

# HR Analytics Report – Workforce Insights

## 1. Workforce Overview

- Total Employees: 1,470
- Gender Distribution:
  - Male: 882 (60%)
  - Female: 588 (40%)
- The workforce shows moderate gender diversity, with scope to improve female representation.

## 2. Employee Status & Retention

- On Service: 1,353 employees (92%)
- Retrenched: 117 employees (8%)
- A relatively low retrenchment rate indicates stable workforce retention.

## 3. Promotion Analysis

- Employees Due for Promotion: 72 (4.9%)
- Not Due for Promotion: ~1,400 (95.1%)
- Promotion eligibility is concentrated among a small group, suggesting structured promotion cycles.

## 4. Department-wise Insights

- Research & Development has the highest number of employees due for promotion and potential retrenchments.
- Sales shows moderate levels, while HR has minimal impact.
- R&D requires closer performance management and retention strategies.

## 5. Job Role Analysis

- Roles such as Sales Executive, Research Director, and Manager show higher activity in promotions and retrenchments, indicating their critical importance to business operations.

## 6. Employee Satisfaction

- Most employees fall under the High satisfaction category.
- Medium and Low satisfaction groups indicate areas for engagement improvement.

## 7. Overtime Trends

- The majority of employees do not work overtime.
- A smaller group consistently working overtime may indicate workload imbalance.

## 8. Experience (Service Years)

- Highest concentration at 5 years and 1 year of service.

- This reflects a balanced mix of experienced employees and new hires.

### 9. Job Level Distribution

- Most employees are at Level 1 and Level 2.
- Fewer employees at senior levels, forming a pyramid workforce structure.

### 10. Commute Distance Analysis

- Very Close: 63.95%  
Close: 20.48%  
Very Far: 15.58%
- The majority living close supports better retention and punctuality.

### Key Recommendations

- Strengthen R&D retention strategies.
- Plan promotion pipelines proactively.
- Address overtime distribution.
- Improve gender diversity initiatives.
- Develop mid-level employees for leadership roles.