HR Analytics Dashboard

Business Context / Problem Statement

The HR department currently gathers information on employees, performance, training, engagement, and attrition from multiple spreadsheets and systems. This leads to inconsistent reporting, delays in decision-making, and a lack of visibility into workforce trends.

The organization needs a unified dashboard that provides a employee, including demographics, training effectiveness, performance distribution, engagement insights, and attrition patterns. This will help HR leaders identify risks, improve workforce planning, and make data-driven decisions.

Goal of the Dashboard

The dashboard should help business and HR teams make decisions related to:

• Identifying high-risk areas for attrition/Termination and performance issues
• Understanding workforce demographics and employee distribution
• Monitoring training effectiveness, participation, and cost efficiency
• Evaluating employee engagement levels across business units
• Supporting strategic HR planning with real-time insights

Target Users / Stakeholder Personas

User Persona	Primary Need from Dashboard	Expected Usage
HR Manager	Track attrition, attendance, performance, and workforce distribution	Daily / Weekly
L&D (Training) Team	Monitor training completion, cost, and effectiveness	Weekly
Business Unit Heads	Compare employee performance, engagement, and training across units	Weekly / Monthly
Leadership / Executives	Review high-level KPIs and overall workforce health	Monthly / Quarterly

Core Business Questions

The dashboard must enable users to answer the following:

1. What is the current workforce headcount, and how is it distributed across gender, age, business units, and job types?
2. What is the employee performance distribution, and which groups require improvement?
3. What are the key attrition trends, and what reasons contribute most to employee exits?
4. How effective are the training programs in terms of outcomes, cost, and participation?
5. How engaged are employees across business units, and how does engagement relate to training and performance?

Product-Style KPIs to Track

KPI	Definition
Total Employees	Count of all employees in the dataset
Active Employees	Employees with "Active" status
Termination Count	Number of employees terminated
Average Tenure (Years)	Avg. duration employees stay with the company
Performance Score Distribution	Percentage of Meets, Exceeds, PIP, Needs Improvement
Total Training Sessions	Number of training programs conducted

KPI	Definition
Training Completion Rate	Percentage of completed training sessions
Training Cost per Participant	Average cost per employee per training
Cost per Successful Completion	Training cost ÷ successfully completed outcomes
Average Engagement Score	Overall employee engagement across business units
High Engagement %	% of employees with engagement score ≥ defined threshold

Scope of the Dashboard

In Scope:

• Employee demographics (age, gender, job type, business unit)
• Performance, engagement, tenure, and absenteeism metrics
• Attrition and termination analysis
• Training analysis (outcomes, participation, cost, duration)
• Business unit–wise comparisons

Out of Scope:

• Predictive analytics (future attrition or performance forecasting)
• Individual employee-level confidential information (addresses, phone numbers, personal identifiers)

Success Criteria (Measurable Outcomes)

• Access employee insights from a single dashboard without manual compilation.
• Reduction in manual report preparation time.
• HR team can identify low-performing and high-attrition segments quickly.
• Improved visibility into training effectiveness.
• Managers use insights for proactive workforce planning (hiring, training, engagement)