

HR_Project Handover Document

This HR report, created using Microsoft Power BI, offers a diverse view of key workforce metrics, helping HR professionals and leadership make data-driven decisions. The report consists of six interactive pages that cover various aspects of HR management, from employee trends to recruitment and salary analysis. Furthermore, it provides a responsive user interface, consisting of easy-to-use navigation system. Below are some of the key insights drawn from the report.

Key Insights:

1. Employee Actives and Separations:

- **Active Employees Trend:** The number of active employees has been stable, slightly increasing over the years.
- **Separations Trend:** The number of separations has been slightly decreasing over the years, with majority being in Voluntary separation reason.

2. Recruitment Statistics:

- **New Hires Trend:** Recruitment shows highest numbers in 2019, with peak hiring in the 3rd Quarter, the month of August.
- **Departmental Hiring:** IT/IS Department has the highest number of new hires during said period.
- **Recruitment Sources:** Most useful source has proven to be Newspapers, also having the largest number of active employees, while most separations occur through Company Intranet – Partner recruitment sources.

3. Salary Analysis:

- **Average Salary Distribution:** Average Net salary had its highest in 2014, by the Department of Sales.
- **Total Salary and Bonus Increase:** The position of IT Directors has had a significant growth of Total Net Salary and Bonus in the latest years.

4. Sick Leave Data:

- **Average Sick Leave:** Employees are averaging 167 sick days, with highest rates in Sales, IT and Software Engineers.

Main Takeaways:

- **Separation Concerns:** Could use a deeper analysis into Separations by position and associated reasons for future prevention, given that majority is due to Voluntary separation.
- **New Hires:** Recruitment is strong in a certain period but needs to be stable during the years.