HR DASHBOARD PROJECT REPORT

1.INTRODUCTION

The HR Dashboard provides a comprehensive visual overview of employee-related data to support strategic HR decisions. It focuses on key metrics such as workforce distribution, promotion eligibility, tenure, retrenchment, job levels, and proximity to the office.

2.ABTRACT

This project aims to streamline HR analysis by creating a dynamic dashboard using data visualization tools. The goal was to present actionable insights for HR management to monitor workforce trends, identify promotion candidates, and track employee engagement.

3.TOOL USED

Microsoft Power BI / Tableau / Excel
Data Cleaning Tools: Excel, Python
Visualization Libraries: Power BI Visuals / Tableau Charts

4.STEPS INVOLVED IN BUILDING PROJECT

- Data Collection & Preparation
- Gathered raw HR data including employee details like gender, years of service, job level, and proximity to the office.
- Data Cleaning & Transformation
- Processed missing or incorrect values, converted data types, and created calculated fields (e.g., percentage due for promotion, gender split).
- Dashboard Design & Layout
- Created a clean layout with cards, bar charts, pie charts, and filters:
- Total Employees: 1,470 with 60% male and 40% female.
- Promotion Status: 4.9% due, 95.1% not due.
- Tenure Overview: Highest concentration at 10 years (202 employees).
- Job Levels: Majority in Level 1 and 2 roles.
- Distance from Office: 64% live very close, only 15.6% live very far.
- Retrenchment Forecast: 8% (117 employees) at risk.
- Insight Generation
- Identified potential retention risks and promotion needs.
- Highlighted workforce concentration areas for resource allocation.

5.CONCLUSION

The HR Dashboard enables real-time workforce monitoring, promotes data-driven decision-making, and enhances operational efficiency. It offers HR leaders a centralized tool to identify promotion cycles, evaluate retrenchment risk, and optimize workforce distribution based on tenure and office proximity.