

HR Analytics Dashboard – Executive Summary

****Project:**** HR Dashboard in Power BI

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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!****

