Case Study

You are a Data Analyst in the HR department of a floriculture company, responsible for evaluating harvester performance, calculating hiring needs, and analyzing workforce management data. You are provided with datasets containing details about each harvester's performance, absenteeism, and related HR metrics. Your goal is to use this data to optimize hiring decisions and performance evaluations.

Questions

Task 1 - Performance and Evaluation

Use the Harvesters Performance Data to;

- Calculate the overall performance score for each harvester using their weekly average speed and quality. Refer to the provided scoring table for speed and quality parameters.
- Using the Outcome Table, determine the employment outcome (e.g., "Contract Renewed" or "Contract Terminated") for each employee.
- Create a table summarizing the weekly averages for speed, quality, absenteeism, and total performance scores. Use data bars for performance scores and colour scales for absenteeism

Task 2 - Hiring Needs

Use the Projected production data for 2026 to;

- Calculate the number of employees needed for each week to meet the weekly demand based on projected production and current performance.
- Compare the weekly hiring needs with the current number of employees. Suggest whether to hire, retain, or downsize.
- Create a visualization comparing current harvesters versus required harvesters for each month.

Task 3 - Data Comparison

Use the System and Physical data to;

- Identify employee IDs missing from System Data and those missing from Physical Data using Excel formulars.

Task 4 - Strategic HR Recommendations

- Based on the data provided, identify weeks with the highest absenteeism and propose strategies to reduce absenteeism in these weeks.
- Propose a hiring strategy to meet production targets for the next year, considering the current trends in absenteeism, speed, and quality.

KPIs

Speed = Total cuttings harvested/Total hours taken to harvest
Quality = Number of mistakes per bag of harvest
Working hours per week (5 days) = 30 hours
Production = Number of flower cuttings harvested

Instructions for the Candidate

Make a copy of the shared Excel workbook file, rename it using your name i.e. 'Interview test - Jane Lekatoo'. Please send back the Excel file with your work. You may create as many new sheets as necessary, but ensure the workbook remains well-organized.