

# HR Analytics Dashboard Report using Excel

Name : Prathamesh Sonawane

Course : DSDA



## HR Analytics Report

### 1. Introduction

This HR Analytics Report is based on employee data across multiple departments, locations, and designations. The purpose of this report is to analyse workforce distribution, salary trends, attrition, and employee performance in order to support data-driven decision-making for HR strategy and business growth.

**Comprehensive Workforce Insights for Data-Driven Decision Making**

**Employee Performance • Salary Trends • Attrition Analysis**

**Workforce Intelligence & HR Performance Dashboard**

**An Analytical Report on Employee Trends, Productivity, and Retention**

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### 2. Key KPIs

- **Total Employees**
- **Active Employees**
- **Exited Employees**
- **Attrition Rating**
- **Average Salary per Employee**
- **Total Salary Spend**
- **Average Projects Assigned**
- **Average Appraisal Rating**

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### 3. Workforce Distribution

- **Location-wise:**
    - Delhi and Pune have the maximum concentration of employees.
    - Bangalore and Hyderabad have fewer employees compared to other locations.
  - **Department-wise:**
    - IT has the highest share of employees.
    - HR and Admin departments also hold a significant proportion, while QA and Finance are comparatively smaller.
  - **Gender Ratio:** The dataset reflects a mixed distribution, with female employees slightly outnumbering male employees.
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### 4. Salary & Compensation Analysis

- **Highest Paying Roles:** Senior Developers and QA Managers command higher salaries compared to Executives.
  - **Location Insights:**
    - Delhi reports the highest average salaries.
    - Pune has more employees but a relatively lower average salary, highlighting cost-effectiveness.
  - **Overall Spend:** Total salary spend across all employees is ₹35.8+Million.
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### 5. Attrition & Employee Status

- **Total Exits:** employees have exited since their date of joining.
  - **Attrition Rate:** 16.7%, which is moderate compared to industry benchmarks.
  - **Exit Trend:** Most attrition cases are in Admin and IT departments, with recent exits in Delhi and Pune locations.
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### 6. Performance & Skills Analysis

- **Appraisal Ratings:** Average rating stands at 3.1 out of 5. Ratings vary across departments, with Finance showing strong performance (rating up to 5) and some low ratings in IT and HR.
- **Top Skills Identified:**
  - *Technical:* AWS, Kubernetes, Node.js, SQL, and Salesforce.
  - *Analytical/Tools:* Excel, Tableau, SAP.

- *Programming:* Python, Java, JavaScript, React, C#.
  - **Project Allocation:** IT and QA employees have higher project assignments compared to Admin and HR.
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## 7. Strategic Insights & Recommendations

- **High Workforce, Lower Salary (Pune):** Indicates cost-efficient manpower. Recommendation – strengthen recognition and retention efforts in Pune to maintain productivity.
  - **High Salary Concentration (Delhi & Mumbai):** Shows higher cost per employee. Recommendation – rebalance workloads or optimize cost structures.
  - **Attrition Risk:** Admin and IT show higher exits. Recommendation – strengthen career growth opportunities and employee engagement.
  - **Skill Gaps:** Invest in continuous upskilling, especially in advanced analytics (Python, Tableau) and cloud skills (AWS, Kubernetes).
  - **Performance Management:** Introduce structured appraisal and bonus programs to raise the average rating above 3.5.
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## 8. Conclusion

The HR Analytics Dashboard and dataset highlight critical workforce insights such as unequal employee distribution across locations, moderate attrition levels, and salary imbalances. By implementing stronger retention measures, optimizing salary structures, and investing in employee training, the organization can achieve improved productivity, reduced attrition, and sustained business growth.