

Project Report

HR Analytical Dashboard

(Excel-based)



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Executive Summary

- Conducted an in-depth analysis of HR data focusing on employee attrition rates using Excel.
- Developed a comprehensive HR Analytical Dashboard, demonstrating Excel's capabilities for advanced data analytics.
- Dashboard provides critical insights for implementing effective employee retention strategies.

Introduction

- Addressed the need for a comprehensive HR analytical tool focusing on employee attrition, utilizing Excel.
- Objective is to leverage Excel's capabilities for data analysis and visualization in HR analytics.

Data Collection and Preprocessing

- Described the data sources and highlighted Excel-based preprocessing techniques.
- Emphasized the use of Excel for accurate and relevant attrition analysis.
- Rigorously cleaned and preprocessed data to ensure accuracy and reliability.
- Addressed missing values, outliers, and standardized data formats.

Dashboard Design and Methodology

- Explained how Excel was used to design and create the HR analytical dashboard.
- Demonstrated Excel's user-friendliness and its role in real-time data updates for effective decision-making.
- Combined Excel functions, pivot tables, and advanced statistical techniques for analysis.
- Conducted descriptive statistics, trend analysis, and geospatial mapping to extract insights.

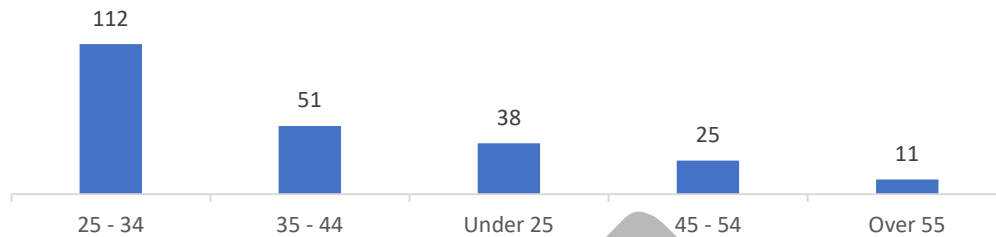
Key Metrics and Insights

- Presented the key metrics included in the HR dashboard, all achieved using Excel:

- Attrition Rate

Total Employees	Attrition count	Average Age	Active Employees	Attrition Rate
1470	237	37	1233	16.12%

- Attrition by Age



- Attrition by dept

Row Labels	Sum of CF_attrition count
Healthcare Representative	9
Human Resources	12
Laboratory Technician	62
Manager	5
Manufacturing Director	10
Research Director	2
Research Scientist	47
Sales Executive	57
Sales Representative	33
Grand Total	237

- Attrition by Marital status

Row Labels	Sum of CF_attrition count
Single	120
Married	84
Divorced	33
Grand Total	237

- As we can see from above analysis that most of the attrition took place in R&D and sales dept between the age (25-35) and employees are most of single.

Dashboard Screenshots



[Created dynamic dashboard by using pivot table and charts,

Finding key point

-Education by Attrition

-Attrition by job role

-Attrition by age etc...]

Recommendations

- Employee Feedback Surveys:
 - Implement regular surveys to understand employee concerns and areas for improvement.
- Career Development Opportunities:
 - Provide clear paths for career growth and development within the organization.
- Flexible Work Arrangements:
 - Offer flexible work options to improve work-life balance and job satisfaction.

Conclusion

- Summarized the main findings and recommendations from the Excel-based HR Analytical Dashboard focused on employee attrition.
- Highlighted the potential impact on employee retention and organizational performance, all achieved using Excel.