

# HR Analytics Dashboard

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## 2. Executive Summary

- This report presents a comprehensive HR analytics dashboard developed to provide a clear and actionable overview of the workforce. It includes headcount, salary analysis, gender ratio, age distribution, staff roles, education qualifications vs salary, and growth trends. The dashboard enables data-driven decision-making in HR planning and operations.

## 3. Problem Statement

- The HR department lacks a centralized, visual, and data-driven approach to monitor workforce trends, demographics, and hiring growth. Manual reports are time-consuming and often lack deeper insights, which hampers strategic decisions regarding recruitment, salary planning, and diversity.

#### 4. Objective

- To create a dynamic and interactive HR analytics dashboard that provides:
  - ❖ A clear snapshot of employee demographics
  - ❖ Salary distribution by education
  - ❖ Role-based staffing
  - ❖ Gender balance
  - ❖ Leave balance monitoring
  - ❖ Staff growth tracking

#### 5. Data Collection








- The dataset used for this project was sourced from **Kaggle**, a trusted platform for publicly available datasets. The data simulates real-world HR records, including employee demographics, salaries, roles, education levels, and leave balances.
- The dataset includes:
  - ❖ Name of Employee, Employee ID, Gender, and Age
  - ❖ Job Title and Departments
  - ❖ Annual Salary and Education Qualification
  - ❖ Date of Joining
  - ❖ Leave Balance Records

#### 6. Data Preparation & Transformation

- The dataset sourced from Kaggle was already clean and did not require extensive cleaning. However, the following transformation steps were applied in Power Query to prepare the data for analysis:
  - ❖ Promoted Headers: First row was promoted to serve as column headers

- ❖ **Trimmed Columns:** Removed any leading/trailing white spaces in column names
- ❖ **Data Type Formatting:** Converted text, numbers, and date columns to appropriate data types
- ❖ **Renamed Columns:** Renamed a few columns for better readability in the dashboard
- ❖ **Filtered Unnecessary Columns:** Only kept columns relevant for HR metrics

## 7. Key Insights

-  **Workforce Size:** 148 employees currently
-  **Avg. Salary:** \$54,000 per year
-  **Gender Ratio:** 55% Female, 45% Male – well balanced
-  **Age Cluster:** Most employees fall between **25–35 years**
-  **Education:** Salaries increase with higher education levels
-  **Growth:** 20 new hires in 2023, consistent upward hiring trend
-  **Leave Pattern:** 28 employees have leave balance > 20 days

## 8. Recommendations

- Target future hiring to balance underrepresented roles
- Investigate if long leave balance impacts productivity
- Consider benchmarking salaries vs market for roles with higher education needs
- Use age & education data to align training and development programs

## 9. Conclusion

- The dashboard provides a centralized, automated, and visual view of HR metrics that will empower leadership to make informed decisions in workforce planning, diversity, and performance management. It reduces dependency on static reports and opens the door to continuous monitoring.

## 10. Dashboard Overview

