Hiring Process Analytics Project – 4

(Trainity Assignment)

Data Analytics Task:

Project Description:

In this project, I worked on analysing data from a company's hiring process. The goal was to see if I could find patterns in how the company hires people. For example, I wanted to check things like how many men and women they hired, what salaries were being offered, and how the employees were spread across different departments and job levels. This helped me get hands-on experience with Excel and understand how data can be used to make decisions in real-life situations.

Approach:

To get started, I used a dataset that included basic information like gender, salary, department, and job position. I decided to use Microsoft Excel 2016 because it's something I'm comfortable with and it's useful for organizing and analysing data. I used features like pivot tables and charts to explore the data and spot any interesting trends. Some parts were challenging at first, especially setting up the charts, but I figured it out with some practice.

Technology Stack

- Software Used: Microsoft Excel 2016
- Reason: Excel has great tools like charts, pivot tables, and formulas that helped me a lot with analysing the data. It was simple enough to use but still powerful enough to give good results.

Key Insights

Here are some of the things I found while analysing the data:

- Analysis of gender distribution provided insight.
- Salary analysis revealed.
- Examination of departmental composition highlighted.
- Analysis of position tiers uncovered.

A) Hiring Analysis:

Determine the gender distribution of hires. How many males and females have been hired by the Company ?

**Objective:** To identify how many males and females were hired by the company.

Process:

- A pivot table was created to group hires based on gender.
- The row labels consisted of "Hired" status and gender columns.
- Totals were calculated using the **COUNT** function on the "Status" column.

Result:

Count of Status	Column Labels		
Row Labels	Female	Male	Grand Total
Hired	1856	2563	4419
Grand Total	**1856**	**2563**	**4419**

No of Males	2563
No of Females	1856
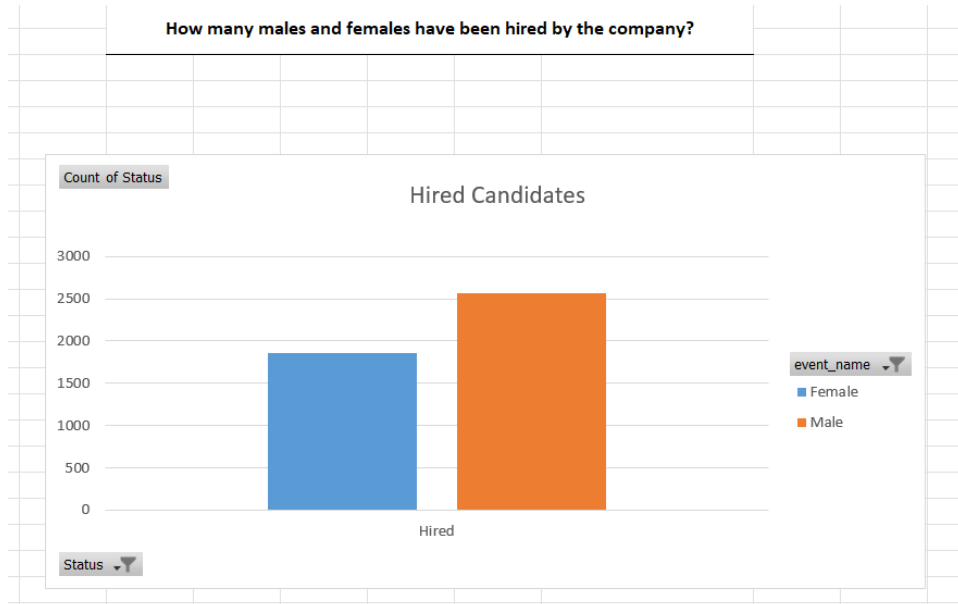
Interpretation:

The data shows that the organization hired more male candidates than female ones. This could reflect industry trends or internal policies but may also point to a gap in gender parity that could be explored further in DEI (Diversity, Equity, Inclusion) initiatives.

B) Salary Analysis:

What is the average salary offered by this company?

Objective: To determine the average salary offered to candidates in each department.

Steps Taken:

- Pivot table was used to calculate the average of the "Offered Salary" column.
- Data was filtered by "Department" as row labels.

What is the average salary offered by this company?
₹ 49,983.03

Result:

Row Labels	Average of Offered Salary
Finance Department	₹ 49,628.01
General Management	₹ 58,722.09
Human Resource Department	₹ 49,002.28
Marketing Department	₹ 48,489.94
Operations Department	₹ 49,151.35
Production Department	₹ 49,448.48
Purchase Department	₹ 52,564.77
Sales Department	₹ 49,310.38
Service Department	₹ 50,629.88
Grand Total	**₹ 49,983.03**
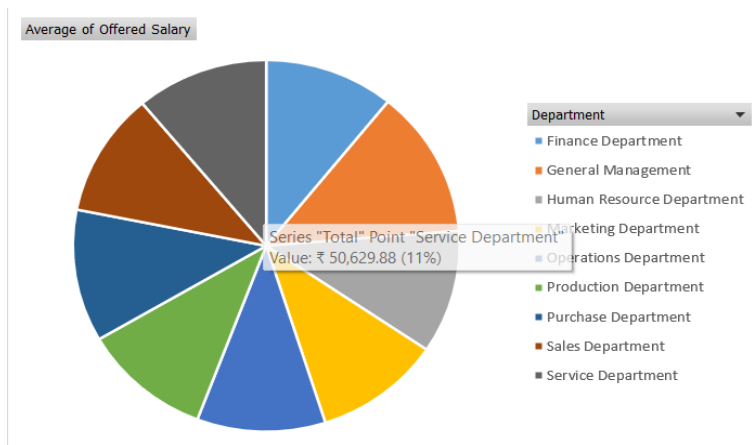
Department	Avg. Salary (₹)
Finance	49,628
General Management	58,722
Human Resources	49,002

Interpretation:

General Management clearly stands out with the highest average salary, suggesting that leadership roles or strategic positions command premium compensation.

C) Salary Distribution:

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

Objective:

To evaluate average salaries across all key departments for better comparison.

Steps Taken:

- Extended the salary comparison using additional department categories in a pivot format.
- Applied the **AVERAGE** function across departments.

Result:

Department	Avg. Salary (₹)
Marketing	48,490
Purchase	52,565
Operations	49,151
Sales	49,310
Service	50,630
Overall Average	**49,983**

Status	(All)									
	Column Label									
	Finance Departn	General Managen	Human Resource Depar	Marketing Departr	Operations Depart	Production Departr	Purchase Departr	Sales Departm	Service Departm	Grand Total
Average of Offered S	49628.00694	58722.09302	49002.27835	48489.93538	49151.35438	49448.48421	52564.77477	49310.3807	50629.88418	49983.03

Department vise Salary Distribution

Insight:

49,983 While General Management remains at the top, Purchase and Service departments also offer slightly above-average pay. Other departments are balanced in compensation, suggesting a standardized pay structure.

D) Departmental Analysis:

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

Objective:

To understand the density of employees under different coded departments.

Approach:

- Used the **COUNT** function to calculate how many entries were associated with each department code.

Result:

Department Code	No. of Employees
c5	1,747
b9	463
c-10	232

Row Labels	Count of Department
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**

Count of Department

DEPARTMENTAL ANALYSIS

Categories: 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)

Legend: ■ Total

Post Name ▼🔽
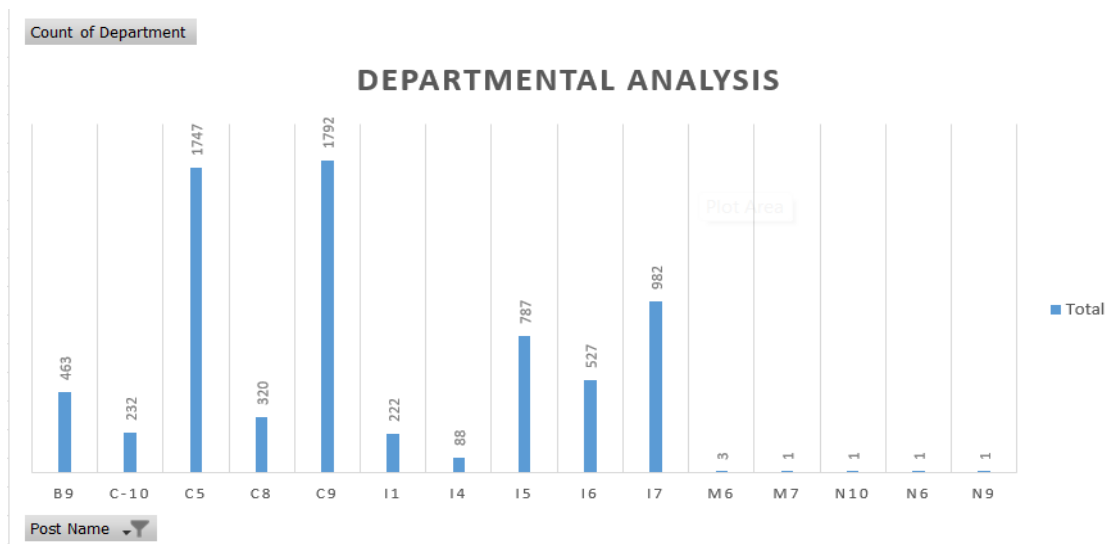
Observation:

The **c5** likely represents a major functional unit (such as operations or customer service), as it holds the bulk of the employees.

E) Position Tier Analysis:

Use a chart or graph to represent the different position tiers within the company.

Objective:

To determine how many job posts are associated with each department.

Steps Used:

- Created a pivot with "Department" as row labels.
- Counted the number of "Post Name" entries per department.

Result:

Row Labels ▼	Count of Post Name
Finance Department	288
General Management	172
Human Resource Department	97
Marketing Department	325
Operations Department	2771
Production Department	380
Purchase Department	333
Sales Department	747
Service Department	2055
Grand Total	**7168**

Findings:

Department	No. of Posts
Finance	288
General Management	172
Human Resources	97

Count of Post Name

Position Tier Analysis
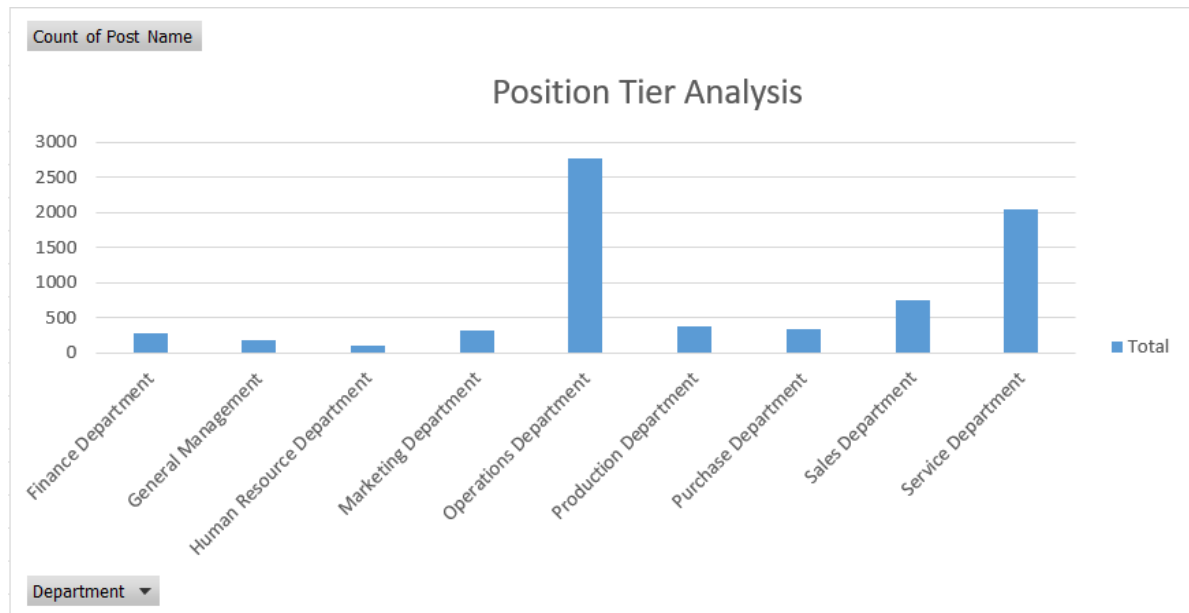
Department ▾

Interpretation:

The Finance department leads in job post availability, indicating frequent hiring or a larger organizational footprint.

CONCLUSION:

This assignment provided a clear view of internal workforce trends through structured data analysis. Gender disparities in hiring, variations in department-wise compensation, and organizational workforce density were all key takeaways. Excel proved to be an efficient tool in performing quick statistical evaluations and deriving insights.

DRIVE LINK:

 The final report has been saved as a PDF file and uploaded to Google Drive. You can access the report through the following link: Click To Open Excel sheet