HUMAN RESOURCE DATA

UNIFIED MENTOR INTERNSHIP PROJECT REPORT

INTRODUCTION:

Human Resource (HR) data refers to the collection of information related to the employees within an organization. This data is crucial for managing and optimizing the workforce, as it helps in tracking employee performance, managing payroll, ensuring compliance with labor laws, and fostering a productive work environment. HR data typically includes demographic information (age, gender, ethnicity), job details (department, position, tenure), performance metrics, compensation, training, benefits, and employee engagement factors.

USING POWER BI: To create similar visualizations in Power BI, you will need to follow a series of steps using your dataset and the built-in visualizations that Power BI offers. Below, I'll outline how to create each of the requested visualizations in Power BI using the appropriate charts and features.

1. Employee Demographics

1.1 Age Distribution: Histogram

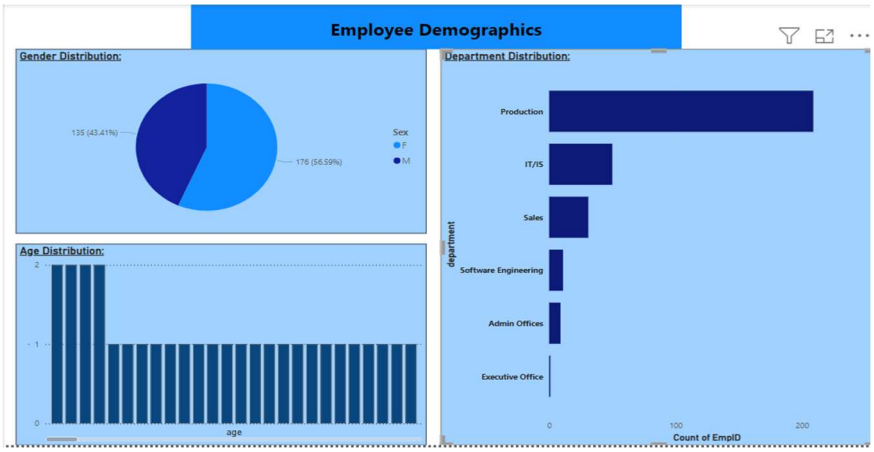
- **Step 1**: Load your data into Power BI.
- **Step 2**: From the "Visualizations" pane, select the **Histogram** visualization (if it's not available, you can use the **Bar Chart** visualization and adjust bins).
- **Step 3**: Drag the "Age" column to the **Values** field.
- **Step 4**: If using a Bar Chart, drag the "Age" field to the **Axis** field and then adjust the bin size by clicking on the field in the Values pane, selecting "Bin", and setting the appropriate bin size (e.g., 5 or 10 years).

1.2 Gender Distribution: Pie Chart

- **Step 1**: Select the **Pie Chart** visualization from the "Visualizations" pane.
- **Step 2**: Drag the "Gender" field to the **Legend** area.
- **Step 3**: Drag the "Gender" field again to the **Values** area and set it to count (this will show the number of employees for each gender).

1.3 Department Distribution: Bar Chart

- **Step 1**: Select the **Clustered Bar Chart** (or **Stacked Bar Chart**) from the "Visualizations" pane.
- **Step 2**: Drag the "Department" field to the **Axis** area.
- **Step 3**: Drag the "Employee ID" or another unique identifier to the **Values** area and set it to **Count**.



The visualization shows:

Gender Distribution: 56.59% male and 43.41% female employees.

Department Distribution: Production has the most employees, followed by IT/IS and Sales, with minimal representation in Software Engineering, Admin Offices, and Executive Office.

Age Distribution: Employees are evenly distributed across various age groups.

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2. Employee Turnover

2.1 Termination Reasons: Bar Chart

- **Step 1**: Select the **Clustered Bar Chart** from the "Visualizations" pane.
- **Step 2**: Drag the "Termination Reason" field to the **Axis** area.
- **Step 3**: Drag the "Termination Reason" field again to the **Values** area and set it to **Count**.

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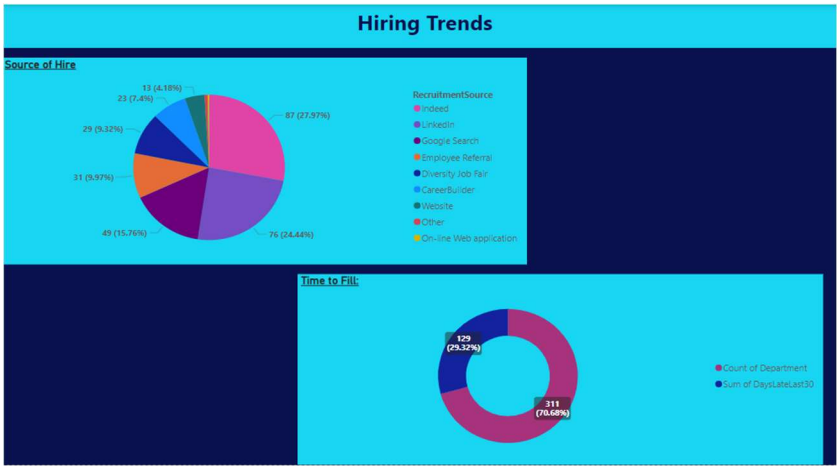
3. Hiring Trends

3.1 Source of Hire: Bar Chart

- **Step 1**: Select the **Clustered Bar Chart** visualization.
- **Step 2**: Drag the "Source of Hire" field to the **Axis** area.
- **Step 3**: Drag the "Source of Hire" field again to the **Values** area and set it to **Count**.

3.2 Time to Fill: Bar Chart

- **Step 1**: Select the **Clustered Bar Chart** from the "Visualizations" pane.
- **Step 2**: Drag the "Department" field to the **Axis** area.
- **Step 3**: Drag the "Time to Fill" field (number of days to fill the position) to the **Values** area.



INTERPRETATION:

Source of Hire: The majority of hires (27.97%) come from Indeed, followed by LinkedIn (24.44%) and Employee Referrals (15.76%). Other sources contribute less significantly.

Time to Fill: 70.69% of the positions take longer to fill, suggesting potential inefficiencies in the hiring process.

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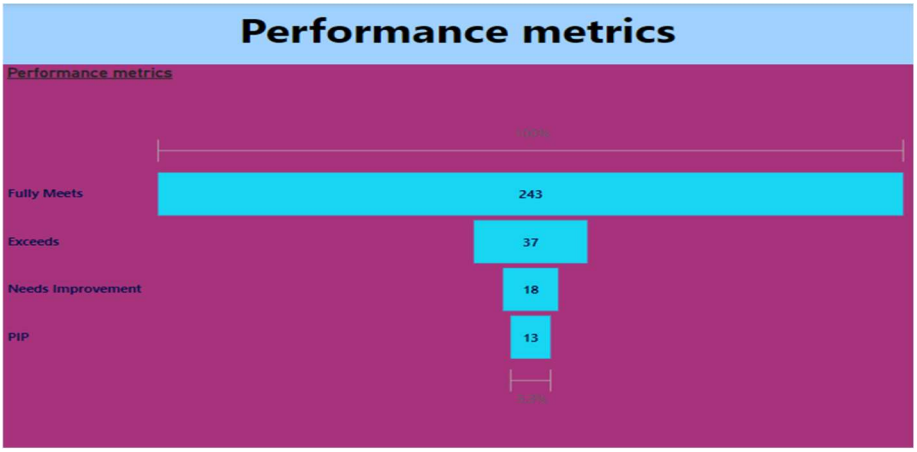
4. Performance Metrics

4.1 Top Performers: Table

- **Step 1**: Select the **Table** visualization from the "Visualizations" pane.
- **Step 2**: Drag the relevant columns, such as "Employee ID" and "Performance Score," to the **Values** area.
- **Step 3**: Sort the table by the "Performance Score" column to show the top performers.



INTERPRETATION:

A large proportion of employees (243) meet expectations, while fewer (37) exceed expectations. Some employees (18) require improvement, and 13 are in a Performance Improvement Plan (PIP), reflecting areas where performance enhancement is needed.

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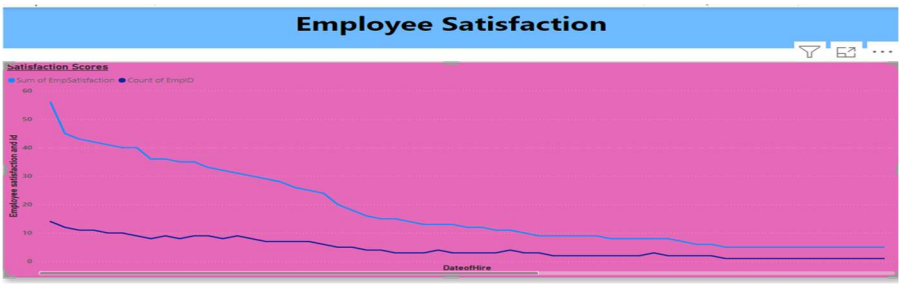
5. Employee Satisfaction

5.1 Satisfaction Scores: Line Chart

- **Step 1**: Select the **Line Chart** visualization from the "Visualizations" pane.
- **Step 2**: Drag the "Month" or "Date" field to the **Axis** area.
- **Step 3**: Drag the "Satisfaction Score" field to the **Values** area.



INTERPRETATION:

Satisfaction scores decrease significantly over time, indicating that employee satisfaction tends to decline as tenure increases. This may point to issues like lack of engagement or dissatisfaction with growth opportunities.

SUMMARY

The organization demonstrates strong recruitment from popular sources and generally satisfactory employee performance. However, declining satisfaction and inefficiencies in hiring timelines are areas for improvement, emphasizing the need for enhanced engagement, retention strategies, and streamlined recruitment processes.

CONCLUSION:

The visualizations provide insights into various organizational aspects. Recruitment is largely driven by Indeed and LinkedIn, though the time-to-fill metric highlights potential inefficiencies in the hiring process. Employee satisfaction shows a declining trend over time, indicating possible challenges in engagement and retention for long-tenured staff. Performance metrics reveal that while the majority of employees meet expectations, a smaller segment requires improvement or is on performance improvement plans, emphasizing the need for tailored training and support. Overall, the organization exhibits effective recruitment and adequate employee performance, but addressing satisfaction and streamlining hiring processes can further enhance workforce efficiency and morale.

HUMAN RESOURCE DASHBOARD