THE DATASET

The Dataset is an HR dataset which shows the makeup of an organization. It contains 13 columns and 22,214 records showing basic information about a company's employees like, their departments, age, Location, Hire date, Termination date, Gender, Job title. I basically would be helping a company draw more information about its hiring policies, the Gender and Racial makeup of the company, where most of its employees are situated and most importantly; its Employee Churn. TARGET AUDIENCE The Dashboard is made for the Human Resource manager of the company. The Manager would like an analysis of all its employees, its pattern of employment each year and so on. This is to be done in order to figure out how many staff are on its payroll, their age bracket, which department to downsize in order to reduce cost of operation and so on.

TRANSFORMATIONS

In terms of transforming the data, the following steps were carried out from it in order to generate meaningful insights from the data: 1. The first step to cleaning the data was to remove all duplicates. Once I did this, I removed inconsistent data. 2. From the original dataset, the Date of Birth of each employee was given. This was not enough to draw insights from so I decided to get their ages from the dates provided and group them into three categories (Elderly, Middle-aged and young). To do this, I used the formula "=int(yearfrac(E2, today()))" and named the new column "Age". After this was done, I went ahead to group them into three different categories mentioned earlier. To do this, I used the if formula ("=if "age" > 45, then "Elderly, if "age" >30 and <= 45, then "Middle Aged", if "age" <= 30, then "Young"). 3. Next transformation I did was to try and get insights

from the hiredate and Resignation date columns. Since it is an HR dashboard, I was sure they would be interested in the number of people that have left the company since its inception so I knew I had to do more with those columns. The first transformation I did here was to try to convert a UTC datetime format to a normal date format. I used the “LEFT” formula to delete the unwanted format and then changed it from a datetime format to a date format. I then created an extra column called “Status” using both the hiredate and resignation date columns. If the “termdate” showed “N/A” then the status of the employee would be “Still at the company” otherwise, the status would be “Has left the company”.

INSIGHTS

INSIGHTS From the analysis, we can draw the following insights from the dashboard; 1. The majority of the Company’s employees are between the age 30 and 45. The analysis shows that over 9,000 of its employees are over the age of 30 and younger than 46. 2. Since the inception of the company in 2000, 1,866 females have resigned/left the company with the most departure coming from the Engineering department which represented a total of 30.4% of that figure. 3. 28% of the company’s employees are white. Two or more races, Black or African American, Asian or represent 16% each of the company’s employee count. 11% are Hispanic or Latino while American Indian or Alaska native and Hawaiian or other Pacific represent 6% each of the employee count. LEARNINGS The part of the project I enjoyed working on was putting the dashboard together to generate insights. Seeing the whole thing come together at the end was satisfying. The least enjoyable part for me was the Data cleaning. I kept

making mistakes when trying to change the UTC datetime format to an ordinary date format. I tried using the date formulas but could not get it to work. At the end, I had to use the “Left” formula to erase the time part of the date and then change it to “DD/MM/YYYY” format.