

# HR Analytics Dashboard

# Steps Covered:-

1. Requirement gathering from client.
2. Identify the Stakeholders of the Project.
3. Data cleaning as per the requirement.
4. Data Processing by adding some customized columns in data.
5. Data Analysis by Pivot Tables and Excel Functions.
6. Data Visualization to create charts and custom sheets to show the insights.
7. Report/ Dashboard creation from start to end.

# 1. Requirement gathering from client.

## ► Business Requirement:

To conduct a comprehensive analysis of the organization's employee statistics, attrition trends, and demographic information to identify key insights and opportunities for improving employee retention, satisfaction, and organizational performance using various KPIs and visualizations in Excel.

## ► KPI's Requirements:

1. **Total Employees:** The total count of employees within the organization.
2. **Attrition:** The total number of employees who left the organization.
3. **Active Employees:** The count of employees currently employed by the organization.
4. **Attrition Rate:** The percentage of employees who have left the organization within a specified period.
5. **Average Age:** The average age of all employees within the organization.
6. **Job Satisfaction Rating:** The average rating based on employee feedback on job satisfaction.

## ► Charts's Requirements:

### 1. Total Employees by Gender:

Objective: Analyze the distribution of employees by gender.

Chart Type: Donut Chart.

### 2. Education wise Attrition:

Objective: Identify the education levels with the highest attrition rates.

Chart Type: Bar Chart.

### 3. Attrition by Job Role:

Objective: Analyze attrition rates across different job roles.

Chart Type: Treemap.

#### 4. **Department wise Attrition:**

Objective: Compare the attrition rates across different departments.

Chart Type: Pie Chart.

#### 5. **Attrition by Age Group:**

Objective: Evaluate attrition rates based on different age groups.

Chart Type: Column Chart.

#### 6. **Attrition by Marital Status:**

Objective: Understand the relationship between marital status and attrition.

Chart Type: Funnel Chart.

## 2. Identify the Stakeholders of the Project.

1. **HR Department:** To monitor attrition trends, employee demographics, and take proactive steps to improve employee retention and satisfaction.
2. **Senior Management/Leadership Team:** To gain insights into workforce stability and the impact of employee attrition on organizational goals, and make strategic decisions.
3. **Recruitment Team:** To analyze which job roles, departments, or demographics have higher attrition rates and adjust recruitment strategies accordingly.
4. **Department Heads/Managers:** To track department-specific attrition, employee demographics, and satisfaction levels to implement department-level interventions.
5. **Learning and Development Team:** To identify the education and skill gaps linked with higher attrition rates and design targeted training programs.

6. **Finance Team:** To assess the financial impact of attrition on the organization and optimize costs related to employee turnover.
7. **Employee Engagement Team:** To monitor the effectiveness of engagement programs and initiatives across different demographic segments and job roles.
8. **Legal and Compliance Team:** To ensure that all employment policies and practices comply with legal standards based on the demographics and trends in the dashboard.
9. **Workforce Planning Team:** To make data-driven predictions and create hiring and workforce allocation plans based on the trends observed.
10. **External HR Consultants:** To provide external expertise on benchmarking attrition rates and HR policies compared to industry standards.

# 3. Key Insights

1. **Higher Attrition in Specific Education Levels:** Employees with a Bachelor's degree experience the highest attrition rates, indicating possible skill gaps or career progression issues.
2. **Age Group 25-35 Faces Maximum Attrition:** The highest attrition is observed in employees aged 25-35, suggesting a need for targeted retention strategies for this age bracket.
3. **Job Roles with High Attrition:** Sales roles have the highest attrition rates, indicating potential job satisfaction or role-specific challenges.
4. **Marital Status Impact:** Single employees show higher attrition rates compared to married employees, highlighting a possible correlation with job stability.
5. **Departmental Differences:** The R&D department faces higher attrition compared to other departments, pointing to a need for role-specific engagement initiatives.



# 4. Recommendations

1. **Address Bachelor's Degree Attrition:** Introduce tailored career development programs and skill advancement opportunities for employees holding Bachelor's degrees to improve retention.
2. **Retain 25-35 Age Group Employees:** Implement targeted engagement strategies and flexible work policies to reduce attrition in the 25-35 age group.
3. **Revamp Sales Job Roles:** Conduct job satisfaction surveys and role-specific training programs to enhance job satisfaction and reduce turnover in Sales roles.
4. **Engage Single Employees:** Develop targeted benefits or engagement programs focusing on single employees to improve job stability and reduce attrition.
5. **Focus on High-Attrition Departments:** Introduce department-specific employee engagement and recognition initiatives in high-attrition departments like R&D.

# 5. Conclusion

The analysis highlights that attrition is higher among certain education levels, age groups, and job roles, especially in R&D and Sales. To reduce turnover, focus on development for employees with Bachelor's degrees, engagement for younger and single employees, and tailored strategies for high-attrition roles and departments.