Workforce Trend Summary Report for Decision-Making

(Portfolio Project: Workforce Trends Dashboard – Power BI)

Executive Summary

This report uncovers key workforce insights across hiring, performance, compensation, diversity, and attrition. It supports strategic decisions to optimize recruitment, reduce turnover, and address equity and risk factors within the organization.

Workforce Composition

- Total Employees: 311 | Active: 207 | Terminated: 104
- Average Age: 46 | Average Satisfaction: 58.2%
- Gender Ratio: Female 56.6%, Male 43.4%
- Largest Age Range: 41–50 age range (124 employees)

Action: Monitor age/gender balance in succession planning, mid-career retention and team design.

Recruitment Effectiveness

- Top Hiring Source: Indeed (87 hires), followed by LinkedIn (76)
- Most Diverse Hires: Google Search (82%)
- Best Retention Source: Website (92%)
- Lowest Diversity: Employee Referral (39%)

Action: Invest in Google Search and Website channels; diversify referral programs.

Performance & Productivity

- Avg. Performance Score: 3.0/5

- Top Departments: Software Engineering & IT/IS (3.1 avg. score)

- Productivity Curve: Performance increase with project count until 3–4, then flattens

Action: Limit workloads beyond 3 projects to avoid overburdening; focus development on top-performing teams.

Pay Equity Analysis

- Avg. Salary: Female – 68K | Male – 71K

- Equal Pay Ratio: 0.96 (below parity)

- Notable Gaps: Admin, Sales and Production departments

Action: Adjust pay equity in affected departments; increase transparency

Attrition Trends

- Overall Attrition Rate: 40.2%

- High-Attrition Departments: Production (49.6%), Software Eng. (44.4%)

- Avg. Tenure: 3 years

- Top Exit Reasons: Career change, dissatisfaction, better pay

Action: Launch retention programs focused on Production/Engineering; review compensation and job satisfaction.

Attrition Risk Prediction

- High Risk Employees: 3 identified

- Risk Peaks: Around 10 years of service

- At-Risk Levels: Officers and Specialists

- Risk Indicators: Low Engagement & Mid-level Performance correlate with higher risk

Action: Implement early retention alerts and intervention plans at 8–10 years of tenure.

Diversity & Inclusion

- Departmental Gender Gap:
    - Executive Office - 100% male
    - Admin - 67% female
    - IT/IS - 56% female
- Ethnic Composition:
    - 60% White
    - 26% Black
    - African American
    - 9% Asian

Action: Elevate diverse representation in leadership; develop cross-cultural leadership pipelines.

Summary of Recommendations

- Invest in recruitment sources that optimize diversity and retention
- Conduct compensation equity correction
- Build performance support for mid-level employees
- Monitor engagement patterns across tenure milestones
- Use predictive risk models to intervene early with at-risk employees