**Employee Performance and Development Analysis Report**

Dataset – Hr Attrition Data Set of 1470 Employees

Data Is Clean and has no NULL values.

**Attrition –Yes**

**Key Performance Indicators (KPIs)**

**1- Attrition**

- Attrition Rate (Yes): 237 employees (16.12%)

- Attrition Rate (No): 1233 employees (83.88%)

**2- Average Years Since Last Promotion**: 1.9 years

**3- Average Training Time Last Year**: 2.6 Times

**4- Performance Ratings**

- **Rating of 3**: 200 employees

- **Rating of 4:** 37 employees

**1 Department-wise Performance Rating**

**3-star Ratings by Department**: 84.63%

- R&D department: 54.76% (Highest)

- Sales department: 26.19%

- HR department: 3.67%(Lowest)

**4-star Ratings by Department**: 15.37%

- R&D department: 10.61% (Highest)

- Sales department: 4.15%

- HR department: 0.61% (Lowest)

**2- Education Field Wise Factor**

Performance Rating

- Life Sciences and Technical Degree: 3.2

-Medical, H R, Marketing- 3.1

- Average Years in Current Role :

-Marketing And Other Field : 3.3 years(Highest)

-HR :1.1 years(Lowest)

- Average Years Since Last Promotion: 2.0 years

-Life Sciences: 2.2 years(Highest)

- H R :0.4 Year(Lowest)

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**3: Average Training Time and Monthly Income by Department and Job Role**

**- HR Department**

- Human Resource

- Average Training Time: 2.1 Times

- Average Monthly Income: 3,715.75

**- Research and Development Department**

- Research Director (Lowest Training Time and Highest Salary)

- Average Training Time: 1.0 Times

- Average Monthly Income: $19,395.50

- Research Scientist (Highest Training Time and Lowest Salary)

- Average Training Time: 2.7 Times

- Average Monthly Income: $2780.47

**- Sales Department**

- Manager (Lowest Training Time and Highest Salary)

- Average Training Time: 2.5 Times

- Average Monthly Income: $19337.50

- Sales Representative (Highest Training Time and Lowest Salary)

- Average Training Time: 2.9 Times

- Average Monthly Income: $2,364.73

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**4: Average Years Since Last Promotion by Department and Job Role**

**- HR Department**

- Human Resource

- Average Years Since Last Promotion: 0.8 year

**- Research and Development Department**

- Laboratory Technician :1.0 year(Lowest)

Director: 14 year (Highest)

**- Sales Department**

- Sales Representative: 0.6 year(Lowest)

-Manager -3.5 year (Highest)

**Insights**

**1. Attrition**

- High Attrition Rate: The overall attrition rate is 16.12%, which is significant and may indicate underlying issues in employee satisfaction, engagement, or company culture.

**2. Average Years Since Last Promotion**

- The average years since the last promotion is 1.9 years, which suggests that employees may not be experiencing career progression as quickly as desired.

**3. Training Time**

- The average training time last year is relatively low at 2.6 Times

**4. Performance Ratings**

- A majority of employees (84.63%) have a performance rating of 3, while only 15.37% have a rating of 4. This indicates that most employees are meeting but not exceeding expectations.

**5. Department-wise Performance Ratings**

- The R&D department has the highest percentage of both 3-star and 4-star ratings.

- The HR department has the lowest percentage of both 3-star and 4-star ratings, which could indicate issues within the department.

**6. Education Field Wise Factors**

- Employees with Life Sciences and Technical Degrees have slightly higher performance ratings (3.2) compared to those in Medical, HR, and Marketing (3.1).

- Employees in Medical, HR, and Marketing have been promoted more recently (2.0 years) compared to those with Life Sciences and Technical Degrees (2.2 years).

**7. Average Training Time and Monthly Income by Department and Job Role**

- In the R&D department, the Research Director has the lowest training time but the highest salary, while the Research Scientist has the highest training time but the lowest salary.

- In the Sales department, the Manager has the lowest training time but the highest salary, while the Sales Representative has the highest training time but the lowest salary.

- In the HR department, training time and monthly income are relatively balanced.

**8. Average Years Since Last Promotion by Department and Job Role**

- In the HR department, the average years since the last promotion is relatively low (0.8 years).

- In the R&D department, the Director has the highest average years since the last promotion (14 years), which might indicate a lack of career advancement opportunities at higher levels.

- In the Sales department, the Sales Representative has the lowest average years since the last promotion (0.6 years), suggesting frequent promotions at the lower levels.

**Areas for Improvement**

**1. Attrition**

- Investigate the reasons for high attrition rates, especially in departments with higher turnover. Implement retention strategies such as employee engagement programs, career development opportunities, and improved work-life balance.

**2. Career Progression**

- Accelerate career progression by establishing clear career paths, offering mentorship programs, and conducting regular performance reviews to identify and reward high performers.

**3. Training and Development**

- Increase the average training time to ensure employees are continuously developing their skills. Tailor training programs to the specific needs of different job roles and departments.

**4. Performance Ratings**

- Implement performance improvement plans for employees consistently rated at 3 to help them achieve higher ratings. Recognize and reward employees with higher performance ratings to motivate others.

**5. Departmental Focus**

- Address issues within the HR department that are leading to lower performance ratings. This could involve restructuring, additional training, or changes in leadership.

**6. Job Role Discrepancies**

- Address the disparity in training times and salaries within departments. Ensure that training opportunities are equitable and that salaries reflect the level of responsibility and performance.

**Proposed Strategies**

**1. Retention Strategies**

- Conduct employee surveys to identify the main reasons for attrition.

- Develop targeted retention programs, such as flexible working hours, wellness programs, and competitive benefits packages.

**2. Career Development**

- Establish clear and transparent promotion criteria.

- Implement regular career development discussions between employees and managers.

- Introduce mentorship programs to support employee growth and development.

**3. Enhanced Training Programs**

- Develop comprehensive training programs tailored to each department and job role.

- Offer online courses, workshops, and seminars to enhance employee skills.

- Monitor and evaluate the effectiveness of training programs regularly.

**4. Performance Management**

- Set clear performance goals and expectations.

- Provide regular feedback and coaching to help employees improve their performance.

- Recognize and reward high performers through bonuses, promotions, and public acknowledgment.

**5. Departmental Improvements**

- Conduct a thorough review of the HR department to identify and address performance issues.

- Implement leadership training for managers to improve departmental performance.

- Foster a culture of continuous improvement and innovation within all departments.

By addressing these areas and implementing these strategies, the company can improve employee satisfaction, reduce attrition, enhance performance, and support overall organizational growth.