

# Data Dictionary – Company HR Analytics

## HR Analytics Data Dictionary + Visual Guide

This document includes both the complete data dictionary and a visual guide summarizing key elements of the HR Analytics Dashboard. It is designed for both technical and non-technical users to understand the structure of the data and the layout of the visuals used.

### Section 1: Data Dictionary

This section lists all key fields and measures used in the dashboard, along with their descriptions and sources.

Field / Measure Name	Description	Data Type	Table Name	Example Value
Employee_ID	Unique identifier for each employee	Text	DimEmployee	E1234
First_Name	Employee's first name	Text	DimEmployee	John
Last_Name	Employee's last name	Text	DimEmployee	Doe
Gender	Gender of the employee	Text	DimEmployee	Female
Date_of_Birth	Birthdate of the employee	Date	DimEmployee	1987-03-24
Department_Name	Department in which the employee works	Text	DimDepartment	Marketing
Role_Name	Employee's job title or role	Text	DimRole	Data Analyst
Location_Name	Office or geographic location	Text	DimLocation	Sydney
Hire_Date	Date when the employee was hired	Date	FactHiring	2022-01-15
Hiring_Source	The source through which the employee was hired	Text	FactHiring	LinkedIn
Hiring_Cost	Cost incurred for hiring the employee	Currency	FactHiring	\$3,000

## Data Dictionary – Company HR Analytics

<b>Tenure (Years)</b>	Duration of employment in years	Decimal	FactHiring	2.3
<b>Hiring_Type</b>	Whether hire was internal or external	Text	FactHiring	External
<b>Attrition_Flag</b>	1 if the employee left, 0 if still employed	Boolean	FactAttrition	1
<b>Last_Working_Day</b>	Last day of work for employee who left	Date or Null	FactAttrition	2023-11-30
<b>Reason_for_Leaving</b>	Stated reason for leaving the organization	Text	FactAttrition	Career growth
<b>Exit_Feedback_Rating</b>	Rating of offboarding experience (1-5)	Integer	FactAttrition	4
<b>Attrition_Type</b>	Whether the exit was voluntary or involuntary	Text	FactAttrition	Voluntary
<b>Performance_Rating</b>	Rating of performance (1 to 5)	Integer	FactEmployeePerformance	5
<b>Engagement_Score</b>	Engagement level of the employee (1 to 5)	Decimal	FactEmployeePerformance	4.5
<b>Training_Hours</b>	Total hours of training attended	Decimal	FactEmployeePerformance	15.0
<b>Promotion_Flag</b>	Indicates if the employee was promoted	Text	FactEmployeePerformance	Yes
<b>Evaluation_Date</b>	Date when performance was evaluated	Date	FactEmployeePerformance	2023-12-01
<b>Engagement Band</b>	Categorizes engagement as High ( $\geq 4$ ),	Text	Calculated Column	High

## Data Dictionary – Company HR Analytics

	Medium (3–3.9), or Low (<3)			
<b>Performance Band</b>	Categorizes performance as High ( $\geq 4$ ), Medium (3–3.9), or Low (<3)	Text	Calculated Column	Medium
<b>Voluntary Exits</b>	Count of employees who voluntarily left	DAX Measure	FactAttrition	324
<b>Attrition Rate</b>	Leavers $\div$ Total Employees	DAX Measure	FactAttrition	12.3%
<b>Average Engagement</b>	Average of Engagement Score	DAX Measure	FactEmployeePerformance	3.8
<b>Average Performance</b>	Average of Performance Rating	DAX Measure	FactEmployeePerformance	4.1
<b>Average Training Hours</b>	Average of Training Hours	DAX Measure	FactEmployeePerformance	10.2
<b>Promotion Rate</b>	Promoted $\div$ Total Employees	DAX Measure	FactEmployeePerformance	15%
<b>High Performers Count</b>	Number of employees with performance $\geq 4$	DAX Measure	FactEmployeePerformance	1,245
<b>Promoted Last 12 Months</b>	Employees promoted in last 12 months	DAX Measure	FactEmployeePerformance	157
<b>Net Change</b>	Hires - Attritions	DAX Measure	Combined	+73
<b>Hiring Efficiency</b>	Hires $\div$ Hiring Cost	DAX Measure	FactHiring	0.35
<b>Cost per Hire</b>	Avg Hiring Cost	DAX Measure	FactHiring	\$2,850
<b>Retention Rate of New Hires</b>	% of new hires still employed	DAX Measure	FactHiring	84%

## Data Dictionary – Company HR Analytics

	after 12 months			
<b>Time to Promotion</b>	Months from Hire Date to Promotion	DAX Measure	FactHiring	9

# **Data Dictionary – Company HR Analytics**

## **Section 2: Visual Layouts and Dashboard Summary**

This section describes key visuals, charts, and layout choices used across the dashboard pages. Each page contains a unique mix of KPIs, visuals, and interactivity to help users extract insights effectively.

### **Landing Page**

Includes navigation buttons, a welcome message, instructions on usage, and access to the glossary and data dictionary. Also includes the Last Refresh Time of the dashboard.

### **Page 1: HR Overview**

Contains high-level cards for Total Employees, Avg Engagement, Attrition Rate, and more. Also includes headcount by department, gender split, and hiring trends.

### **Page 2: Attrition Analysis**

Features attrition count by department, tenure group, and over time. Includes exit feedback and voluntary/involuntary exit breakdowns, and a net change indicator.

### **Page 3: Performance & Engagement**

Presents performance and engagement scores across roles and departments, high performer counts, and promotion analytics. Engagement band and performance band matrices included, along with a tree map of Promotions by role and location.

### **Page 4: Hiring Insights**

Explores hiring sources, cost per hire, hiring trend over time, and retention of new hires. Includes funnel charts by source.