

# Employee Insights Dashboard Report

## 1. Introduction

Human Resource (HR) analytics plays an important role in helping organizations make smarter, data-driven decisions about their workforce. By analyzing employee data and presenting it through a clear interactive dashboard, this project highlights key insights into employee performance, retention, salaries, and workload distribution.

The dashboard brings together key employee metrics in one place, making it easier to spot trends, strengths, and areas that may need attention.

## 2. Objectives

The objectives of this analysis are to:

- Understand the overall size and structure of the workforce
- Analyze employee distribution across departments, gender, and countries
- Evaluate employee performance levels
- Compare salary patterns across departments
- Examine employee tenure and retention
- Identify departments with high overtime workload
- Support better HR and workforce decisions

## 3. Dataset Overview

The dataset used for this project is an HR employee dataset containing information on employees from different departments and locations.

Key fields in the dataset include gender, country, department, annual salary, performance rating, overtime hours, year of employment, and years of service (tenure).

Key metrics from the dashboard include:

- Total employees: 689
- Average annual salary: 24.82K
- Average tenure: 6.3 years
- High-performing employees: 79.4%

These metrics suggest a stable workforce with strong performance levels.

## 4. Data Cleaning and Preparation (Power BI)

Data cleaning and preparation were carried out directly in Power BI using Power Query to ensure the data was accurate and ready for analysis.

The following steps were performed:

- Checked and handled missing values
- Removed duplicate employee records
- Standardized employee names, departments and country names for consistency.

- Converted salary, overtime, and tenure columns to the correct data types
- Created calculated columns and measures such as average salary, average tenure, and high-performance percentage

## **5. Key Insights**

### **Workforce Overview**

The organization has 689 employees with an average tenure of 6.3 years, indicating good employee retention. About 79.4% of employees are high performers, showing strong overall performance.

### **Employee Distribution by Department**

Manufacturing has the highest number of employees, making it the main operational department. Quality Control and Accounting also have significant staff strength, while departments such as Training, Sales, and Creative have smaller, specialized teams.

### **Gender Distribution**

The workforce is mostly male, with approximately 65% male and 35% female employees. This highlights an opportunity to improve gender balance across the organization.

### **Performance Ratings**

Most employees fall into the Excellent and Good performance categories. Only a small number are rated Average or Poor, suggesting effective hiring and performance management.

### **Salary Insights**

The average annual salary is 24.82K, with variations across departments. HR, IT, and Training tend to have slightly higher average salaries, likely due to role specialization.

### **Overtime Analysis**

Quality Control records the highest overtime hours, followed by Manufacturing. This suggests heavy workloads in these departments and a possible risk of employee burnout if not addressed.

### **Workforce Trend**

Employee numbers peaked in 2019, after which a decline was observed. This trend may be linked to restructuring or external factors and highlights the importance of ongoing workforce planning.

## **6. Conclusion**

This analysis shows an organization with a stable and high-performing workforce supported by strong retention. However, high overtime in certain departments and gender imbalance highlight areas for improvement. The Employee Insights Dashboard provides clear insights that can support better decisions around staffing, workload management, and employee well-being.