**HR Analytics Dashboard using Excel**

**Objective**

The goal of this project was to build a comprehensive dashboard to analyze employee attrition and performance trends. Using Excel, we performed descriptive analytics on HR data to generate insights that can help in decision-making and strategy formulation.

**Dataset Used**

* **Source:** IBM HR Analytics Employee Attrition & Performance dataset
* **Data Fields:** Includes demographic, job-related, and attrition data such as:
  + Employee Number
  + Department
  + Job Role
  + Age
  + Monthly Income
  + Job Satisfaction
  + Attrition (Yes/No)

**KPIs Analysed**

1. **Overall Attrition Rate** – % of employees who left the company
2. **Attrition by Department** – Comparison of attrition rate across departments
3. **Average Monthly Income by Job Role** – Identifies highest and lowest paying roles
4. **Age Distribution** – Categorized age groups (20–30, 31–40, etc.)
5. **Job Satisfaction vs. Years at Company** – Analysed employee satisfaction over tenure

**Excel Tools Used**

* **Pivot Tables** for data summarization
* **Pivot Charts** (Bar, Column, Pie, Stacked Bar) for visualization
* **Slicers** for interactivity and filtering based on attributes like Department, Gender
* **Custom Columns** for Age Groups and calculated percentages

**Key Insights**

* The Sales and HR departments had the highest attrition rates.
* Managerial roles received the highest average monthly income.
* Most employees were aged between 31 and 40.
* Employees with more experience (Years at Company) showed varying levels of job satisfaction, with some years showing sharp drops.

**Deliverables**

* Excel File: HR\_Analytics\_Dashboard.xlsx
* Dashboard Screenshot: dashboard\_screenshot.png
* Documentation File: README.md

**Outcome**

The Excel-based dashboard provides an easy-to-navigate, interactive tool for HR stakeholders to understand workforce trends and identify areas that require policy intervention. The visual KPIs help in highlighting problems such as high attrition zones and satisfaction drop-offs.