

HR Analytics Dashboard Report

Project Summary

Project Title: Employee Attrition Analysis

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Software Used: Microsoft Excel

Objective:

To explore and interpret key drivers behind employee resignations by examining HR dataset insights.

Data Overview

Aspect	Details
Number of Entries	1470 records
Columns Included	45 features like Attrition, Department, Age, Salary, etc.
Data Obtained From	IBM HR Dataset – Modified version with added computed fields

Main Attributes Considered

Field Name	What it Represents
Attrition	Indicates if employee exited (Yes) or stayed (No)
Gender	Male or Female
Job Role	Position such as Research Scientist, Manager, etc.
Over Time	Whether employee worked extra hours
Department	Functional area like HR, Sales, R&D
Monthly Income	Earnings per month

Distance From Home	Commute distance to office
CF_age band	Age grouping (e.g., 25–34, 35–44, etc.)
CF_attrition rate	Percentage of exits within a particular group
Performance Rating	Annual performance score (scale of 1–4)
Trainings Completed	Number of trainings completed last year
Years in Organization	Tenure at the company
Job Satisfaction Score	Job satisfaction from 1 (least) to 4 (most)

Dashboard Elements

Chart/Widget	Functionality
Pie Chart A	Visualizes gender-based employee turnover
Pie Chart B	Attrition by marital status
Line Graph	Tracks resignation trends across various job roles
KPIs	Displays Total Exits, Exit Rate, and Key Attrition Reasons
Slicer Filters	Helps refine data based on Gender, Job Role, Department, etc.

Insights Gathered

- Sales team shows maximum employee loss
- Resignations are common among single employees and those in entry-level positions
- Overworking is strongly associated with higher attrition
- Roles such as Lab Technician, Sales Executive, and Researchers face higher turnover
- Younger employees (ages 25–30) leave more frequently
- Low satisfaction and low salary are common among exiting staff
- Marketing and Life Sciences graduates are more prone to resignations

Suggested Actions

- Take steps to reduce overtime pressure in junior roles
- Prioritize retention strategies in the Sales division
- Improve engagement and satisfaction among younger employees
- Track well-being of single and low-level employees
- Understand and resolve job dissatisfaction triggers

Dashboard Navigation

- ◆ Open the Dashboard worksheet
- ◆ Use slicers to adjust filters by job role, gender, or department
- ◆ Hover over visuals to read specific values
- ◆ Refer to KPIs for overall summary metrics