Task-4: Hiring Process Analytics

Data Handling Tasks:

1. Handling Missing Data
2. Clubbing Columns
3. Outliner Detection
4. Removing Outliners
5. Data Summary

Excel Tasks:

- **Data Analytics Tasks:**

1. Hiring Analysis
2. Salary Analysis
3. Salary Distribution
4. Departmental Analysis
5. Position Tier Analysis

- **Software Used: Microsoft Excel**

DATA HANDLING

My Approach:

- My First goal is to clearly understand the given data and Columns.
- Then, Checking for any Missing values, identifying Outliners and removing them.
- Analyzing the given data with the help of Pivot Tables, Bar graphs, and Pie Charts.
- Finally, Solving the given tasks with the help Excel and Obtain the useful Insights from the data.

DATA ANALYSIS

1) Hiring Analysis:

The hiring process involves bringing new individuals into the organization for various roles.

Task: Determine the gender distribution of hires. How many males and females have been hired by the company?

Function:

- =COUNTIFS(D:D,"Male",C:C,"Hired")
- =COUNTIFS(D:D,“Female",C:C,"Hired")
- =SUM(Q12,Q13)

Output:

- Males Hired = 2563
- Females Hired= 1856
- Total Hired = 4419

DATA ANALYSIS

1) Hiring Analysis:

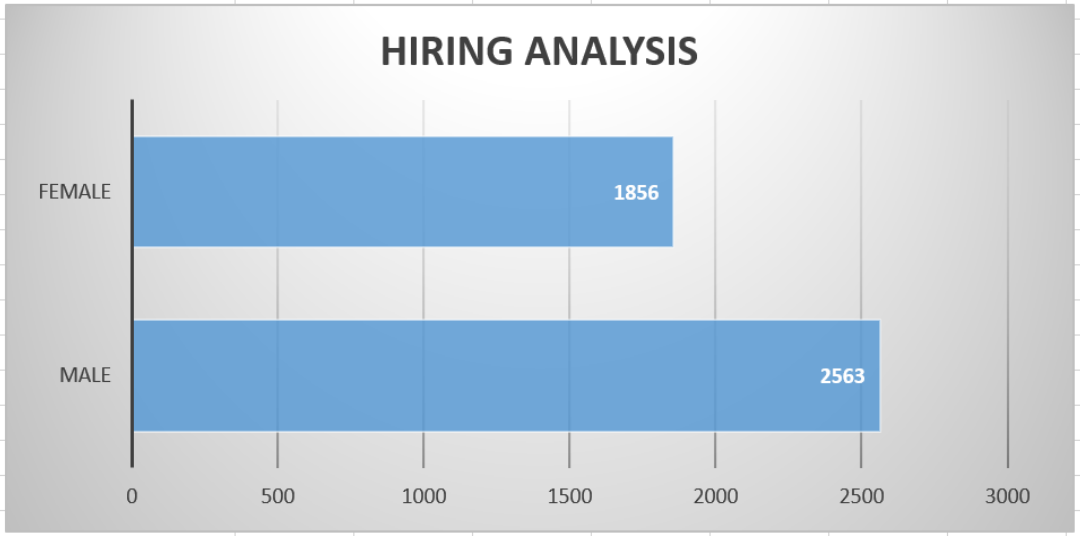
The hiring process involves bringing new individuals into the organization for various roles.

Task: Determine the gender distribution of hires. How many males and females have been hired by the company?

Result:

A. How many males and females are Hired ?

Gender	Hired
MALE	2563
FEMALE	1856
TOTAL	4419



DATA ANALYSIS

2) 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.
Task: What is the average salary offered by this company? Use Excel functions to calculate this.

Function:

- We can find Average in Two methods one using direct formula, and the other one is by creating a Pivot table and finding out the Average Salaries offered by each department.
- Here, I have used the second method.

Output:

- The Average Salary Offered by the company is **49983.029**

DATA ANALYSIS

2) 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.
Task: What is the average salary offered by this company? Use Excel functions to calculate this.

Result:

B. What is the average salary offered in this company ?

Departments	Average of Offered Salary
Finance Department	49628.00694
General Management	58722.09302
Human Resource Department	49002.27835
Marketing Department	48489.93538
Operations Department	49151.35438
Production Department	49448.48421
Purchase Department	52564.77477
Sales Department	49310.3807
Service Department	50629.88418
Grand Total	49983.02902

DATA ANALYSIS

3) 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.
Task: Create class intervals for the salaries in the company. This will help you understand the salary distribution.

Result:

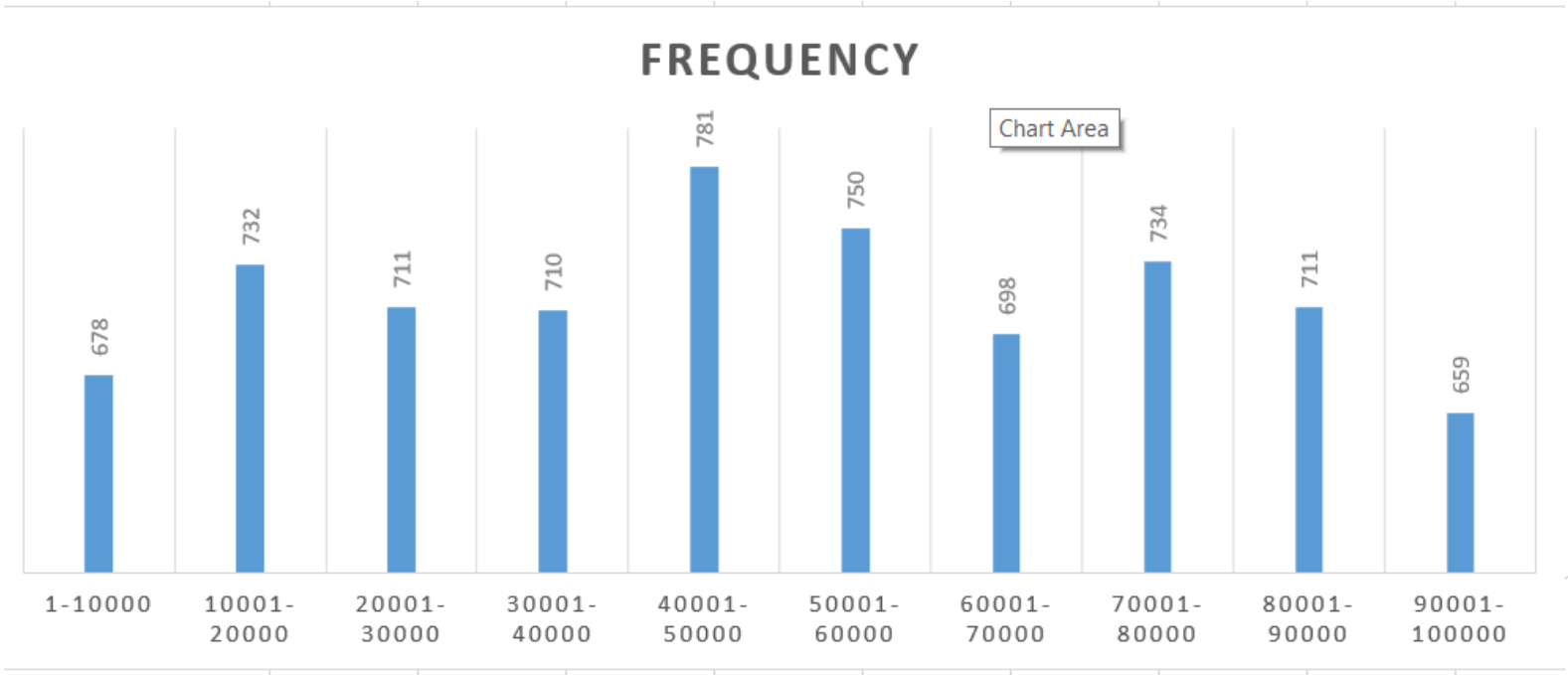
Class Interval	*Frequency*
1-10000	678
10001-20000	732
20001-30000	711
30001-40000	710
40001-50000	781
50001-60000	750
60001-70000	698
70001-80000	734
80001-90000	711
90001-100000	659
TOTAL	**7164**

DATA ANALYSIS

3) 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.
Task: Create class intervals for the salaries in the company. This will help you understand the salary distribution.

Visualization:



DATA ANALYSIS

4) Departmental Analysis:

Visualizing data through charts and plots is a crucial part of data analysis.
Task: Use a pie chart, bar graph, or any other suitable visualization to show the proportion of people working in different departments.

Result:

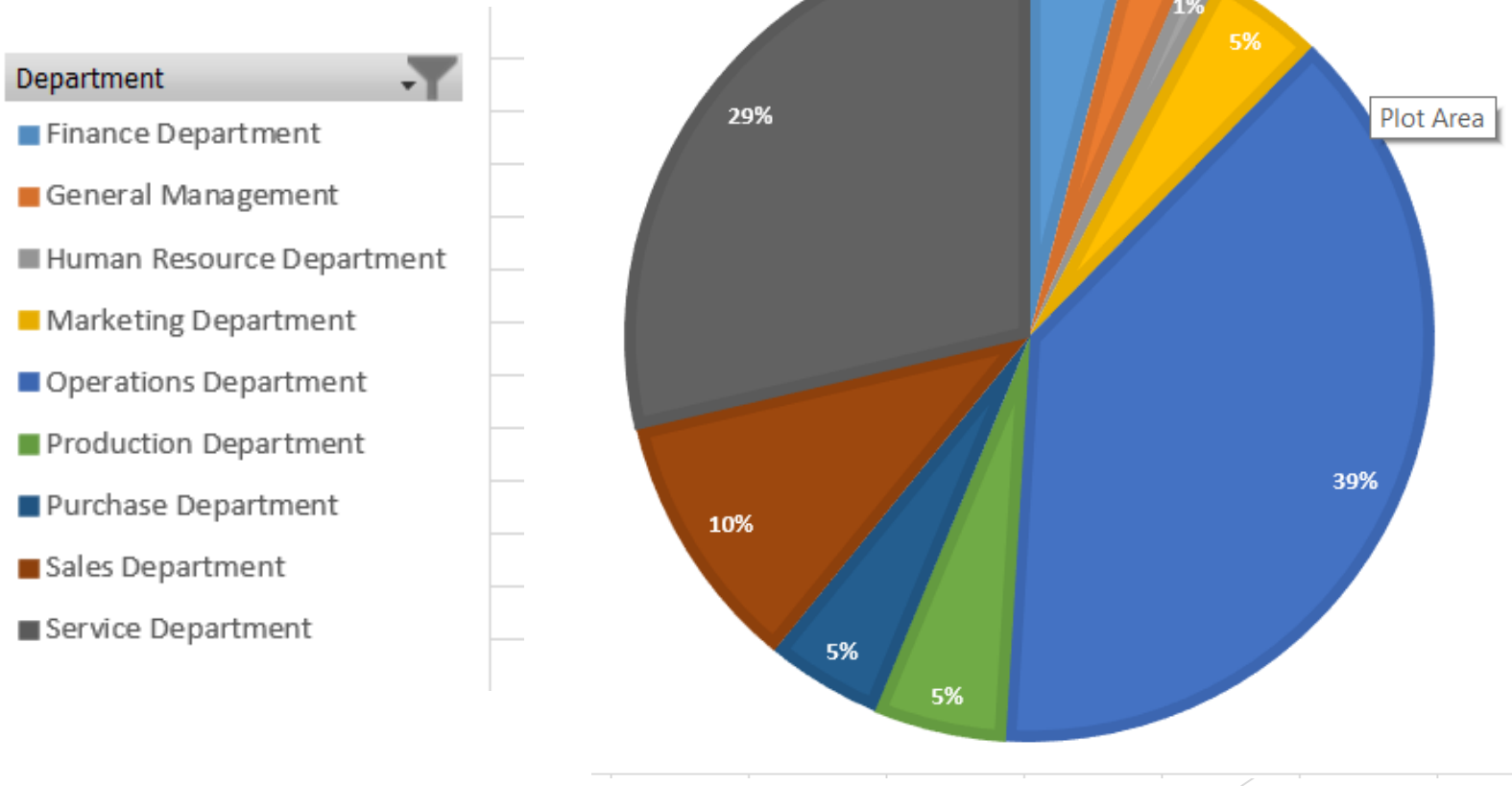
Row Labels	Count of Department
Finance Department	288
General Management	172
Human Resource Department	97
Marketing Department	325
Operations Department	2771
Production Department	380
Purchase Department	333
Sales Department	747
Service Department	2055

DATA ANALYSIS

4) Departmental Analysis:

Visualizing data through charts and plots is a crucial part of data analysis.
Task: Use a pie chart, bar graph, or any other suitable visualization to show the proportion of people working in different departments.

Visualization:



DATA ANALYSIS

5) Position Tier Analysis:

Different positions within a company often have different tiers or levels.

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.

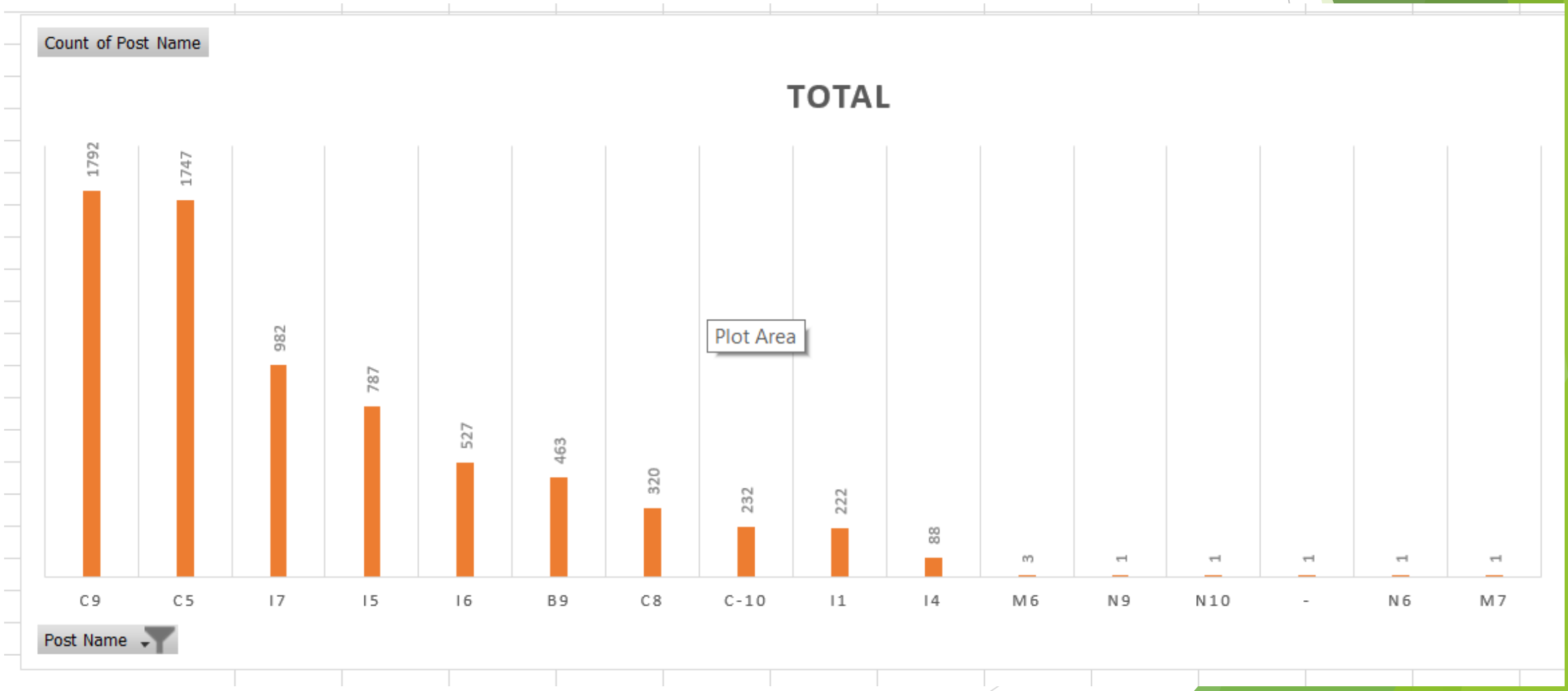
Result:

Row Labels	Count of Post Name
c9	1792
c5	1747
i7	982
i5	787
i6	527
b9	463
c8	320
c-10	232
i1	222
i4	88
m6	3
n9	1
n10	1
-	1
n6	1
m7	1

DATA ANALYSIS

5) Position Tier Analysis:

Visualization:



Conclusion

- All the tasks which are given as Hiring Process Analytics has been solved with appropriate results.
- For completing these tasks, I have used Microsoft Excel and Power point.
- The Results are also Visualized using Bar graphs and Pie Charts.
- The Task results Excel sheet Link is also provided along with the report.
- https://docs.google.com/spreadsheets/d/1yvREQiV7RRVReSMDvF3GDYiCRZstdIdO/edit?usp=drive_link&ouid=113249253121491889461&rtpof=true&sd=true

Thank You