

# HR Dashboard Creation Using Excel Data

## 1. Data Import and Cleaning:

We begin by importing an Excel file containing HR data, such as employee details, performance records, turnover rates, and other relevant information. Once the data is loaded into Tableau, we'll clean and transform it using built-in tools like filtering, removing duplicates, and renaming fields for better clarity.

## 2. Data Transformation:

Using Tableau's Data Interpreter, we'll help you correct data issues and format the data. You'll learn how to create calculated fields such as turnover rate, retention rate, and employee satisfaction scores, preparing the data for visualization.

## 3. Dashboard Creation:

With clean data, we'll create a fully interactive HR dashboard using Tableau's drag-and-drop interface. The dashboard will include various visualizations, such as:

- Employee Turnover Analysis: A bar chart showing turnover rates by department.
- Demographics Breakdown: Pie charts representing the gender and age distribution of employees.
- Performance Tracking: Line graphs to track performance scores and engagement over time.
- Recruitment Metrics: Key metrics like Time to Fill and Cost per Hire visualized for easy interpretation.

## 4. Filters and Interactivity:

You'll also learn to add filters and parameters to your dashboard, allowing HR managers to slice the data by department, job role, or employee tenure. This makes the dashboard dynamic, offering real-time insights tailored to the user's needs.

## 5. Finalizing the Dashboard:

We will apply formatting best practices to enhance the dashboard's readability and usability, ensuring a clean, professional look. The final HR dashboard will provide insights into key performance indicators (KPIs), workforce trends, and demographic information.

