HR Data Analysis & Dashboard Report

Excel-based HR analytics: from raw data to interactive insights

Project Overview

Objective

Transform raw HR data into actionable insights

Scope

Employees, training, performance, attrition

Files

Raw dataset separate; analysis in main Excel file

Data Preparation & Enhancement

- **Enhancements**

  Added calculated columns; standardized categories

- **Structure**

  Prepared for Pivot Table analysis

- **Formulas**

  Derived KPIs via Excel formulas

KPI Development

2,845

Total Employees

$1,591,5...

Total Training Cost

$559

Avg. Training Cost

3

Avg. Satisfaction

13.60%

Attrition Rate

Attrition formula: (Terminated ÷ Total) × 100

Pivot Table Insights

Production IT/IS Sales Software Engineeri... Admin Offices Executive Office

Department

- Production: largest workforce

- Gender: Female 56% • Male 44%

- Status: Active 86% • Terminated 14%

- Hiring: rose until 2022, slight dip in 2023
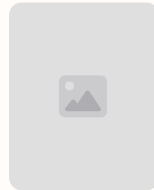
- Age: majority 26–45
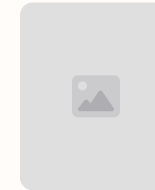
Training Outcomes & Pay Zones
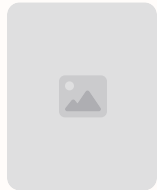
Training Completion

Most employees completed training

Investment

Avg. training cost per employee: $559

Pay Zones

Zone A: highest employee concentration

Dashboard Design & Interactivity

KPI Cards

At-a-glance metrics

Pivot Charts

Visual breakdowns by category

Slicers

Gender • Status • Age Group

Interactive Filters

Real-time insights for managers

Tools & Excel Features

- Pivot Tables & Charts

- Slicers & Calculated Columns

- IF, SUM, AVERAGE, COUNTIF

- Percentage calculations & formatting

Key Business Insights

Workforce Stability

Moderate attrition at 13.6%

Training ROI

$559 avg. investment per employee

Headcount

Production largest department

Demographics

Primarily 26–45 age group

Hiring Trend

Peak in 2022

Conclusion

Project successfully converted raw HR data into a clear, interactive Excel dashboard to support strategic decisions.

Outcome	Next Steps
Actionable insights for management	Use dashboard for ongoing monitoring and decision-making