# Hiring Process Analytics Report

## Project Description:

### Overview

The hiring process is a critical function of any company, and analyzing hiring trends can provide valuable insights to improve efficiency and decision-making. This project aims to analyze hiring process data from a multinational company to uncover trends related to gender distribution, salary structures, departmental hiring, and position tiers.

#### Objective

The objective of this project is to analyze the company's hiring data using Microsoft Excel and identify key insights that can help the organization optimize its hiring strategies.

## Approach:

Data Cleaning and Preparation:

- Identified and handled missing values appropriately.
- Checked for duplicate records and removed inconsistencies.
- Standardized formats in the dataset for better analysis.

Data Analysis Techniques:

- Gender-wise Hiring Analysis: Used the COUNTIFS function to calculate the number of male and female hires.
- Salary Analysis: Used AVERAGE function to determine the average salary offered.
- Salary Distribution: Created salary bins and used COUNTIFS and histogram functions to analyze distribution.
- Departmental Hiring Analysis: Used COUNTIF and pivot tables to analyze hiring trends per department.
- Position Tier Analysis: Used COUNTIF to classify different job levels and created visual representations.

Data Visualization:

- Pie Charts: Used for gender distribution and departmental hiring proportions.
- Bar Graphs: Used for salary distribution and position tier representation.
- Histogram: Used to visualize salary range distribution.

## Tech-Stack Used:

- Software Used: Microsoft Excel 2022
- Excel Functions: COUNTIFS, AVERAGE, IF, VLOOKUP, Pivot Tables

- Visualizations Used: Pie Charts, Bar Graphs, Histograms

# Insights:

## A. Hiring Analysis (Gender Distribution)

- Male Count: 4085
- Female Count: 2675
- Observation: More males were hired compared to females. This insight can be used to promote diversity in hiring practices.
- Formula Used: COUNTIFS

| A. Hiring Analysis: The hiring process involves bringing new individuals into the organization for various roles.<br><br>Your Task: Determine the gender distribution of hires. How many males and females have been hired by the company? | | |
|---|---|---|
| Male Count | 4085 | COUNTIFS(D2:D7169,"Male") |
| Female Count | 2675 | COUNTIFS(D3:D7170,"Female") |

## B. Salary Analysis

- Average Salary: ₹50936.04
- Observation: The average salary provides a benchmark for salary negotiations and job offers.
- Formula Used: “=ROUND(AVERAGE(G2:G79),2)”

| B. Salary Analysis: The average salary is calculated by adding up the salaries of a group of employees and then dividing the total by the number of employees.<br><br>Your Task: What is the average salary offered by this company? Use Excel functions to calculate this. | | |
|---|---|---|
| Average Salary | 50936.04 | ROUND(AVERAGE(G2:G79),2) |

## C. Salary Distribution

C. Salary Distribution: Class intervals represent ranges of values, in this case, salary ranges. The class interval is the difference between the upper and lower limits of a class.

Your Task: Create class intervals for the salaries in the company. This will help you understand the salary distribution.

| Salary Range | Count | Formula Used |
|---|---|---|
| 0 - 20k | 1410 | COUNTIFS($G$2:$G$7169,">=0",$G$2:$G$7169,"<=20000") |
| 20k - 40k | 1421 | COUNTIFS($G$2:$G$7169,">=20000",$G$2:$G$7169,"<=40000") |
| 40k - 60k | 1532 | COUNTIFS($G$2:$G$7169,">=40000",$G$2:$G$7169,"<=60000") |
| 60k - 80k | 1432 | COUNTIFS($G$2:$G$7169,">=60000",$G$2:$G$7169,"<=80000") |
| 80k - 100k | 1370 | COUNTIFS($G$2:$G$7169,">=80000",$G$2:$G$7169,"<=100000") |
| 100k - 200k | 1 | COUNTIFS($G$2:$G$7169,">=100000",$G$2:$G$7169,"<=200000") |
| 200k - 400k | 3 | COUNTIFS($G$2:$G$7169,">=200000",$G$2:$G$7169,"<=400000") |

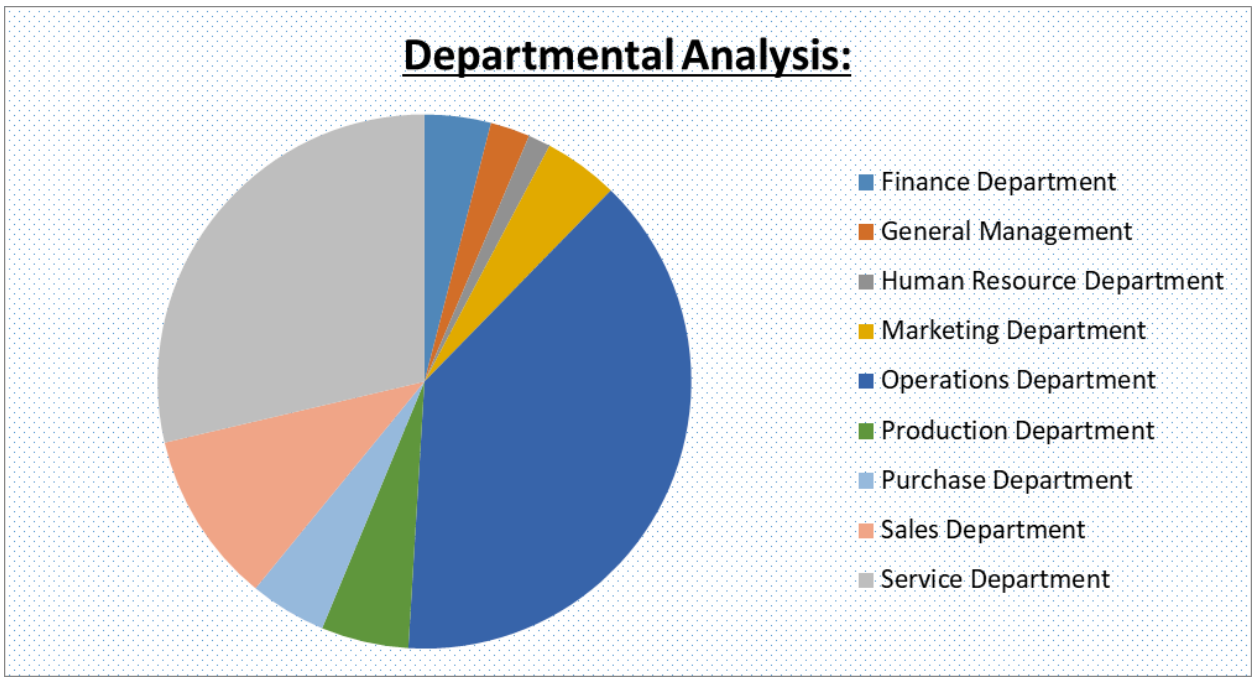
- Observation: The majority of employees fall within the ₹40K - ₹60K range.

## D. Departmental Analysis

D. Departmental Analysis: Visualizing data through charts and plots is a crucial part of data analysis.

Your Task: Use a pie chart, bar graph, or any other suitable visualization to show the proportion of people working in different departments.

| Department | Count | Formula Used |
|---|---|---|
| Finance Department | 288 | COUNTIFS($E$2:$E$7169,"Finance Department") |
| General Management | 172 | COUNTIFS($E$2:$E$7169,"General Management") |
| Human Resource Department | 97 | COUNTIFS($E$2:$E$7169,"Human Resource Department") |
| Marketing Department | 325 | COUNTIFS($E$2:$E$7169,"Marketing Department") |
| Operations Department | 2771 | COUNTIFS($E$2:$E$7169,"Operations Department") |
| Production Department | 380 | COUNTIFS($E$2:$E$7169,"Production Department") |
| Purchase Department | 333 | COUNTIFS($E$2:$E$7169,"Purchase Department") |
| Sales Department | 747 | COUNTIFS($E$2:$E$7169,"Sales Department") |
| Service Department | 2055 | COUNTIFS($E$2:$E$7169,"Service Department") |




- **Observation:** Operations Department and Service Department have the highest hiring numbers.

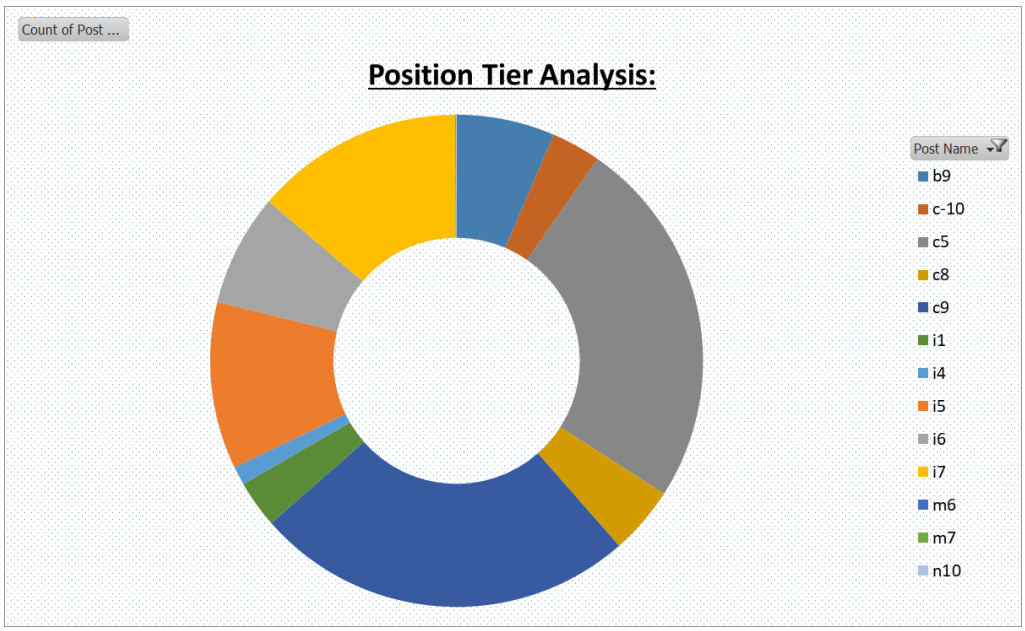
## E. Position Tier Analysis

**E. Position Tier Analysis: Different positions within a company often have different tiers or levels.**

**Your Task: Use a chart or graph to represent the different position tiers within the company. This will help you understand the distribution of positions across different tiers.**

| Row Labels | Count of Post Name |
|---|---|
| b9 | 463 |
| c-10 | 232 |
| c5 | 1747 |
| c8 | 320 |
| c9 | 1792 |
| i1 | 222 |
| i4 | 88 |
| i5 | 787 |
| i6 | 527 |
| i7 | 982 |
| m6 | 3 |
| m7 | 1 |
| n10 | 1 |
| n6 | 1 |
| n9 | 1 |
| Grand Total | 7167 |

**Used Pivot Table for creating this table distribution**




## Result:

- Successfully analyzed hiring trends, salary distribution, and departmental hiring.
- Identified gender-based hiring gaps and salary distribution patterns.
- Provided insights into department-wise hiring trends.
- Recommended actions for optimizing hiring strategies based on data-driven findings.

## Drive Link:

The final report has been uploaded to Google Drive. Please find the

Dataset at the following link: Statistics  Hiring Process Analytics.xlsx