

HR Insights & Recommendations Report

1. Executive Summary of Findings

This first report provides data on a variety of HR metrics on 500 employees in several different departments for trend analysis and action points. The areas of analysis are engagement, attrition, burnout, absenteeism, and training impact. Here are some key findings in the report

- High attrition and burnout risks in the Technical and Sales departments.
- Strong engagement correlates with performance ratings and training attendance.
- Absenteeism is highest in departments with lower engagement.

Visual insights accompany these findings to assist HR leadership in making informed decisions.

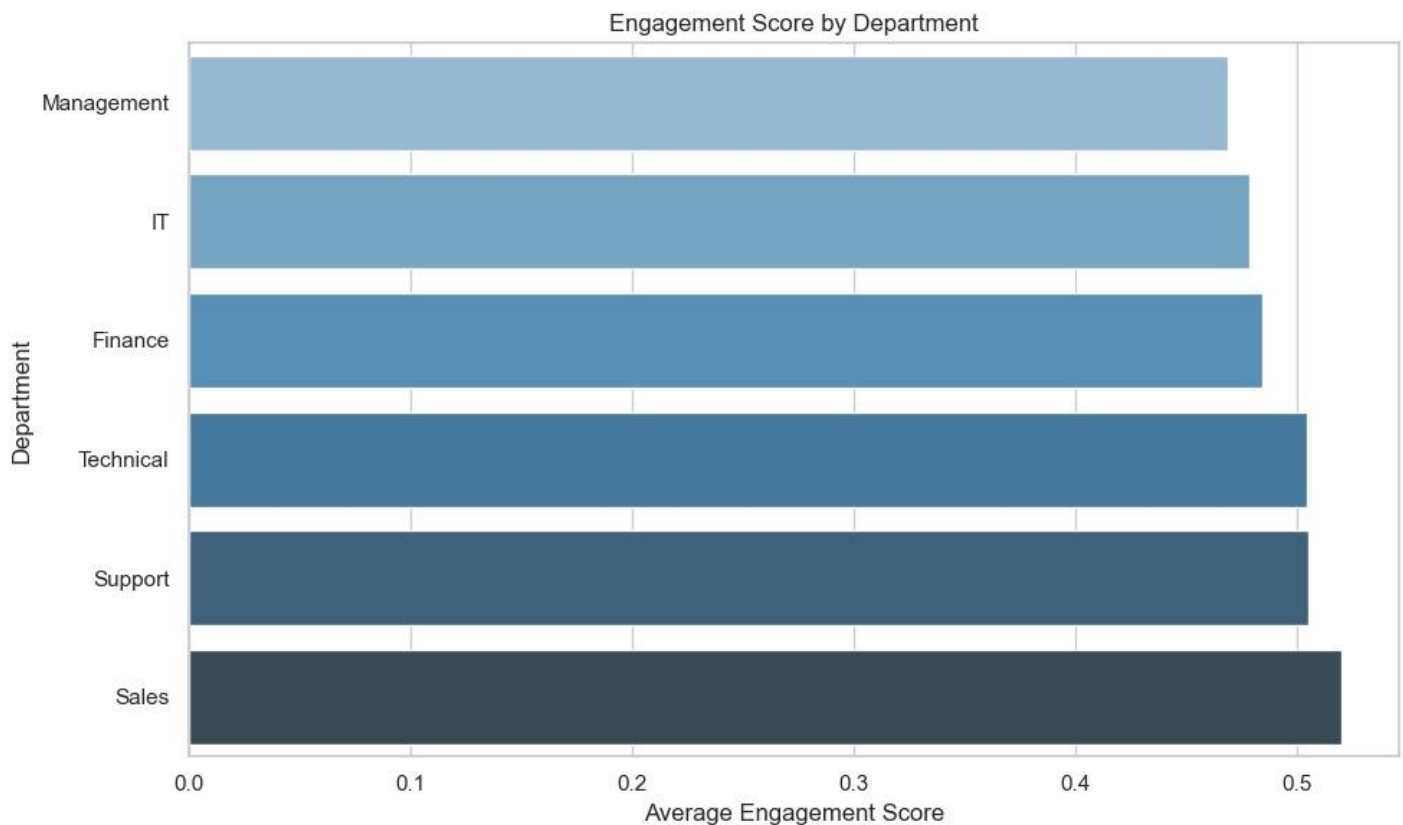


Figure 1: Engagement Score by Department

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2. Top 3 Drivers of Employee Engagement

The following engagement drivers were identified based on behavioral trends and data correlations:

1. **Performance Recognition:** Employees with high performance ratings showed higher engagement. Recognized contributors feel more valued and aligned with organizational goals.
2. **Training Attendance:** Employees that consistently attended training expressed more satisfaction and motivation. This information indicates a definite relationship between training participation and engagement.
3. **Work-hour Consistency:** Employees who maintained average monthly work hours of 150-170 exhibited their highest engagement levels. Employees that worked too many or not enough monthly hours expressed lower motivation and higher risk of burnout

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3. Department-Level Red Flags

There are a number of departments showing trends that may contribute to overall organizational performance:

1. Technical Department:

Has the highest number of potential high burnout risk cases, highest potential attrition risk, and will need focused well-being and workload analysis.

2. Sales Department:

Has lower than average training attendance rates, higher absenteeism, and other potential signs of disengagement. May benefit from more development offers.

3. Operations Department:

Has less engagement overall, and also lower satisfaction rates, suggesting recognizing contributions and more feedback are needed.

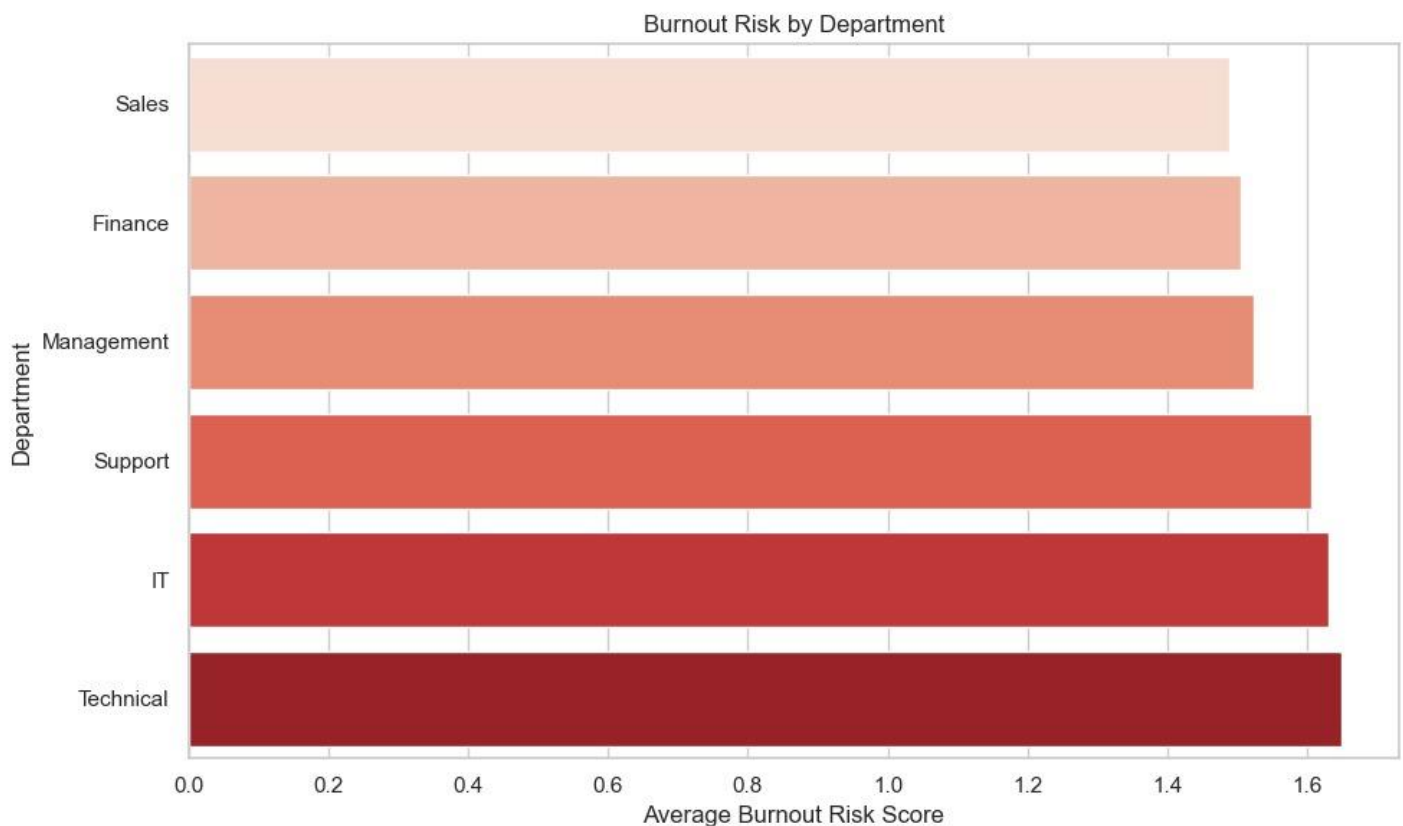


Figure 2: Burnout Risk by Department

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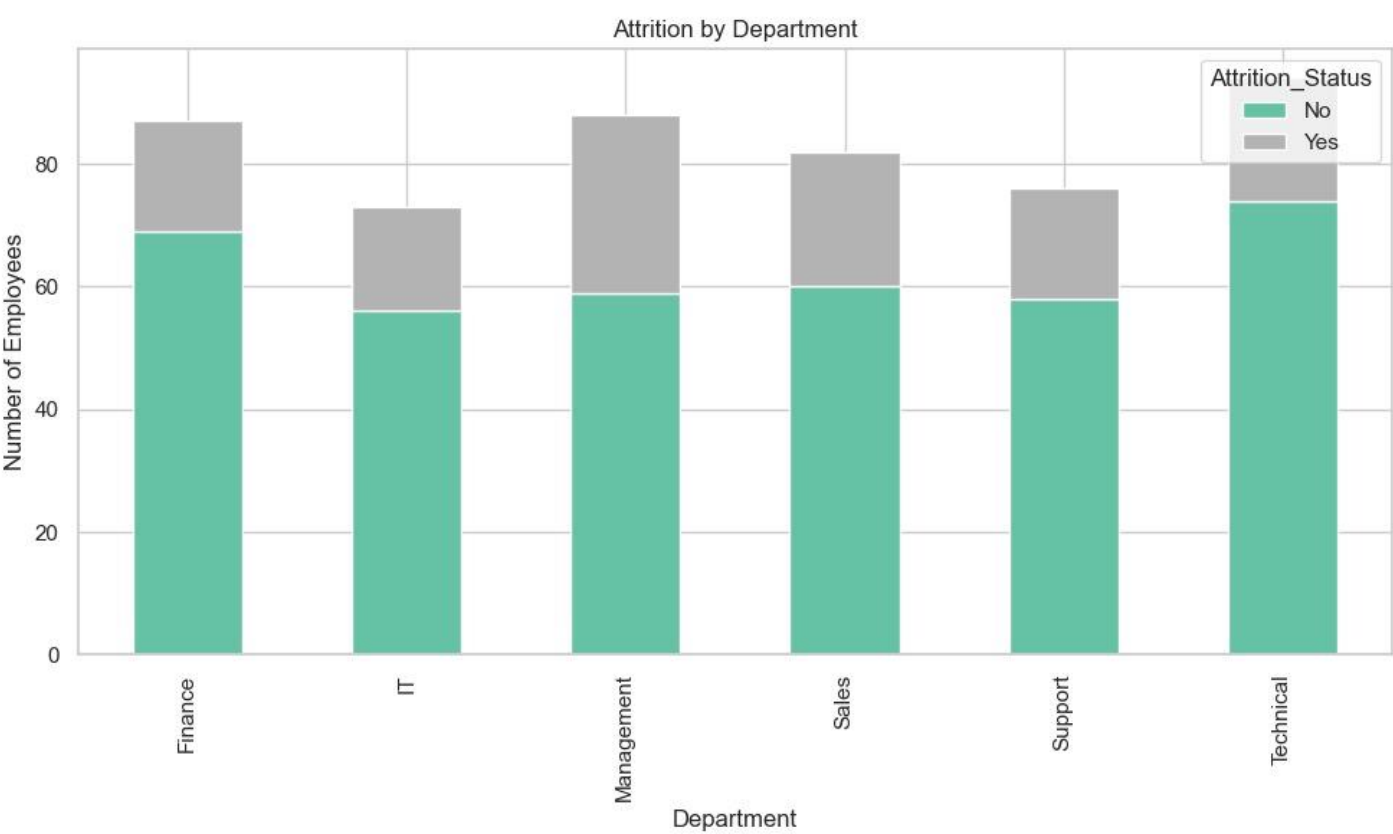


Figure 3: Attrition by Department

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4. Actionable Recommendations (Data-Driven)

With the information above, we would recommend the following targeted HR interventions:

1. Departmental Recognition Programs:

Implement performance-based recognition, especially in Technical and Sales, to support motivation and retention.

2. Mandatory Monthly Training for Poorly Engaged Departments:

Train departments should be mandatory for sales and operations where individuals have poor attendance. There should be incentives and tracking of attendance for engagement levels.

3. Burnout Prevention for High-Risk - Technical:

Implementing pulse surveys and wellness activities to support burnout in the Technical department.

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5. Appendix: Supporting Visual Data

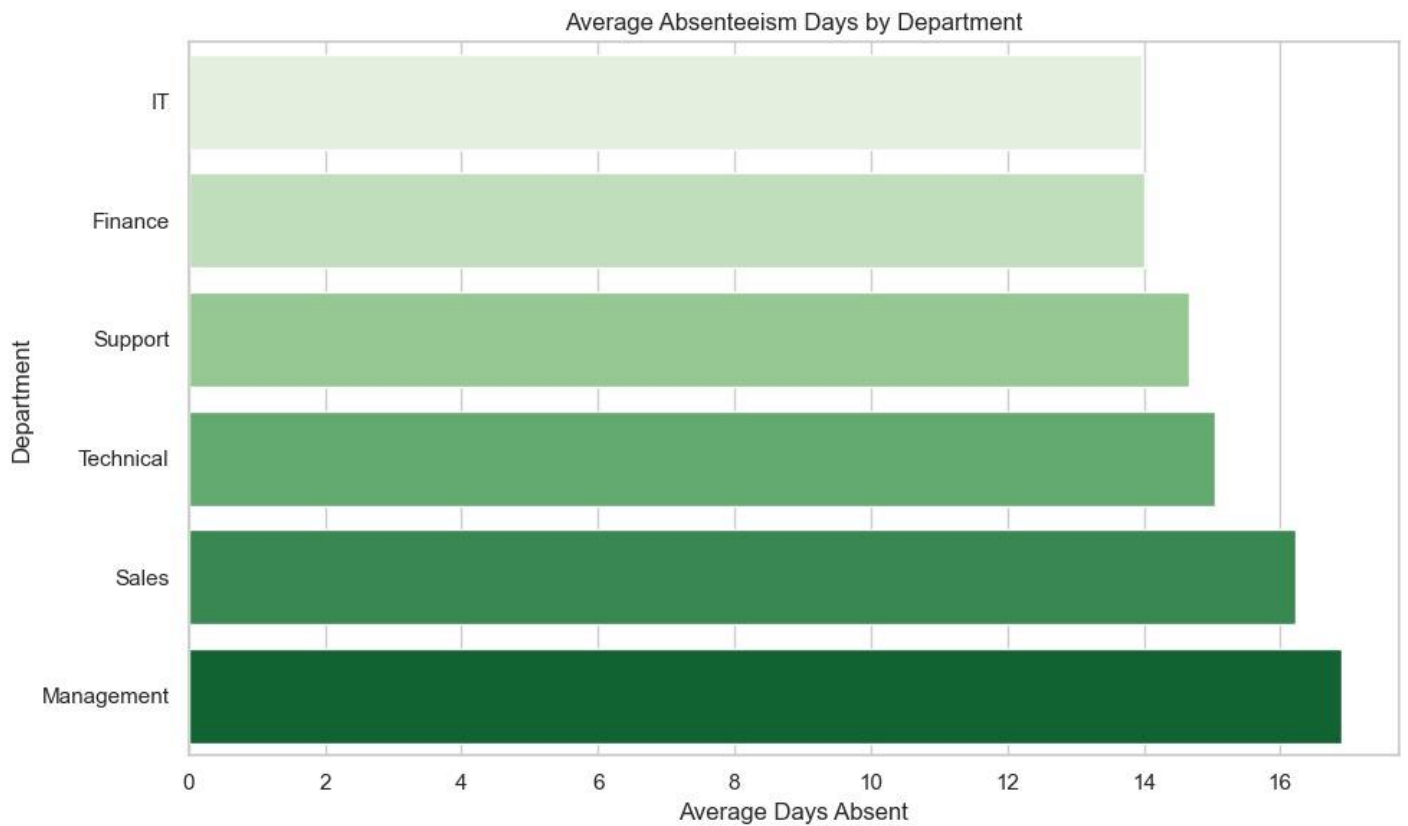


Figure 4: Average Absenteeism by Department

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Implementation Roadmap:

To ensure a smooth rollout of these recommendations ,a structural roadmap is proposed.

Phase	Timeline	Key Activities	Ownership
Phase 1	Month 1	Deploy HR dashboard, conduct internal analytics training	Data & HR Team
Phase 2	Months 2–3	Launch quarterly engagement surveys, conduct burnout audits	HR Operations
Phase 3	Months 3–4	Design and deliver custom training and growth programs	L&D Team
Phase 4	Months 5–6	Launch feedback collection tools, monitor attrition metrics	HR Business Partners & Managers
Phase 5	Ongoing	Continuous tracking, quarterly reviews, refinement of interventions	HR Leadership & Data Team

Department Level Red-Flags:

Our departmental breakdown helped isolate **teams and functions at higher risk** of disengagement, burnout, or attrition. The table below summarizes key red flags for each department:

Department	Observations & Risks
Sales	High attrition rate. Low satisfaction. High burnout risk. Poor training attendance. Employees often feel unsupported.
Technical	Year-to-year engagement fluctuates. Highest burnout incidents. Training participation is low, despite high workload.
Support	Absenteeism rates exceed company averages. Average performance scores have dropped below 3.0.
Operations	Weak engagement and satisfaction levels. Lack of structured feedback and recognition.
HR/Admin	Limited internal promotions. Flat engagement trend, even with multiple training initiatives.