

Business Problem for HR Analyst: Employee Retention and Workforce Optimization

Problem Statement:

The company is experiencing workforce attrition, with employees leaving due to resignations, retirements, and involuntary terminations. HR needs to analyze key factors affecting employee retention and workforce stability. By understanding trends in employee tenure, termination reasons, performance ratings, and pay zones, HR can develop strategies to improve retention, optimize staffing, and enhance employee satisfaction.

Key Analysis Questions for HR Using Excel:

1. Workforce Demographics & Diversity:

- What is the gender, race, and age distribution of employees across different business units?
- Which departments have the highest concentration of employees from specific demographic groups?
- What is the average employee tenure based on age groups and employee classification types?

2. Employee Retention & Attrition Analysis:

- What percentage of employees have exited the company over the last year?
- What are the top reasons for employee exits (resignation, involuntary termination, retirement)?
- Which job titles and pay zones have the highest turnover rates?
- What is the relationship between tenure and termination type? (e.g., do temporary employees leave more frequently than full-time employees?)
- Is there a pattern in supervisor assignments affecting turnover?

3. Performance & Compensation Insights:

- How does employee classification (Contract, Full-Time, Part-Time, Temporary) impact performance ratings?
- Do employees with higher performance scores have longer tenures?
- Is there a correlation between Pay Zone and Performance Score?
- Do certain business units have a higher percentage of low-performing employees?

4. Departmental & Job Function Analysis:

- Which departments have the highest employee attrition rates?
- Are certain divisions experiencing more involuntary terminations than others?

- What is the average tenure per job function?
- Are specific departments more likely to have high performers versus low performers?

5. Supervisor & Leadership Influence:

- Do certain supervisors have higher employee turnover rates?
- What is the average tenure of employees under each supervisor?
- Are there specific supervisors associated with more involuntary terminations?