Date:29th-July-2021  
**HR Analysis**

**Aim of Assignment:**  
You need to create a HR analysis dashboard in Power BI desktop as shown in this reference PDF provided.

**Understanding the data:**

All the data required for this dashboard is provided in ‘Employee Census’ excel file.

1. Employee Census – Contains all the data about Employees.
2. If for an employee termination date is blank, then the employee is an active employee.

**Dashboard Requirements:**  
Below are certain requirements, which you need to take in consideration while designing dashboard.

1. Design neat and clean dashboard as shown in this reference file and all values should match with the given screenshots.
2. This dashboard contains 4 pages, and you need to design all four of them as per the instructions given.
3. All the values on the Dashboard are for year 2020. Here 2020 is considered as the current year and not 2021.
4. All the KPIs are showing values as on date 31st December 2020.

**Understanding Dashboard and KPIs**:

**Page 1:**

Graphical user interface, application

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1. **Total Hires:** Shows number of employees hired till date.
2. **Total Exits:** Shows number of employees left till date.
3. **Active Employees:** Shows number of Active Employees (Currently working) till date.
4. **CY Hires:** Shows the number of employees hired this year i.e., 2020
5. **CY Exits:** Shows number of employees left this year i.e., 2020
6. **Active Employees Through the Quarters:** This is Infographic Designer 1.8.9. It is a Custom Visual. File for this Custom Visual is provided. You need to calculate number of Active Employees in each quarter. E.g.: For 2019-Q1 (January 2019 – March 2019) we had 22 Active Employees and in 2019-Q2 (April 2019 – June 2019) we had 24 Active Employees.
7. **Active Employees by Department:** This is Aster Plot. It is a Custom Visual. File for this Custom Visual is provided. Here you need to show the number of current Active Employees by Department.
8. **Active Employee Growth:** This visual shows the Quarter-by-Quarter % changes in number of Active Employees. E.g., In 2019-Q1 number of Active Employees = 22 and in 2019-Q2 the count of Active Employee increased to 24.   
   So, the growth is 24-22/22 = 2/22 = 9.1%
9. **New Hires vs Exits:** Shows year-wise comparison between number of Hired Employees and Employees left. Bars represent number of Hired Employees and line represents number of Employees left.

**Page 2:**

Graphical user interface, application

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1. **Active Employees Current Year vs Last Year:**  Bar shows Comparison between Current Year Active Employees and Last Year Active Employees, and line shows the Year-to-Year % change between Current and Last Year values.
2. **New Hires Current Year vs Last Year:** Bar shows Comparison between Current Year newly hired Employees and Last Year newly hired Employees, and line shows the Year-to-Year % change between Current and Last Year values.
3. **Employee Exits Current Year vs Last Year:** Bar shows Comparison between Employees left in Current Year and Employees left in Last Year, and line shows the Year-to-Year % change between Current and Last Year values.
4. **New Hires Exits by Department:** Shows the number of newly hired employees and employees left from each department.

**Page 3:**

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1. **Early Exits by Year:** Shows the number of Employees that left in less than 60 days of tenure in each year. Year on the X-axis are joining year.
2. **Early Exits by Department:** Shows the number of Employees that left in less than 60 days from each department.
3. **Exits by Employee Durations:** Shows number of employee exits based on different Employee Duration bins. On X-Axis different bins are created according to Employee Tenure.

**Page 4:**

**Employee Retained in each Quarter (Count)**

**A screenshot of a computer

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1. This is a cohort chart. You can find more information about it here. <https://clevertap.com/blog/cohort-analysis/>

It shows how many Employees are retained in every Quarter.

1. This is not a custom visual. It is created using Matrix visual.
2. Count and % of total are buttons which you will use to show count of Employees retained and % of total. You can either use bookmarks or page navigation functionality for that.
3. Colour shades gets lighter as the value decreases.
4. Refer this tutorial to create the cohort chart. You can also refer different blogs and articles on cohort chart available on Internet. <https://www.youtube.com/watch?v=vbg4Je1tuis>
5. For E.g., 2019-Q1 (January 2019 – March 2019) there are 4 newly hired Employees. At the end of 2019-Q1 one employee left. In 2019-Q2 no employee left. Similarly at the end of 2019-Q3 one employee left. For 2019-Q1, Q05 represents 2020-Q1.

**Employee Retained in each Quarter (% of Total)**

**Graphical user interface

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1. In this visual calculate % change of Employees retained per Quarter. Compare the Employee retained in current Quarter with Employees at the start of the Quarter and calculate the % change.