FINANCE given its lower resolution rate (71% vs HR's 92%). (Data: High grievance volume, recurring themes, lower Finance resolution rate).

4. Responsible Leave Management (Ops, IT, HR): Launch targeted campaigns in Operations, IT, and HR on leave planning best practices and benefit utilization. Monitor trends in departments with high leave usage (>20 days). (Data: High leave usage in these depts, 50 employees exceeding threshold).

5. Knowledge Transfer & Mid-Career Development: Develop formal succession planning for the dominant 40-49 age group and implement accelerated development programs for employees in the 2–3-year tenure bracket to retain mid-level experience and bridge junior gaps. (Data: Mature workforce, concentration in mid-tenure).

Conclusion

This comprehensive HR analytics dashboard provides a critical, data-driven lens into our workforce health. Key findings reveal a mature, mid-tenure workforce concentrated in HR, IT, and Finance, but highlight specific vulnerabilities: critically low engagement in Partner/Hr. Manager roles, concerning attrition in Legal and HR linked to probation failures, unsustainable leave patterns in Operations/IT/HR, and a significant volume of unresolved grievances centered on workload and unclear KPIs, particularly in Finance. Armed with these actionable insights, the organization is now positioned to move beyond reactive measures.

By prioritizing the targeted recommendations.

- Focusing on high-risk roles, overhauling probation in critical departments, streamlining grievance resolution, promoting responsible leave, and investing in mid-career development.
- We can proactively foster a more resilient, engaged, and productive workplace, directly addressing the core concerns that impact retention and performance. This dashboard is the foundation for evidence-based strategic HR decision-making.