

Dashboard Documentation – People Management

1. General Information

Dashboard Name: HR Dashboard– Full Insight

Purpose: Provide a consolidated view of key workforce indicators, supporting the HR department in making strategic decisions related to promotions, retention, and staff distribution.

Target Users:

- HR Directors and Managers
- Department Coordinators
- Workforce Planning Team

Data Source:

- Active and former employee database (internal HR system)
 - Key fields: gender, promotion status, years of service, job level, service status, home-to-work distance
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2. Dashboard Structure

Tab 1 – Home (Overview)

Purpose: Provide key HR indicators in a single page for a quick understanding of the current workforce situation.

Displayed Metrics:

1. **Total Employees** – Overall headcount of active employees.
2. **Gender Distribution** – Total number of women and men.
3. **Promotion Status** – Count and percentage of employees *Due for Promotion* and *Not Due for Promotion*.
4. **Years of Service** – Number of employees by service range (e.g., 0–1, 1–3, 3–5, 5+ years).
5. **Job Level Distribution** – Employees at each hierarchical level.
6. **Service Status** – Employees *On Service* and *Will Be Retrenched*.
7. **Residential Distance** – Pie chart showing the percentage of employees living: very close, close, and very far.

Interactivity & Filters:

- Slicers for department, location, gender, and service status

- All visuals are cross-filtered and interactive
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Tab 2 – Detailed Employee Status

Purpose: Show key KPIs and detailed employee lists for critical HR actions.

Displayed Metrics:

1. **Key KPIs** – Same as Home tab.
2. **Employee List – Due for Promotion** – Includes columns such as Employee Name, Department, Job Level, Years of Service.
3. **Employee List – Will Be Retrenched** – Includes columns such as Employee Name, Department, Job Level.

Interactivity & Filters:

- Filters by department, job level, gender, and service status
 - Clicking on KPIs filters both employee lists
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Tab 3 – Workforce Insights & Satisfaction

Purpose: Provide insights into satisfaction levels, overtime trends, and departmental breakdowns.

Displayed Metrics:

1. **Key KPIs** – Same as Home tab.
2. **Bar Chart – Employees Will Be Retrenched vs. Due for Promotion** – Shows total counts for each status category.
3. **Bar Chart – Employees by Job Satisfaction** – Distribution of employees by satisfaction rating (**Low, Medium, High**)..
4. **Pie Chart – Employees by Overtime Status** – Percentage distribution of employees working overtime or not.
5. **KPIs – High Rated % and Low Rated % Employees** – Percentages of employees with high and low satisfaction scores.
6. **Departmental Summary Table** – Columns: Job role, Total Employees, Total Will Be Retrenched, Total Due for Promotion.

Interactivity & Filters:

- Filters for department, job level, gender, satisfaction rating, and overtime status
 - Clicking on chart elements filters all visuals and the department table
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3. Best Practices & Recommendations

- Update datasets weekly to ensure accuracy.
 - Monitor residential distance trends for potential commuting issues.
 - Review promotion and retrenchment metrics monthly.
 - Ensure employee-level data confidentiality (GDPR, LGPD compliance).
 - Use conditional formatting in tables to highlight critical values.
 - Track satisfaction scores over time and analyze correlation with overtime patterns.
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