People Analytics – Excel / Google Sheets Assignment Goal

Using the provided dataset (People_Analytics_Assignment.xlsx), build a mini People Analytics workbook in Google Sheets or Looker Studio or Power BI that helps HR and leadership understand headcount, attrition, and joiner trends.

You are free to use any formulas, pivots, or visualizations you find most effective.

What we care about is how you structure your analysis, link data, and communicate insights.

Data Available

The file has three tabs:

1. Employees – complete list of active and exited employees with joining and exit dates, level, function, etc.
2. Level_Map – designation-level mapping.
3. Function_BU_Map – function to business-unit mapping.

Your Deliverables
Please create a new Google Sheet with the following outputs.
You can add helper columns, formulas, or pivots wherever needed.
Each output should be on a separate tab or section.

1. Data Preparation
- Clean and link all three tabs so each employee has their Level and BU populated.
- Create a flag or indicator for:
  - Active employees
  - Exited employees
- Add derived columns if needed (e.g., month or quarter of joining / exit).

(Output: A clean "Working Data" sheet ready for analysis.)

2. Headcount Overview
- Show total active headcount, joiners, and exits for the latest quarter (Q2 2024).
- Show headcount by function and level (can be a pivot table).
- Visualize a simple org pyramid (levels on vertical axis, count on horizontal).

(Output: Headcount snapshot for leadership.)

3. Joiners & Exits Trend
- Show how many employees joined and exited month by month in 2024.
- Add a simple attrition rate trend over time (clearly state how you calculated it).
- Optional: separate voluntary and involuntary exits if you can derive it.

(Output: Monthly or quarterly joiner vs attrition trend chart.)

4. Attrition Insights

● Identify which functions, levels, or tenure brackets show the highest exits.
● Summarize average tenure at exit and exit distribution by level.
● Show top 3 functions with most exits in 2024.

(Output: Attrition summary with 2–3 visualizations or tables.)

5. Leave or Utilization (optional bonus)

If you'd like to show initiative, create a small dashboard view that could be extended later to include leave utilization or workforce distribution by gender or emp type.

6. Final Summary Page

● 3–5 key KPIs (Active HC, Joins, Exits, Attrition %, Avg Tenure)
● 2 charts (Headcount trend + Attrition trend)
● Your 1–2 lines observation on what people data is signaling.

(Output: "People Metrics Dashboard" tab (your final presentation sheet))

What We'll Evaluate

Area	What we're looking for
Data Handling	Can you structure data clearly and link multiple tables correctly?
Analytical Thinking	Did you choose the right formulas to derive insights (not just output)?
Accuracy	Are numbers consistent and logically derived?
Visualization & Presentation	Are pivots and charts readable and purposeful?
Clarity of Thought	Is it easy for a business leader to read and understand your output?

Submission

● Share your Google Sheet link (View access) within 48 hours.
● Do not paste screenshots or static numbers — formulas and pivots should be visible.
● Optional: add short "Notes" explaining your logic or assumptions.