

# HR ANALYSIS REPORT

## EVALUATION OF EMPLOYEE ATTRITION AND JOB SATISFACTION

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## Project Description

The HR Analysis Report focuses on evaluating issues related to employee attrition within the organization. This project involves a comprehensive analysis of various metrics to understand employee turnover, its implications, and actionable insights for improvement.



## Objectives Overview

- Assess Overall Attrition Metrics
- Department-Wise Attrition Analysis
- Gender-Based Attrition Analysis
- Job Satisfaction Analysis
- Employee Demographics and Attrition Correlation
- Develop and Implement Retention Strategies

# Assess Overall Attrition Metrics

- Evaluate Overall Attrition Rate: Determine the proportion of employees leaving the organization to gauge the effectiveness of current retention strategies.
- Compare Active and Total Employee Counts: Analyze the total number of active employees against the total employee count, including those who have left, to understand overall turnover.
- Identify Trends and Benchmarks: Compare current attrition metrics with industry benchmarks to assess the organization's performance in managing employee turnover.



# KPI ANALYSIS

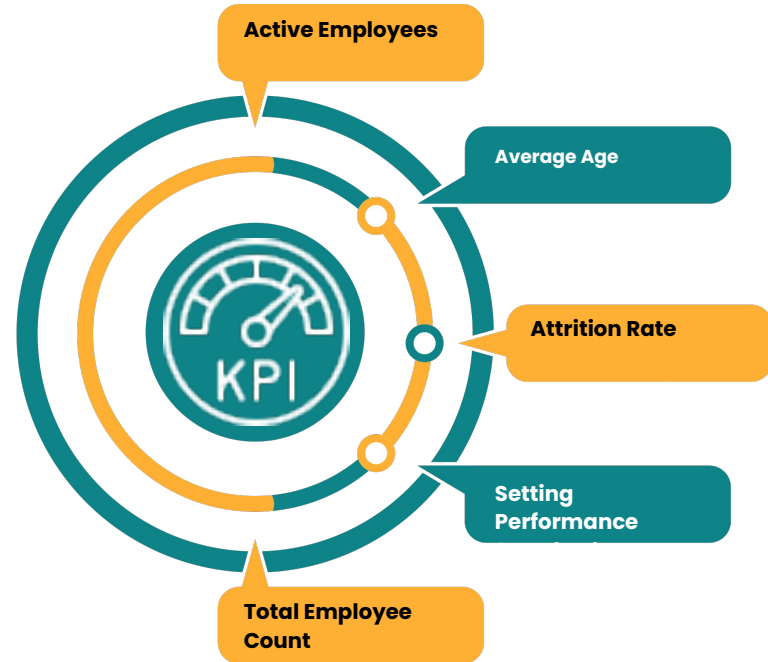
In this KPI analysis report, we'll examine key performance indicators related to employee attrition. The data provided includes information on active employees, average age, and attrition rates.

## Key Metrics:

- **Active Employees:** The total number of active employees is 1,233.
- **Average Age:** The average age of active employees is 37 years.
- **Attrition Rate:** The attrition rate, which represents the percentage of employees leaving the organization, is 16.12%.
- **Total Employee Count:** The total number of employees (including both active and attrited) is 1,470.
- **Attrition Count:** The number of employees who have left the company (attrited) is 237.

## Interpretation:

The attrition rate of 16.12% indicates that a significant proportion of employees are leaving the organization. It's essential to closely monitor attrition trends and identify factors contributing to employee turnover. Consider implementing retention strategies, improving workplace satisfaction, and addressing any issues affecting employee engagement.



# Department Attrition Analysis

This report provides an analysis of the attrition rates for different departments within the organization. We have examined the attrition counts for the Human Resources (HR), Research and Development (R&D), and Sales departments.



## Human Resources (HR)

- Attrition Count: 12
- Attrition Rate: 5.06%



## Research and Development (R&D)

- Attrition Count: 113
- Attrition Rate: 56.12%



## Sales

- Attrition Count: 92
- Attrition Rate: 38.82%





## Observations

- The R&D department has the highest attrition rate, indicating a significant turnover of employees.
- The Sales department also experiences a considerable attrition rate.
- HR has the lowest attrition rate among the three departments.



## Recommendations

- R&D Department
  - Investigate the reasons behind the high attrition rate in R&D.
  - Implement retention strategies such as career development programs and mentorship.
- Sales Department
  - Analyze the factors contributing to attrition in the Sales team.
  - Consider improving work-life balance and recognition programs.
- HR Department
  - Maintain the current low attrition rate by continuing effective employee engagement practices.
  - Addressing attrition is crucial for maintaining a stable and productive workforce. Regular monitoring and proactive measures can help mitigate attrition and promote employee satisfaction.

# Attrition by Gender Report

In this report, we analyze attrition based on gender. The data reveals that out of a total of 237 attrition cases, 150 were male employees, while 87 were female employees.

## Gender Distribution

• Male Employees: 150



Female Employees: 87

### Interpretation:

The higher attrition among male employees suggests the need to explore factors specific to their experience within the organization. Consider conducting further investigations into the work environment, job satisfaction, and career development opportunities for both genders.



# Job Satisfaction Report

## Analysis

This report analyzes job satisfaction ratings for various roles within our organization. We have examined the satisfaction levels for Sales Executives, Research Scientists, Laboratory Technicians, Manufacturing Directors, Managers, Research Directors, and Sales Representatives.

### Job Satisfaction Ratings



#### Sales Executive:

- Number of Employees: 131
- Satisfaction Rate: 38.82%



#### Research Scientist:

- Number of Employees: 292
- Satisfaction Rate: 56.12%



#### Laboratory Technician:

- Number of Employees: 259
- Satisfaction Rate: 38.82%



#### Manufacturing Director:

- Number of Employees: 145
- Satisfaction Rate: 9.86%



#### Manager

- Number of Employees: 102
- Satisfaction Rate: 6.94%



#### Research Director

- Number of Employees: 80
- Satisfaction Rate: 5.44%

# Observations

## Highest Satisfaction rate

- Research Scientists and Laboratory Technicians have the highest satisfaction rates, indicating a positive work experience.

## Moderate satisfaction rate

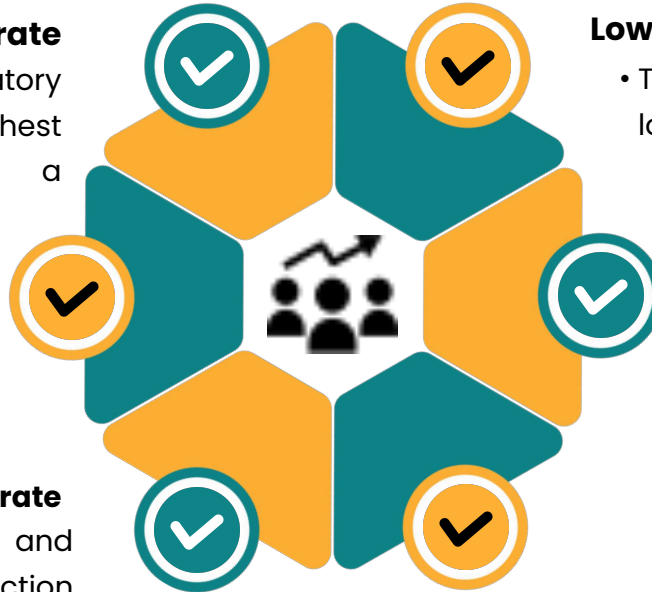
- Sales Executives and Sales Representatives have moderate satisfaction levels.

## Lower Satisfaction rate

- Manufacturing Directors and Managers show lower satisfaction rates.

## Lowest Satisfaction rate

- The Research Director role has the lowest satisfaction rate.



# CONCLUSION

The HR Analysis Report provides an in-depth evaluation of employee attrition within the organization, highlighting critical areas that require attention to enhance workforce stability and satisfaction. By assessing overall attrition metrics, department-wise attrition, gender-based attrition, job satisfaction, and employee demographics, we have identified key patterns and underlying issues contributing to employee turnover.

Key findings from the report include:

- High attrition rates in the Research and Development (R&D) and Sales departments, necessitating targeted retention strategies.
- Gender disparities in attrition rates, with higher turnover among male employees, suggesting the need for gender-specific interventions.
- Job satisfaction levels vary significantly across roles, with particularly low satisfaction among Manufacturing Directors, Managers, and Research Directors.
- Certain age groups are more prone to attrition, indicating the importance of age-specific retention strategies.

The comprehensive analysis has enabled us to develop actionable insights and propose data-driven strategies to improve employee retention and job satisfaction. By implementing these strategies, the organization can reduce turnover rates, enhance employee engagement, and foster a more stable and motivated workforce.

Moving forward, continuous monitoring and adjustment of these initiatives will be essential to ensure their effectiveness and sustainability. Regular reviews and updates to the retention strategies will help address emerging issues and maintain a positive work environment. Ultimately, this report aims to provide leadership with the necessary insights to make informed decisions and create a more supportive and fulfilling workplace for all employees.

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# Thank You

**For Your Attention**

