

HR Dashboard Report

Overview

The HR dashboard provides a comprehensive analysis of the company's workforce, covering key insights such as total employees, gender distribution, job levels, employee tenure, promotions, retirements, job satisfaction, attrition, travel frequency, and employee demographics. The key insights from the images include workforce distribution, career progression, employee engagement, and business travel trends.

Key Metrics

- Total Employees: 1,470
- Gender Distribution:
 - Males: 882 (60%)
 - Females: 588 (40%)
- Average Monthly Income: £6,503
- Employees Due for Retirement: 117 (7.96%)
- Employees Due for Promotion: 72 (4.9%)

Diversity & Inclusion

- Male employees (60%) significantly outnumber female employees (40%).

Recommendation:

- Encourage more female leadership opportunities through mentorship programs.
- Strengthen hiring policies to promote diversity.
- Create women empowerment initiatives within the company.

Employee Tenure

- The number of employees varies across different years of service, with the majority having between 0-10 years at the company.
- The highest employee count is for those with less than 10 years of service, particularly between 0-5 years.
- A handful of employees have served for over 30 years.

Implication: The majority of employees have spent less than 10 years at the company.

Recommendations:

- Introducing mentorship programs and career development plans could help improve retention.
- A review of the employees that have served above 30 is recommended to ensure they are not at work above the regulatory duration.

Employees by Distance to Work

- 58.16% live very close.
- 21.63% live close.
- 12.59% live far.
- The remaining percentage live very far

Implication: The possibility of many staff coming to work late is almost eliminated. The risk of unavailability of staff at the required time is been mitigated.

Recommendations: Since 58.16% of employees live very close to work, the organization can leverage this by encouraging flexible work hours or hybrid models for employees who live far and very far to improve productivity.

Total Employees by Department

- Research & Development has the highest number of 65.37% of employees
- Sales department follows with 30.34% of employees
- Human Resources has the smallest department by employee size of 4.29%.

Recommendations: Focus hiring efforts on departments with lower workforce numbers, such as Human Resources. HR resources might need strengthening to support the large workforce.

Total Employees by Job Level

- The largest number of employees are in the Job Level 1 category (36.4%), followed by 36.32% in Job Level 2.

- Higher job levels have fewer employees, with 4.69% of employees at Job Level 5.

Implication: The resources seem to be optimally allocated. Most employees are at levels 1 and 2, indicating growth potential.

Recommendation: Upskilling and internal promotions should be emphasized to maintain motivation and reduce turnover.

Retirement and Promotion Analysis

1. Retirement Analysis

A percentage total of 7.96% of employees are due for retirement. The distribution across job roles and departments is as follows:

Job Role: A greater majority of potential retirees consists of Managers (**37.6%**), Healthcare Representatives (**13.7%**), Sales Executives (**11.1%**) and Research Directors (6.8%), and a lesser proportion in the roles of Manufacturing Directors (3.4%), Laboratory Technicians (4.3%), Research Scientists (2.6%), Human Resources (0.9%). Sales Representatives (0%) of staff due for retirement

Department:

- Research & Development with 63.2% of the employees.
- Sales with 30.8% of the employees (30.8%).
- Human Resources with 6% of the employees.

Implications:

- The Research & Development department will experience the highest impact due to retirements requiring proactive succession planning.
- A leadership gap is expected as a significant number of managers are retiring requiring immediate leadership transition strategies.
- The sales team will also be affected, requiring replacement planning.

Recommendations

- Identify and train successors for key roles, particularly in Research & Development, Sales, and managerial positions.

- Implement mentorship programs to transfer knowledge from retiring employees to younger staff.
- Offer phased retirement options, allowing retirees to mentor employees before full exit.

2. Promotion Analysis

A total of 72 employees (4.9%) are eligible for promotion, distributed across job roles and departments as follows:

Job Role:

- Managers with 30.6% of the employees.
- Healthcare Representatives with 22.2% of the employees.
- Sales Executives with 22.2% of the employees.
- Research Directors with 12.5% of the employees.
- Manufacturing Directors with 4.2% of the employees.
- Laboratory Technicians with 4.2% of the employees.
- Research Scientists, Human Resources, and Sales Representatives comprising 1.4% of the employee population respectively.

Department:

- Research & Development comprising largely of the 65.3% of the employees (65.3%)
- Sales with 31.9% of the employees
- Human Resources amounting to only 2.8% of the employees.

Implications:

- The Research & Development department has the most employees due for promotion, which could address skill gaps from retirements.
- Managerial positions will require strategic succession planning to fill vacancies.
- Sales roles have a balanced promotion pipeline, ensuring continuity.
- This may indicate a slow career progression, which could lead to dissatisfaction and increased attrition.

Recommendations:

- Introduce leadership development programs to prepare employees for promotion.

- Provide clear career progression plans to ensure long-term employee growth and retention.
- Assess job roles with low promotion rates and create targeted upskilling initiatives.

Employee Job Satisfaction

- High Satisfaction: 31.22%
- Medium Satisfaction: 30.07%
- Indecisive: 19.66%
- Low Satisfaction: 19.05%
- A significant portion of employees (over 50%) have medium or low job satisfaction, which may require further investigation.

Implications:

- 50% of employees have medium to low job satisfaction.
- This could lead to decreased productivity and higher turnover in the future.

Recommendation:

- Conduct employee feedback surveys to identify dissatisfaction areas.
- Enhance work-life balance policies, including flexible work options and mental health programs.
- Recognize and reward high performers to boost motivation.
- Improve career development opportunities through training and certification programs.

Employee Attrition

- Total Employees Who Left: 16.12%
- Employees Who Stayed: 83.88%
- While most employees remain with the company, attrition levels should be monitored to identify any emerging workforce challenges.

Attrition by Workforce Composition

- Of the 237 employees who left, it was observed that 63.3% were males while 36.7% were females. Also, 50.6% are married, 35.4% are single and 13.9% are divorced employees.

- Of this population, 87.1% have a performance rating of 3 and 12.9% with a performance rating of 4

Implications:

- More attrition occurred with married employees' possibility due to work-family life balance and childcare.
- A majority (87.1%) of employees have a performance rating of 3.

Recommendations:

- Consideration and measures could be introduced to help manage work-life balance policies for married employees
- Provide targeted training.
- Implement a recognition and reward system.
- Conduct periodic performance reviews to improve productivity.

Attrition by Business Travel

- Frequent Travelers: 29.1% (69 employees)
- Occasional Travelers: 65.8% (156 employees)
- Non-Travelers: 5.1% (12 employees)

Implication: Employees who travel frequently or occasionally experience higher attrition than non-travelers. Employees who travel frequently (29.1%) are more likely to leave.

Recommendations:

- Provide better travel support.
- Introduce remote work options where possible.
- Offer wellness programs for traveling employees.

Attrition by Department and Job roles

- Research & Development has an attrition rate of 56.1%, with Research scientists and laboratory Technicians being the most affected roles, with 19.8% and 26.2% of the entire staff population affected, respectively.
- Sales has an attrition rate of 38.8% Sales executives up to 24.1% of the entire staff population.
- Human Resources is the least affected department and role, making up only 5.1% of the staff population.

Implication: Research & Development and Sales have the highest attrition, possibly due to workload or job dissatisfaction. More than half of the attrition occurs in Research & Development (56.1%) and Sales (38.8%).

Recommendations:

- Conduct employee satisfaction surveys.
- Offer competitive incentives and promotions.
- Improve work-life balance with flexible work options.

Attrition by Retirement & Promotion

- 4.6% of the employees who left were due for Retirement
- 3.8% were due for Promotion.

Implication: 3.8% due for promotion could have left due to the feeling of stagnation or dissatisfaction and 4.6% due for retirement could have left possibly due to exhaustion.

Recommendations:

- Timely promotion of employees when due.
- Identify successors and initiate leadership training.
- Recruit replacements in advance for smooth transitions.

Attrition by Years in Current Role

It was observed that 41.8% of employees who left have spent over 10 years in the same role.

Implication: 41.8% of employees have been in the same role for over 10 years, which may lead to stagnation.

Recommendations:

- Implement career growth programs.
- Encourage mentorship roles.
- Provide skill enhancement training and leadership pathways.

Marital Status & Performance Rating

- Married Employees: 45.78% (673 employees)
- Single Employees: 31.97% (470 employees)
- Divorced Employees: 22.24% (327 employees)
- Performance Rating:
 - Rating 3: 19%
 - Rating 4: 80.5%

Implications:

- The company might need to consider work-life balance initiatives, especially for employees with families.
- Understanding marital status may help in employee benefits planning.
- This suggests a generally satisfactory performance level, but room for improvement.

Recommendations:

- Provide family-friendly policies, including childcare support and flexible working hours.
- Provide performance-based incentives, training and development programs to enhance productivity.
- Offer career development programs for employees with lower ratings.

Business Travel Trends

- Majority of the employees which constitute up to 70.95% rarely travels.
- 18.84% of the employees frequently travels.
- A total non-traveling population of 10.20%.

Implications:

- The majority of employees travel rarely, indicating a primarily office-based workforce.
- Employees with frequent travel may experience burnout, affecting productivity and job satisfaction.

Recommendations:

- Assess the impact of frequent travel on employee well-being and performance.

- Introduce flexible travel policies, remote work options, and travel allowances.
- Optimize travel policies and increase virtual meetings for frequent travellers.

Education Field Distribution

Of the 1,470 employees, the distribution across various fields of education is as follows;

- Life Sciences constitute 41.22% of the employees
- Medical Field, 31.56% of the employees
- Marketing: 10.81% of the employees
- Technical: 8.98% of the employees
- 82 employees from various other fields of education which constitutes merely 5.58% of the entire staff population.

The workforce is largely composed of employees from life sciences and medical backgrounds, which may be suggestive of the company's focus on healthcare-related industries.

Years in Current Role

- Several employees have over 16 years in their current role, which may suggest stability but also highlight the need for internal career growth opportunities.
- The longest tenure recorded is 18 years.

Implications:

- Some employees have been in their roles for over 16 years.
- Limited career advancement opportunities may be causing stagnation and dissatisfaction.

Recommendations:

- Implement career growth programs.
- Introduce job rotation and leadership training to prevent stagnation.
- Provide skill enhancement training and leadership pathways.

Conclusion

This HR dashboard provides useful insights into workforce demographics, employee distribution, career progression within the organization, promotion and retirement planning, workforce satisfaction, attrition rates, and travel frequency. The company has a relatively young workforce, with many employees in lower job levels and the majority living close to work. There are opportunities for promotions and retirements, which will influence workforce planning.

The organization has a stable workforce with relatively low attrition but must focus on improving job satisfaction and internal growth opportunities. Monitoring workforce trends, particularly in high-retirement departments like Research & Development, will be crucial for future HR strategies.