**HR Dashboard Report**

1. **Problem Statement**

HR wants to understand about employees and company’s growth

1. **Goal**

To develop a dashboard that can present insights for HR Data

1. **Data Gathering**

I started gathering a dataset related to HR Data from [Chandoo](https://chandoo.org) website. I downloaded the dataset in its raw format. The dataset has 9 fields and 161 records.

1. **Questions** 
   1. How many people are in each job?
   2. Gender break-down of the staff
   3. Age spread of the staff
   4. Which jobs pay more?
   5. Top earners in each job
   6. Qualification vs. Salary
   7. Staff growth trend over time
   8. Employee filter by starting letter
   9. Qualification break-down the staff
   10. Leave balance analysis
2. **Data Cleaning**

To begin the data cleaning process, I loaded the raw data into Power BI to clean it with Power Query. Then, I decided to glance through the data to better understand it and see any duplicates, blank rows, null values, spelling errors, outliers, inconsistent data values, and many more. Here are the steps I have taken to clean it.

* 1. I changed the salary data type to currency.

The main aim of the data cleaning process is to ensure data accuracy, consistency, and usability for further analysis and visualization tasks.

1. **Data analysis**

I created HR metrics to deep dive into analysis:

* 1. I created HR metrics like headcount, average leave balance, average salary etc. with Power Pivot
  2. I added columns to the data (Employee's first name, age group )
  3. I used advanced DAX calculations:

1. **Cumulative headcount**
2. A close-up of a computer code

   Description automatically generated **Leave Balance more than 20 days**



* 1. A screenshot of a computer

     Description automatically generatedTo compare salary vs qualification, I have created a new table because Power BI doesn’t allow us to compare a number and category. Then, I related them by the common column named qualification to do the analysis.

1. **Data Visualization**

After the data preparation, I created visual representations by selecting appropriate chart types and colors to present insights and trends in a visually appealing manner based on the above questions. Then, an interactive dashboard was created to aid quick analysis and identify important patterns.

***Key Insights:***

* The total employees are 161 as of 2023
* The average salary of our employee is $54,000
* 55% of our staff are females
* The average leave balance is 16.4
* 29 employees have leave balance of over 20 days
* We have added 20 staff in 2023
* The average age of our staff is 35.2
* Most of our staff are from age of 30-35
* 22 of our employees are working as packaging associate followed by production operators which contains 20 employees

These insights will provide valuable information for decision-making and to guide business strategies.

***\*N.B:*** The Power BI project focused on analysing of HR data to provide insights using functions, DAX formulas, slicers, charts, and power pivot. Itwas a guided project, and it enhanced my understanding of Power BI functionalities, data cleaning techniques, and data visualization capabilities to drive effective business decisions.