[Year]

Hiring Process Analysis

[TRAINITY PROJECT]

SAKSHI RAHIWAL

Excel Link - Hiring Process Analysis Excel report.xlsx

PROJECT DESCRIPTION

The objective of this project is to analyze the hiring process data of a multinational company and draw meaningful insights from it. The company aims to improve its hiring process, and our analysis will help in achieving this goal. We will perform various data analytics tasks using Microsoft Excel, including handling missing data, clubbing columns, detecting and managing outliers, summarizing data, and creating visualizations to answer specific questions about the hiring process.

TECH-STACK Used:

Software: Microsoft Excel 2021

Purpose: Excel is used for data analysis, data visualization, and report creation due to its wide range of functions and visualization tools.

APPROCH

To accomplish the tasks in this project, I followed these steps:

Data Preprocessing:

- Download the dataset provided.
- Open the dataset in Microsoft Excel for data analysis.
- Inspect the dataset for missing values, outliers, and any columns that can be clubbed for simplification

Data Analysis:

TASK 1 - Hiring Analysis: The hiring process involves bringing new individuals into the organization for various roles.

Your Task: Determine the gender distribution of hires. How many males and females have been hired by the company?

Calculate the gender distribution of hires by using Excel functions:

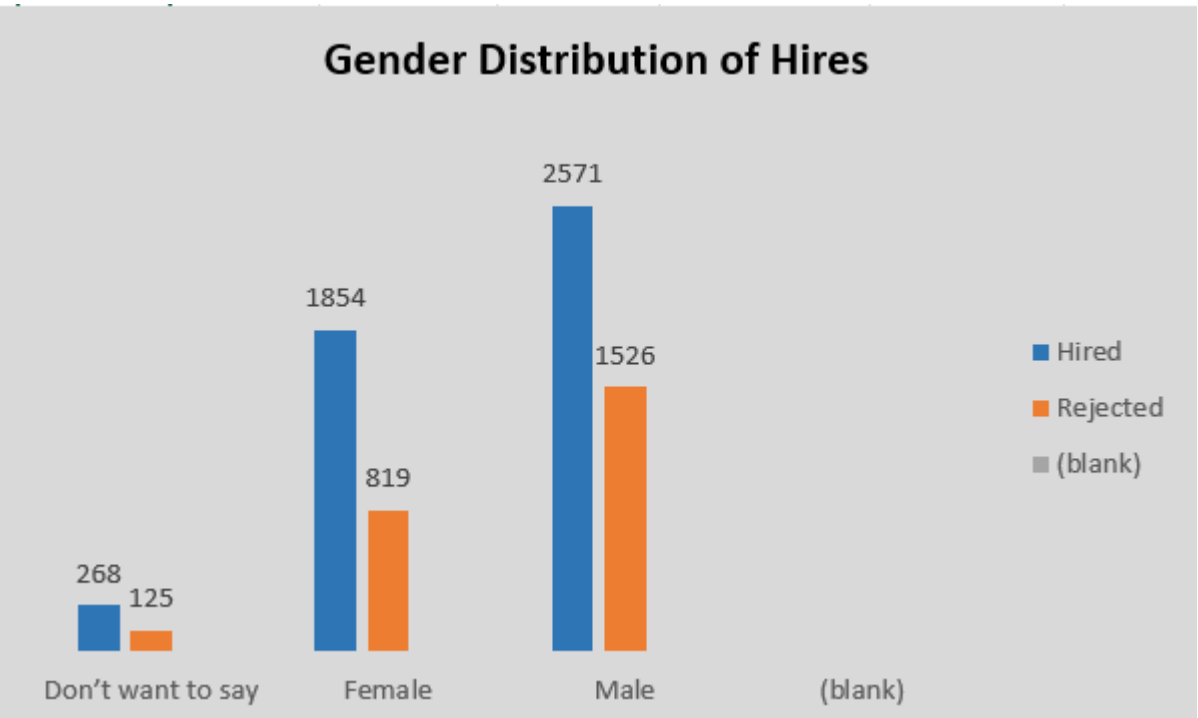
2563 Male hired by company -
=COUNTIFS(C2:C7169,"Hired",D2:D7169,"Male")

1856 Female hired by company -

=COUNTIFS(C2:C7169,"Hired",D2:D7169,"Female")

Hiring/Rejection	Column Labels			
Genderwise	Hired	Rejected	(blank)	Grand Total
Don't want to say	268	125		393
Female	1854	819		2673
Male	2571	1526		4097
(blank)				
Grand Total	**4693**	**2470**		**7163**

INSIGHTS:



The company has hired 2571 males and 1856 females, indicating a gender distribution.

TASK 2 - Salary Analysis: The average salary is calculated by adding up the salaries of a group of employees and then dividing the total by the number of employees.

Your Task: What is the average salary offered by this company? Use Excel functions to calculate this.

Calculate the average salary by using Excel functions:

The Average salary of Company is 49983.03

=SUM(G2:G7169)/COUNT(G2:G7169)

TASK 3 - Salary Distribution: Class intervals represent ranges of values, in this case, salary ranges. The class interval is the difference between the upper and lower limits of a class.

Your Task: Create class intervals for the salaries in the company. This will help you understand the salary distribution.

Create class intervals for salary ranges to understand the salary distribution**.**

Sort Data: Before creating class intervals, ensure your salary data is sorted in ascending order. You can do this by selecting the salary column and using the "Sort A to Z" option in Excel.

Determine the Number of Intervals: There are 8 number of intervals. This depends on the size of your dataset and the level of granularity you need.

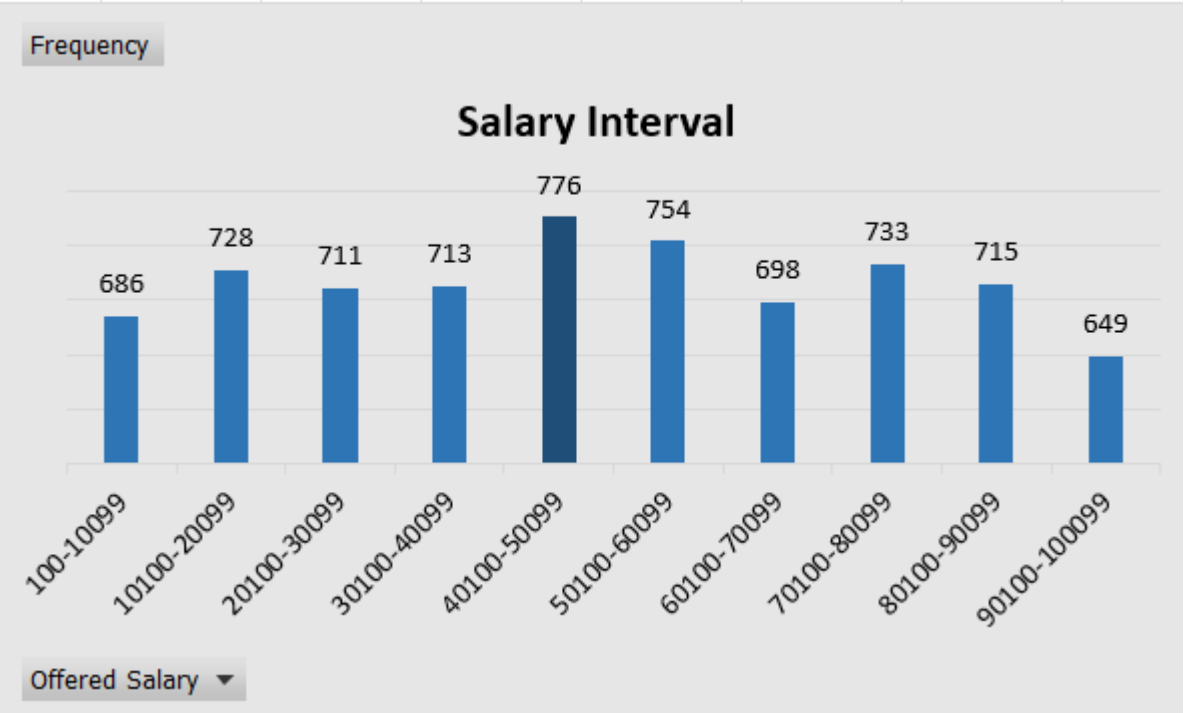
Calculate Range: Calculate the salary range by subtracting the minimum salary from the maximum salary in your dataset. You can use the following Excel formula in a cell to find the range**:**

=MAX(SalaryColumn) - MIN(SalaryColumn)
MAX(SalaryColumn)-99967
MIN(SalaryColumn) –100

Range – 99867

Salary Inter	Frequency
100-10099	686
10100-20099	728
20100-30099	711
30100-40099	713
40100-50099	776
50100-60099	754
60100-70099	698
70100-80099	733
80100-90099	715
90100-100099	649
Grand Total	**7163**

INSIGHTS:



The salary distribution reveals that most employees fall within the 100 - 50000 salary range, with a smaller number in higher salary ranges.

TASK 4 - Departmental Analysis: Visualizing data through charts and plots is a crucial part of data analysis.

Your Task: Use a pie chart, bar graph, or any other suitable visualization to show the proportion of people working in different departments.

Department	Count_Hired
Human Resource Department	70
General Management	111
Finance Department	176
Marketing Department	202
Purchase Department	230
Production Depart,emt	246
Sales Dpartment	484
Service Department	1331
Operations Department	1843
Grand Total	**4693**

INSIGHTS:

The pie chart indicates that the largest proportion of employees work in the Finance Department, followed by Marketing and Service Department.

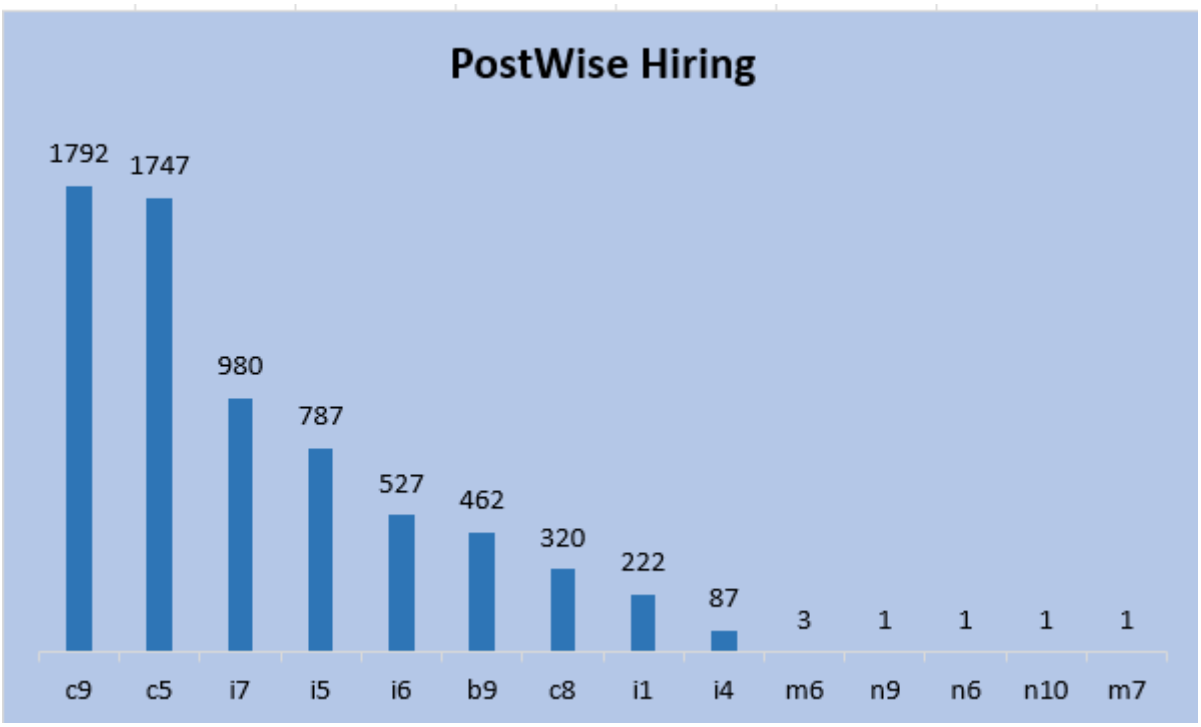
TASK 5 - Position Tier Analysis: Different positions within a company often have different tiers or levels.

Your Task: Use a chart or graph to represent the different position tiers within the company. This will help you understand the distribution of positions across different tiers.

Post Name	Count_Post
c9	1792
c5	1747
i7	980
i5	787
i6	527
b9	462
c8	320
i1	222
i4	87
m6	3
n9	1
n6	1
n10	1
m7	1
Grand Total	**6931**

The chart reveals that positions are fairly evenly distributed across tiers, with Operation department having the highest number of employees.

INSIGHTS:



Maximum number of Employees – 1792(c9)

Minimum number of Employees – 1(m7/n9)

RESULT

This project has provided valuable insights into the company's hiring process. The analysis has revealed the gender distribution of hires, average salaries, salary distribution, departmental proportions, and position tier distribution. These findings can help the company make data-driven decisions to improve its hiring process and optimize its workforce based on departmental and tier-wise distribution.