

HIRING PROCESS ANALYTICS

Optimizing Talent Acquisition:
Unveiling Insights through Hiring Process Analytics



Introduction

Hiring process is the fundamental and the most important function of a company. Here, the MNCs get to know about the major underlying trends about the hiring process.

Trends such as number of rejections, number of interviews, types of jobs, vacancies etc. are important for a company to analyze before hiring freshers or any other individual.

Being a Data Analyst, my job is to go through these trends and draw insights out of it for hiring department to work upon.



Project Description

As the lead Data Analyst, my task was to analyze the provided data records of the company's previous hirings and extract meaningful insights by answering the following questions:

- Identify the Male and Female count who are Hired
- The average salary offered in this company
- Identify the class intervals for salary in the company
- Show proportion of people working in different department using any charts or graphs
- Represent different post tiers using charts or graphs



Approach

In order to analyze the data, I used **MS Excel of Microsoft 365**. The dataset was converted into a table and thoroughly examined, which revealed some missing and inconsistent data.

To ensure data consistency, I removed rows with missing data in certain columns. The COUNTBLANK() function was employed to identify blank cells, leading to the deletion of a single row in the "Offered Salary" column.

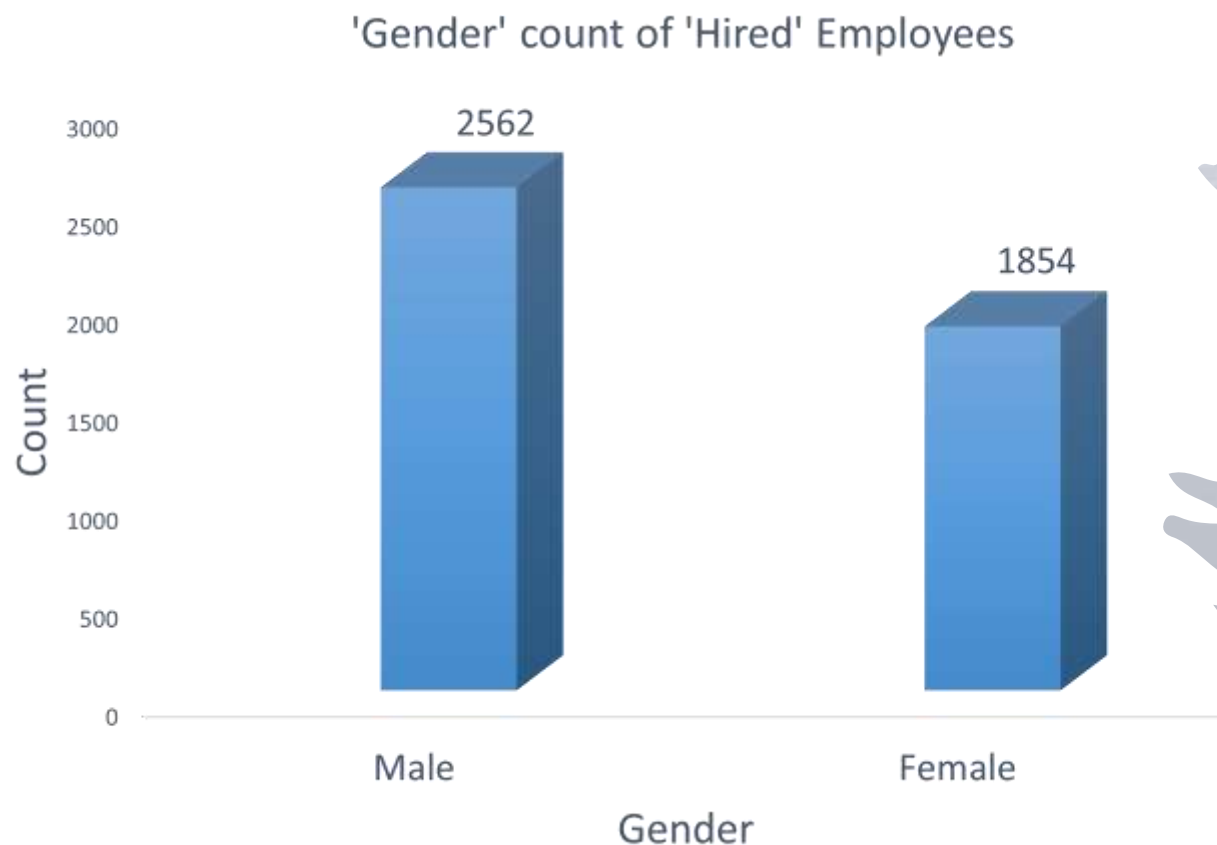
Next, I conducted an outlier analysis on the "Offered Salary" column. By utilizing the QUARTILE() function, I identified three rows with outlier values of 200,000, 300,000, and 400,000. These outlier rows were also eliminated to maintain data consistency.

Now I was ready to look for answers.



Identify the Male and Female count who are Hired

In order to get the Male and Female count of the Candidates who were hired in the interview, I used the COUNTIFS() function.



Gender	Count	Formula Used
Male	2562	=COUNTIFS(D2:D7165,"Male",C2:C7165,"Hired")
Female	1854	=COUNTIFS(D2:D7165,"Female",C2:C7165,"Hired")

The Average Salary offered in this company

In order to get the Average Salary of the company, I used the AVERAGE() function.

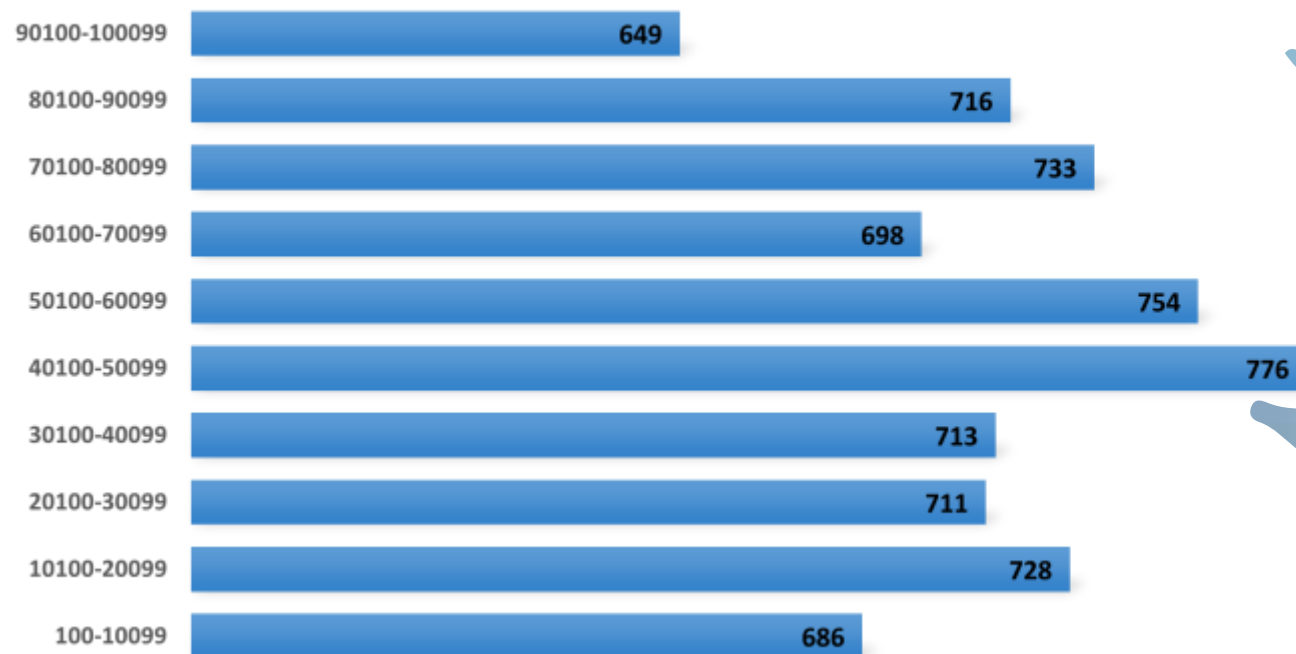
Avg. Salary offered in the Company	49878.33
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FORMULA USED	=ROUND(AVERAGE(G2:G7165),2)
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Identify the class intervals for salary in the company

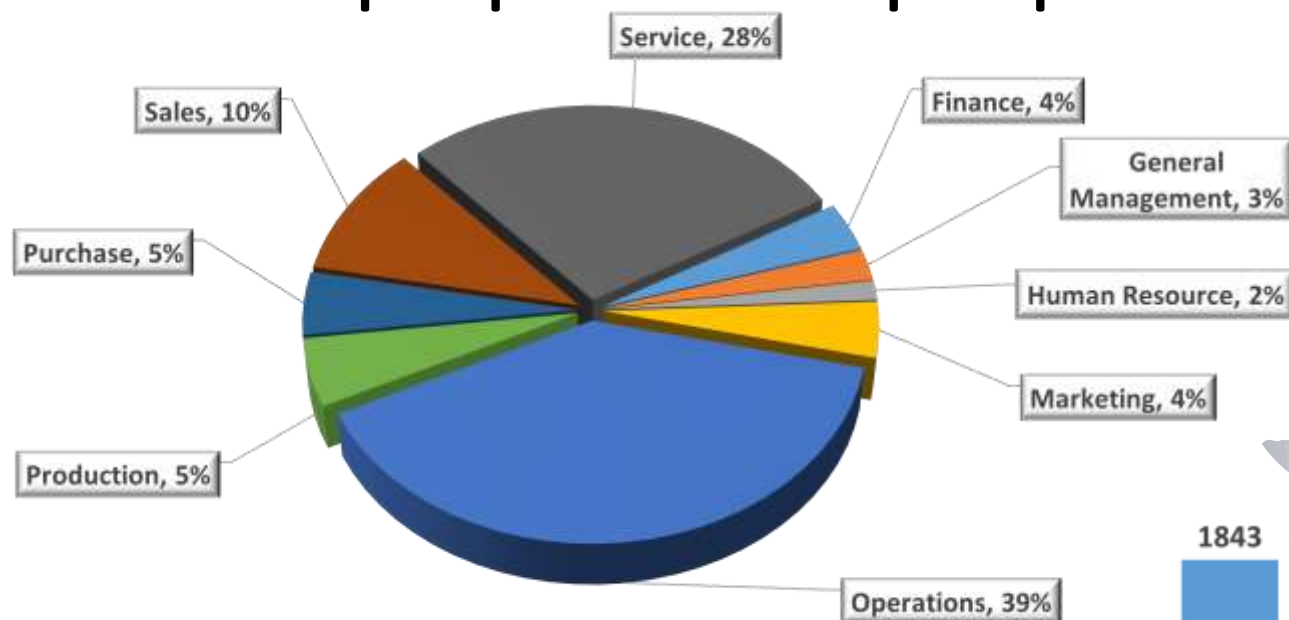
A Pivot Table was created with "Offered Salary" as rows and "Count of Post Name" as values. The "Offered Salary" was later grouped in values of 10000 to create Class Intervals.

Class Intervals of 'Offered Salary'



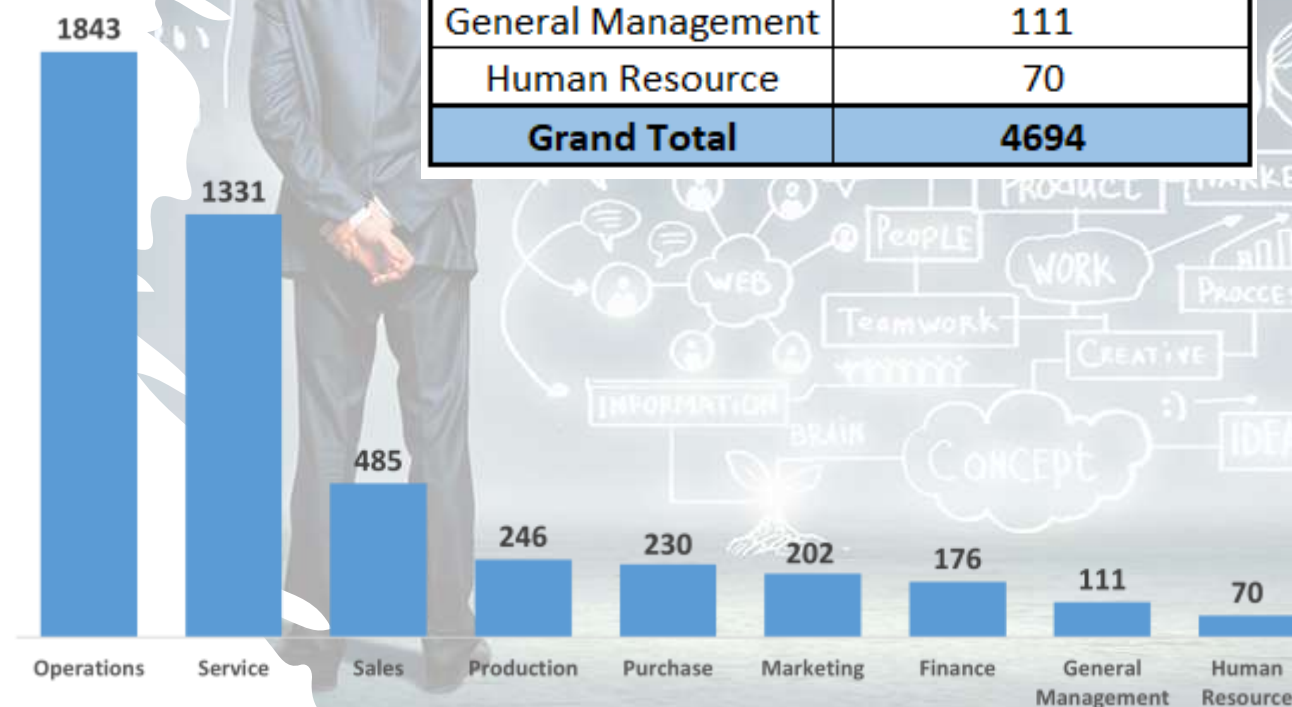
Row Labels	Count of Post Name
100-10099	686
10100-20099	728
20100-30099	711
30100-40099	713
40100-50099	776
50100-60099	754
60100-70099	698
70100-80099	733
80100-90099	716
90100-100099	649
Grand Total	7164

Show proportion of people working in different departments



Department	Count of event_name
Operations	1843
Service	1331
Sales	485
Production	246
Purchase	230
Marketing	202
Finance	176
General Management	111
Human Resource	70
Grand Total	4694

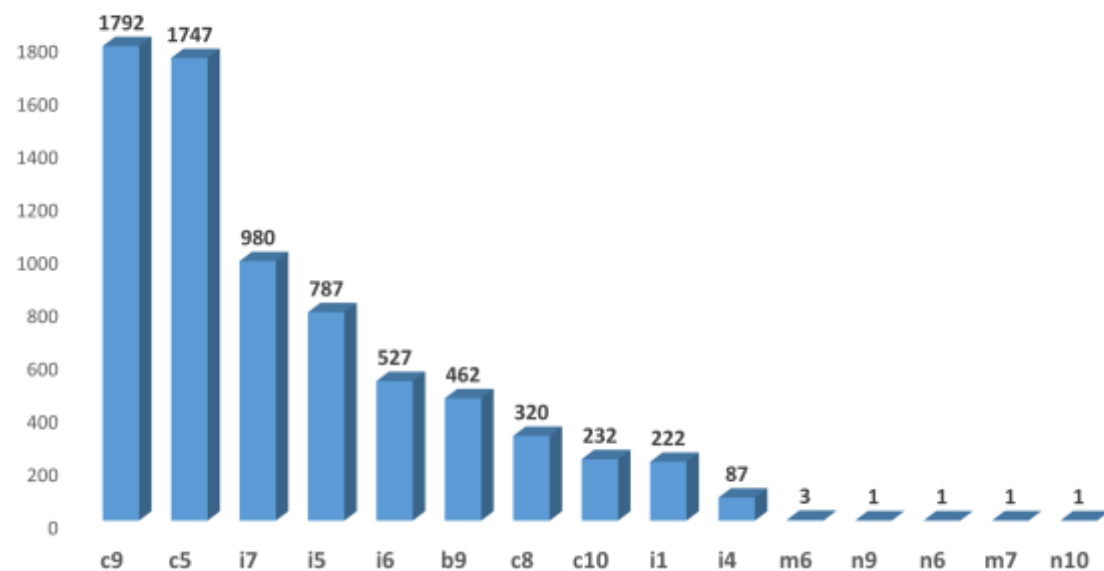
- The Pie Chart shows the Percentage values of Staff Strength Department wise.
- The Bar chart shows the Count of staff Department wise.



Represent different post tiers using charts or graphs

Row Labels	Total Count
c9	1792
c5	1747
i7	980
i5	787
i6	527
b9	462
c8	320
c10	232
i1	222
i4	87
m6	3
n9	1
n6	1
m7	1
n10	1
Grand Total	7163

Number Of Individuals Interviewed Per Post



Row Labels	Hired
c9	1239
c5	1182
i7	634
i5	511
i6	337
b9	307
c8	193
i1	151
c10	105
i4	31
m6	2
n6	1
Grand Total	4693

Number Of Individuals Employed Per Post



Insights

- Among the 4694 employees who were hired, 54.58% (2652 employees) were male, while 39.49% (1854 employees) were female. The remaining 5.93% either chose not to disclose their gender or were not included in the available data.
- The overall average salary offered by the company across all departments is 49878.33.
- The intervals for the 'Offered Salary' were established based on the count of 'Post Name'. It was observed that the highest number of offers fell within the salary range of 40100 to 50099.
- The Operations Department stands out with a significantly larger workforce, while the Human Resources Department has the smallest number of employees.
- The positions advertised as c9 and c5 received the highest number of job interviews and were also the most frequently filled positions.

Conclusion

In the process of analyzing various metrics and data points, I made an interesting discovery regarding many Excel formulas that were previously unknown to me. Specifically, I gained valuable knowledge about Pivot Tables and Pivot Charts, realizing their effectiveness in visually representing data compared to traditional tables, and preparing this report. This knowledge has greatly enhanced my data visualization skills.

The Hiring Process Analytics provides valuable insights into the recruitment and selection procedures within the organization. This report emphasizes the importance of leveraging hiring analytics to make informed decisions and optimize the recruitment process for improved outcomes. With the insights gained from this analysis, the organization can strategically align its hiring practices to attract the right candidates and ensure competitive compensation packages, ultimately leading to a more efficient and successful hiring process.

THANK YOU

