

HR Analytics Dashboard Project Report

1. Project Title

HR Analytics Dashboard – Employee Performance & Workforce Insights

2. Objective

The objective of this project is to analyze employee data and generate meaningful HR insights to help management make data-driven decisions regarding:

- Workforce distribution
- Salary analysis
- Employee demographics
- Department performance
- Attendance tracking
- Benefits allocation

The dashboard enables HR teams to monitor employee trends, optimize workforce planning, and improve organizational efficiency.

3. Tools & Technologies Used

- **Power BI** – Dashboard creation & visualization
 - **Excel / CSV Dataset** – Data source
 - **Data Cleaning & Transformation** – Power Query
 - **DAX** – KPI calculations and measures
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4. Dataset Description

The dataset contains employee-level information including:

- Employee ID
- Employee Name
- Department
- Position
- Gender
- Age
- Experience
- Salary
- Marital Status
- Education Qualification
- Skills
- Attendance %
- Benefits

5. Key Performance Indicators (KPIs)

The dashboard highlights the following main KPIs:

KPI	Value
Total Employees	44
Total Departments	44
Average Experience	2 Years

Average Age	33.09 Years
Average Salary	\$8.5K
Attendance Rate	40%

These KPIs provide a quick overview of workforce composition and salary structure.

6. Dashboard Analysis & Insights

A. Employee Demographics Analysis

- Gender distribution visualized using donut chart
- Marital status breakdown (Single vs Married)
- Nationality distribution shown using map visualization

Insight:

The organization has balanced gender participation with a clear understanding of geographic distribution.

B. Salary Analysis

1. Average Salary by Gender

- Female: \$8K
- Male: \$9K

Insight:

There is a slight salary variation between genders that management may review for pay equity analysis.

2. Average Salary by Department

Departments analyzed:

- Technology
- Marketing
- Finance
- Operations
- Sales
- HR
- Business
- Creative
- Customer Service

Insight:

Technology department shows higher salary distribution compared to operational departments.

3. Average Salary by Position

Positions include:

- IT Manager
- Project Manager
- Marketing Manager
- Operations Manager

Insight:

Managerial roles show higher compensation levels compared to entry or mid-level roles.

4. Salary by Experience

Employees with higher years of experience show higher salary trends, indicating performance-based growth.

C. Department Analysis

- Total employees by department
- Gender distribution by department
- Monthly department count

Insight:

Technology and Marketing departments have higher employee strength.
HR and Sales show moderate workforce size.

D. Attendance & Yearly Trends

- Attendance % by gender
- Employee count & salary trend by year (2020–2022)

Insight:

2022 shows growth in employee count and salary trend, indicating business expansion.

E. Education & Skills Analysis

Education Qualifications:

- BBA (Sales & Operations)
- B.Tech (Computer Science)
- PMP

Skills analyzed:

- IT Management
- HR Management
- Project Management
- Operations Management

Insight:

Technical and managerial skills dominate the organization structure.

F. Benefits Analysis

Benefits Offered:

- Health Insurance + PTO
- Health Insurance + Bonus
- Health Insurance + 401k
- Stock Options
- Retirement Plan
- Commission

Insight:

Most employees receive Health Insurance + PTO, showing strong employee welfare focus.

7. Business Insights & Recommendations

1. Review salary gap between genders for pay equity.
 2. Focus on increasing workforce diversity in smaller departments.
 3. Improve attendance tracking for better productivity monitoring.
 4. Evaluate benefits structure for cost optimization.
 5. Monitor department growth trends for workforce planning.
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8. Conclusion

The HR Analytics Dashboard provides a centralized and interactive view of employee data, enabling leadership to:

- Monitor workforce performance
- Analyze salary trends
- Track departmental growth
- Understand employee demographics
- Improve HR decision-making

This project demonstrates strong capabilities in:

- Data Cleaning
- KPI Development
- HR Domain Understanding
- Business Intelligence Reporting
- Dashboard Design