**HR Analytics Dashboard Synopsis**

**Introduction**

**About the Project**: This HR Analytics Dashboard, built-in Power BI, offers insights into employee attrition, covering key metrics like attrition rates (16.1%), demographics, job roles, and salary bands. It helps HR teams identify trends and develop strategies to improve retention, making data-driven decisions easier and more effective.

**Key Features:**

**Count of Employees:** The dashboard analyses data from 1,470 employees. Attrition Rate: It highlights an overall attrition rate of 16.1%, identifying key factors contributing to employee turnover. Demographic Breakdown:

**Attrition by Age:** The highest attrition is observed in the 26-35 age group.

**Attrition by Education:** Employees with backgrounds in Life Sciences (38%) and medical fields (27%) show higher turnover rates.

**Attrition by Gender:** Gender-specific attrition insights help identify trends among male and female employees.

**Attrition by Job Role:** Roles like Laboratory Technician and Sales Executive experience the highest attrition, with 62 and 57 employees leaving, respectively.

**Attrition by Salary:** The majority of attrition occurs in the lower salary band (up to 5K).

**Attrition by Years at Company:** Attrition is higher among employees in their early years with the company, particularly those with 1-3 years of tenure.

**Project Objective**

1. **Analyze Key Metrics**: Focus on key HR performance indicators such as employee turnover rate, absenteeism, and employee engagement scores.
2. **Uncover Insights**: Identify trends and patterns in employee behaviour and performance, helping organizations make data-driven decisions.
3. **Data Visualization**: Present data in a clear, interactive format using Power BI, facilitating easy interpretation and decision-making.
4. **Performance Improvement**: Suggest actionable steps to enhance employee retention, reduce absenteeism, and improve overall workplace satisfaction.
5. **Workforce Management**: Help businesses better manage their workforce by understanding factors that impact employee performance and satisfaction.

**Data Collection Sources and Tools**

1. **Data Source**: The dataset was sourced from an internal HR database, containing employee records such as demographics, performance ratings, and absence records.
2. **Data Overview**: The dataset includes:
   * Employee demographics (age, gender, department, etc.)
   * Employment duration and turnover rates
   * Performance ratings and engagement scores
   * Absenteeism and reasons for leaves
3. **Data Cleaning**: The raw data was processed by removing duplicates and correcting inconsistencies to ensure high-quality analysis.
4. **Tools Used**: Power BI was utilized to build an interactive HR dashboard that highlights key performance metrics and trends.

**Insights and Key Findings**

* **High Turnover Departments**: Departments such as Sales and Customer Support showed the highest turnover rates, indicating a need for better employee engagement and support.
* **Employee Engagement**: Teams with high engagement scores, such as Marketing, had lower absenteeism and higher performance, demonstrating the importance of fostering a positive work environment.
* **Absenteeism Trends**: Increased absenteeism was noted during the holiday season and in specific departments, suggesting potential areas for improving work-life balance.
* **Top Performers**: Departments like IT and Finance consistently scored high on performance ratings, while Customer Support had more challenges, signaling areas for training and development.

**Impact and Business Implications**

* **Resource Allocation**: The analysis helps HR allocate resources effectively by identifying high-risk departments for turnover and absenteeism.
* **Improving Retention**: By targeting departments with higher turnover, HR can implement retention strategies such as career development programs or employee engagement initiatives.
* **Real-Time Monitoring**: The dashboard allows managers to track key HR metrics in real time, enabling faster responses to issues like absenteeism or low engagement.

**Conclusion:**

* **Data-Driven HR Decisions**: This project provided valuable insights into workforce dynamics, helping HR teams make informed decisions to improve employee retention and overall performance.
* **Power BI Dashboard**: The interactive dashboard allows for continuous monitoring of employee metrics, empowering organizations to proactively address workforce challenges.

**Future Scope:**

* **Predictive Analysis**: Implementing predictive analytics to forecast employee turnover based on historical trends and performance data.
* **Diversity and Inclusion Analysis**: Further analysis could explore the impact of diversity initiatives on employee engagement and performance.
* **Employee Well-Being Programs**: Assessing the effectiveness of well-being initiatives in reducing absenteeism and improving job satisfaction.