

# HR ANALYSIS

## BUSINESS REQUIREMENT

To analyze the organization's workforce structure, headcount movement, attrition, diversity, and employee stability to support **strategic HR decision-making, manpower planning, and retention initiatives** using key HR KPIs and visual analytics in Excel.

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## HR ANALYTICS TEAM DASHBOARD

### KPI's REQUIREMENTS

1. **Overall Headcount (HC)** Total number of employees associated with the organization.
2. **Active Headcount** Number of employees currently active on payroll.
3. **Attrition Count** Total number of employees who have exited the organization.
4. **Attrition Percentage** Percentage of employees who left compared to the total workforce.
5. **Transfer Count** Number of employees who have moved internally across departments or roles.

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### Charts & Visualization REQUIREMENTS

1. **Headcount Growth Trend (Year-wise)** Displays yearly changes in headcount including onboarding, attrition, and transfers to understand workforce growth patterns.
2. **Diversity Percentage (Gender-wise)** Shows gender distribution of employees to monitor workforce diversity.
3. **Job Level Distribution (%)** Represents workforce composition across Trainees, Professionals, Management, and Contract roles.
4. **Department-wise Headcount (%)** Highlights the proportion of employees across departments to assess resource allocation.
5. **Headcount by Reporting Manager** Displays number of employees reporting to each manager to evaluate reporting load and span of control.
6. **Employee Type Distribution (%)** Compares Permanent and Contract employees to assess workforce stability.
7. **Employee Stability / Tenure Analysis (%)** Shows employee distribution across tenure bands to identify retention patterns and attrition risk periods.