

HR Analytics Dashboard – Executive Summary

Project: HR Dashboard in Power BI

Prepared by: Kazi Amzad

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Dataset: Sample workforce of **1,470** employees

1. Workforce Overview

- **Total Employees:** 1,470
- **Male:** 882 (**60%**)
- **Female:** 588 (**40%**)

Gender distribution shows room for improvement toward better balance.

2. Key Metrics

- **Service Years (Top groups):**

- 5 years: 196
- 1 year: 171
- 3 years: 128
- 2 years: 127

Long-tenured employees present — good retention signal.

- **Job Levels:**

Level 1: 543 | Level 2: 534 | Level 3: 218 | Level 4: 106 | Level 5: 69

- **Distance from Home:**

Close/Very Close: ~84.4% | Very Far: 15.6%

- **Performance/Satisfaction:**

High Rated: **84.63%** | Low Rated: 15.37%

- **Overtime:**

Yes: **28.3%** (~416 employees) | No: 71.7%

3. Promotion & Retention

- **Due for Promotion:** **72** employees (**4.9%**)

- **Not Due:** 1,398 (**95.1%**)

- **Flagged for Retrenchment Risk:** **117** employees (**7.96%**)

→ ~8% at risk — priority for retention actions.

4. Department Highlights

Highest activity in:

- **Research & Development** → 47 due for promotion + 36 retrenchment risk

- **Sales** → 23 due for promotion + 36 retrenchment risk

Top roles: Sales Executive (326), Research Scientist (292), Lab Technician (259)

5. Recommendations

1. Accelerate promotion pipeline in Sales & R&D.
2. Investigate & engage the 117 at retrenchment risk (check overtime, satisfaction links).
3. Drive diversity initiatives to balance 60:40 ratio.
4. Monitor overtime to avoid burnout.
5. Add more filters (age, salary, ratings) in future dashboard versions.

Great Power BI project — provides clear, actionable HR insights!

