



HIRING PROCESS ANALYTICS

By Shahnawaz Akhtar
shahnawazakhtar2@gmail.com

PROJECT DESCRIPTION

- **The “Hiring Process Analytics” project aims to optimize the recruitment process by analyzing key metrics such as average salary, gender distribution, and departmental allocations using MS Excel.**
- **The project involves cleaning data, identifying outliers, and generating insights through pivot tables. This analysis helps improve hiring efficiency, quality, and diversity within the organization.**

APPROACH

- 1. Data Collection:** Gather data from job applications, resumes, interview feedback, and recruitment software.
- 2. Data Cleaning:** Address missing values and duplicates; identify and consider outliers.
- 3. Data Conversion:** Convert raw data into structured tables using MS Excel pivot tables.
- 4. Data Analysis:** Analyze key metrics such as average salary, gender distribution, and departmental hiring trends.
- 5. Visualization:** Create charts and graphs to visualize metrics and trends.
- 6. Insight Generation:** Identify bottlenecks and inefficiencies; provide recommendations.
- 7. Reporting:** Compile findings into reports for HR and management to guide decision-making.

This approach leverages data to optimize the hiring process, making it more efficient and inclusive.

TECH-STACK USED



Purpose - This tool is used to create graphical representation of the results and to understand the result set better.

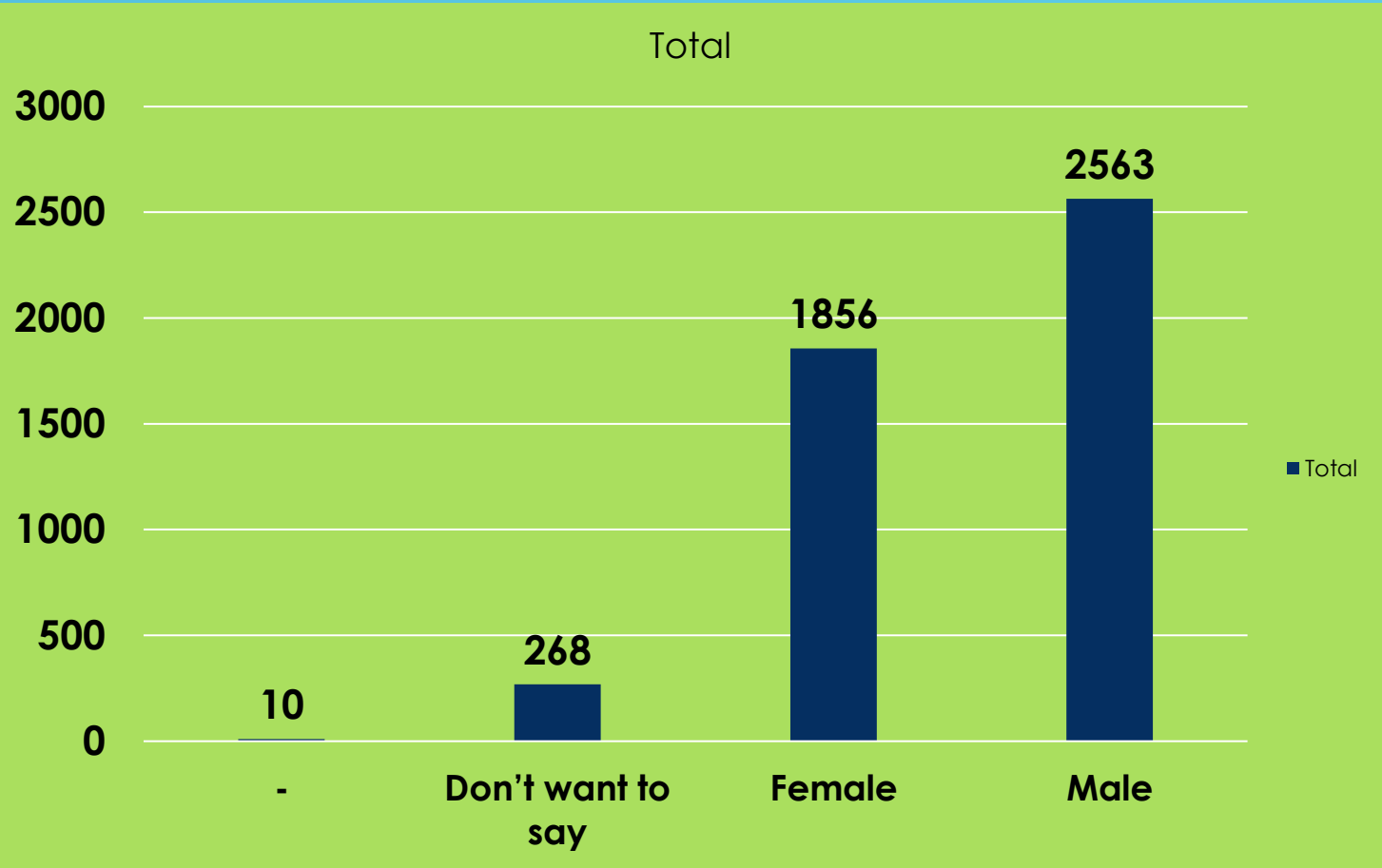
Microsoft® Excel® 2019 MSO (Version 2406 Build 16.0.17726.20078) 64-bit

INSIGHT



TASK-A: DETERMINE THE GENDER DISTRIBUTION OF HIRES. HOW MANY MALES AND FEMALES HAVE BEEN HIRED BY THE COMPANY?

Gender	No. of Hiring	Formula
Female	1856	=COUNTIFS(D:D,"Female",C:C,"Hired")
Male	2563	=COUNTIFS(D:D,"Male",C:C,"Hired")
Grand Total	4697	



❖ 2562 Males are hired

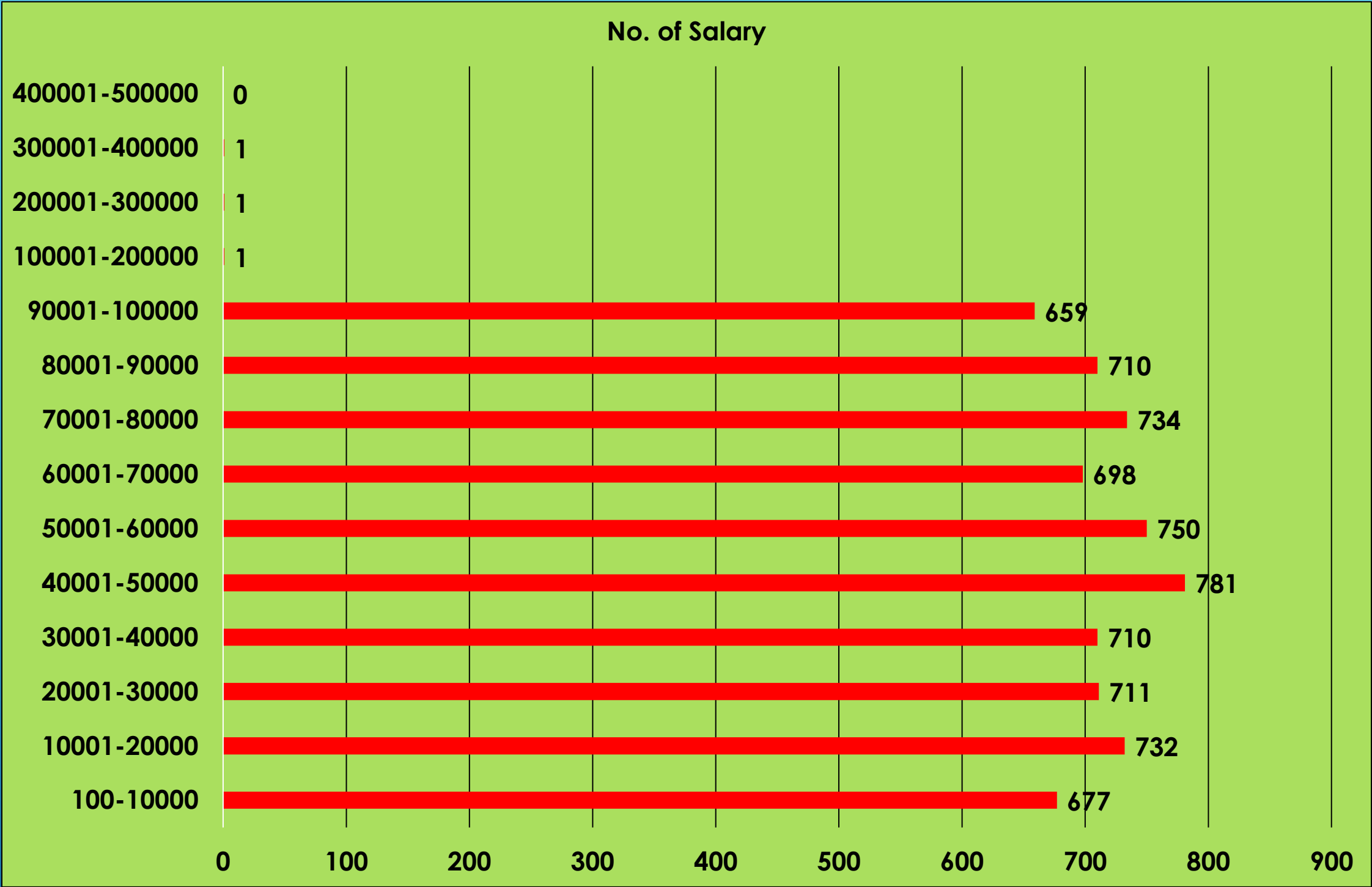
❖ 1854 Females are hired

TASK-B: WHAT IS THE AVERAGE SALARY OFFERED BY THIS COMPANY? USE EXCEL FUNCTIONS TO CALCULATE THIS.

Average Salary offered by company	Formula
49976.05594	=AVERAGE(G:G)

TASK-C: CREATE CLASS INTERVALS FOR THE SALARIES IN THE COMPANY.
THIS WILL HELP YOU UNDERSTAND THE SALARY DISTRIBUTION.

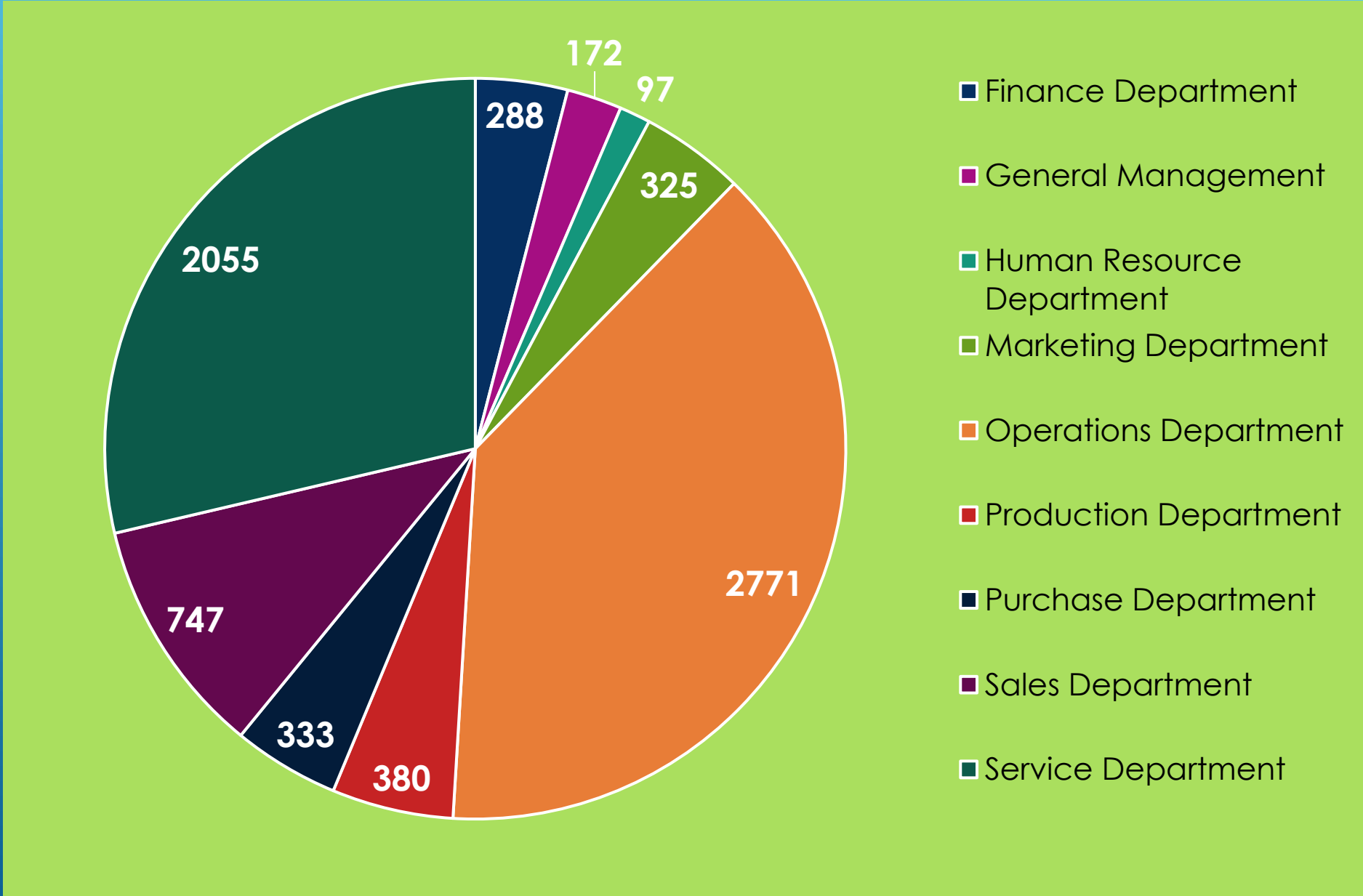
Class Intervals	No. of Salary
100-10000	677
10001-20000	732
20001-30000	711
30001-40000	710
40001-50000	781
50001-60000	750
60001-70000	698
70001-80000	734
80001-90000	710
90001-100000	659
100001-200000	1
200001-300000	1
300001-400000	1
400001-500000	0
Total	7165



FREQUENCY OF SALARY FOR CLASS INTERVAL

TASK-D: USE A PIE CHART, BAR GRAPH, OR ANY OTHER SUITABLE VISUALIZATION TO SHOW THE PROPORTION OF PEOPLE WORKING IN DIFFERENT DEPARTMENTS.

Department	No. of emp. Working
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

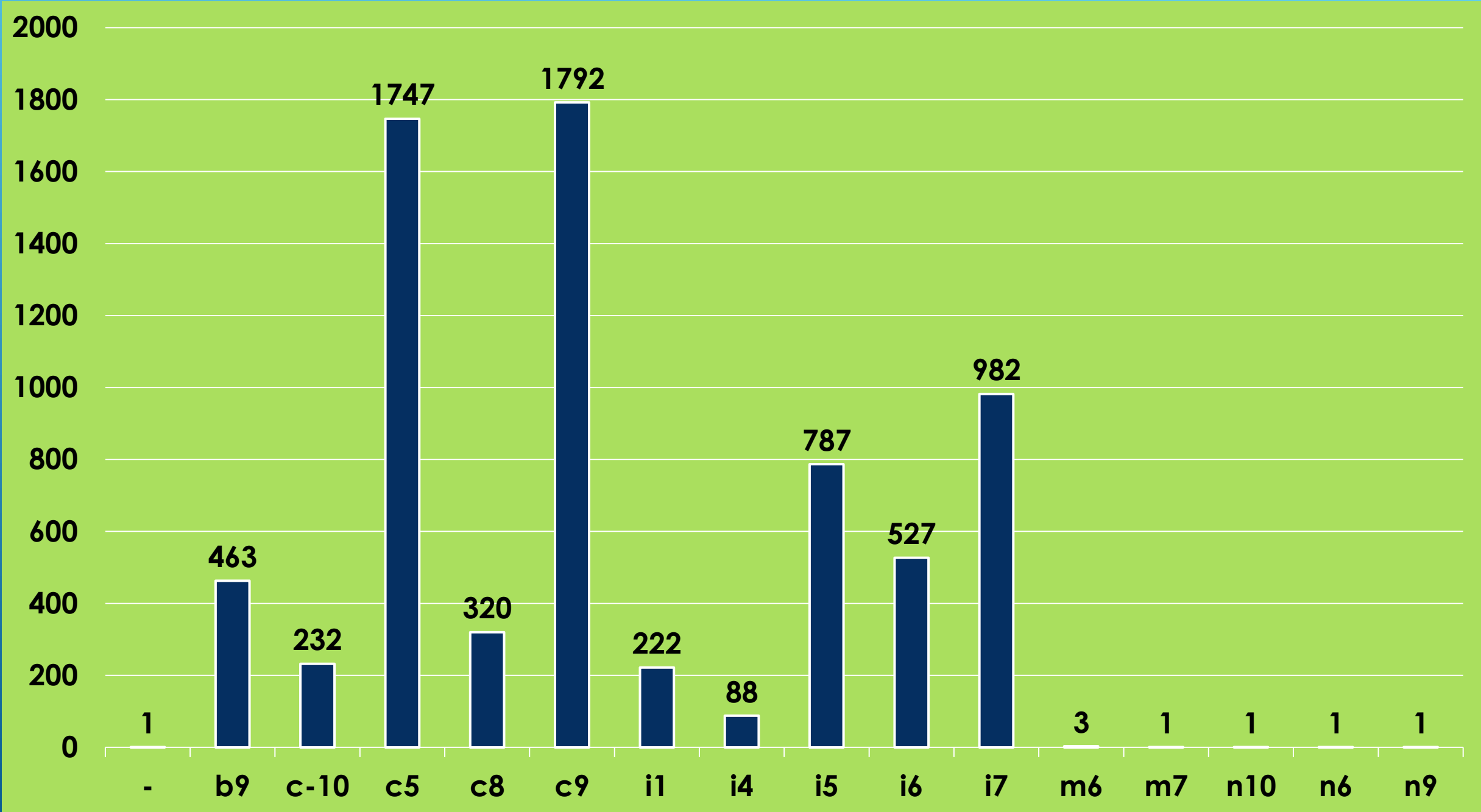


PROPORTION OF WORKING EMPLOYEE IN DIFFERENT DEPARTMENT

- The pie chart represents the proportion of applicants working in different departments.
- Majority of applicants were hired in operations department.

TASK-E: USE A CHART OR GRAPH TO REPRESENT THE DIFFERENT POSITION TIERS WITHIN THE COMPANY. THIS WILL HELP YOU UNDERSTAND THE DISTRIBUTION OF POSITIONS ACROSS DIFFERENT TIERS.


Post Name	Count of Post Name
-	1
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	7168



NO. OF EMPLOYEE WORKING ON POST

Total of 15 different tiers are present in this company.

CONCLUSION

- This project has enabled me to grasp the concept of exploratory data analysis.
 - This project has enhanced my proficiency in Excel.
 - This project has helped me understand the analysis needed for the company's hiring process.
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- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

THANK YOU !

Shahnawaz Akhtar