**Human Resources (HR) Analysis Report**

**Introduction**

This project focuses on analyzing Human Resources (HR) data to generate insights into workforce distribution, salary patterns, and performance ratings across departments, locations, and gender. The aim is to identify trends, highlight disparities, and recommend data-driven strategies for effective HR management.

**Tools used:**

* **Excel** for data cleaning, formulas, and visualization
* **Pivot tables & charts** for insights
* **Dashboard design** for storytelling

2**. Dataset overview**

The dataset contains employee information across multiple dimensions, including:

* **Staff Demographics** (gender, location, department)
* **Workforce Distribution** (headcount by location/department)
* **Compensation** (salary levels and averages)
* **Performance Ratings** (across gender, department, and location)

**3. Key Findings**

**3.1. *Workforce Distribution***

* **Total Staff:** 836
* **Locations:** 3 (Lagos, Abuja, Kaduna)
* **Departments:** 12
* **Gender Split:** Male (48.56%), Female (51.44%)

Kaduna leads with **323 staff**, followed by Abuja (288) and Lagos (225). Product Management and Legal have the highest staff counts, while Research & Development has the lowest.

**3.2 Salary Insights**

*3.2.1 By Department*

* **Highest Average Salary:** Services (₦77,423) and Legal (₦72,178)
* **Lowest Average Salary:** Research & Development (₦69,031)

***3.****2.2. By Gender*

* **Male Staff:** ₦74,506.65 average salary
* **Female Staff:** ₦72,609.75 average salary  
  ➡️ Males earn slightly higher on average, indicating a gender pay gap.

***3.****2.3. By Location*

* Lagos staff earn the most on average (**₦75,717**)
* Kaduna follows (**₦73,361**)
* Abuja has the lowest average (**₦72,172**)

**3.3 Performance Rating**

*3.3.1 By location*

* **Kaduna** shows the highest number of staff rated "Very Good" (20) but also the highest "Average" ratings (159).
* **Abuja** has 58 staff not rated, showing gaps in evaluation coverage.
* **Lagos** shows a fairly balanced distribution across rating categories.

***3.3.2 By Department***

* **Services & Support** departments dominate in “Average” and “Not Rated” categories.
* **Product Management & HR** show more staff rated as “Good” and “Very Good.”
* **Engineering & Business Development** departments have fewer poor performers.

***3.3.3 By Gender***

* **Males:** Higher counts in "Average" and "Not Rated."
* **Females:** Better spread in “Good” and “Very Good” categories, but also more rated "Poor."

**4. Strategic Insights**

1. **Balanced Gender Workforce** → Gender ratio is healthy, but salary disparities should be addressed.
2. **Location Differences** → Lagos attracts higher salaries; HR may review pay competitiveness in Abuja.
3. **Department Gaps** → Research & Development has low staff count and lowest salaries; investment needed for innovation.
4. **Performance Coverage** → High "Not Rated" staff (especially in Abuja) indicates inconsistent appraisal processes.
5. **Compensation Clusters** → Top salaries are clustered close together, suggesting rigid pay structures.

**5. Recommendations**

* **Equal Pay Policies:** Review salary structure to reduce gender gaps.
* **Appraisal System Overhaul:** Standardize performance reviews across all locations and departments to ensure fairness.
* **R&D Strengthening:** Increase investment in Research & Development staffing and pay competitiveness.
* **Location Review:** Consider salary adjustments in Abuja to retain top talent.
* **Employee Engagement:** Reduce “Average” performance ratings by investing in training, mentorship, and performance incentives.

**6. Conclusion**

The HR dataset reveals important workforce, salary, and performance trends. While the organization maintains a balanced gender distribution and strong departmental structures, challenges remain in pay equity, performance appraisal consistency, and departmental balance. Implementing the above recommendations will enhance workforce productivity, retention, and organizational growth.