



DATASET ASSESSMENT DOCUMENT (DAD)

Dataset Overview

Item	Details
Dataset Title	HR Workforce, Training & Engagement Dataset
Domain / Theme	Human Resources Analytics
Source	Internal HR Management & Training Systems
File Type	CSV
No. of Rows	~3,000+
No. of Columns	~25–30

Data Structure Summary

Column Name	Data Type	Dimension / Measure	Description
Employee ID	Integer	Dimension	Unique identifier for each employee
Employee Name	String	Dimension	Full name of employee
Employee Status	String	Dimension	Active / Exited
Department	String	Dimension	Employee department
Department Type	String	Dimension	Functional department category
Business Unit	String	Dimension	Organizational unit
Employee Type	String	Dimension	Full-Time / Part-Time / Contract
Job Title	String	Dimension	Employee designation
Hire Date	Date	Dimension	Employee joining date

Exit Date	Date	Dimension	Employee exit date (if applicable)
Tenure (Years)	Decimal	Measure	Calculated employee tenure
Performance Score	Integer	Measure	Employee performance rating (1–5)
Training Program Name	String	Dimension	Name of training program
Training Type	String	Dimension	Internal / External
Training Date	Date	Dimension	Training participation date
Training Cost	Decimal	Measure	Cost incurred per training
Training Outcome	String	Dimension	Passed / Failed / Incomplete
Satisfaction Score	Integer	Measure	Employee satisfaction rating (1–5)
Engagement Score	Integer	Measure	Engagement score (1–5)
Work-Life Balance Score	Integer	Measure	Work-life balance rating
Location	String	Dimension	Employee work location
Attrition Flag	Boolean	Dimension	Indicates employee exit
Supervisor	String	Dimension	Reporting manager

Data Quality Assessment

ASPECT CHECKED	OBSERVATIONS	ACTION NEEDED
Missing Data	Exit Date missing for active employees	Acceptable (expected behavior)
Duplicates	No duplicate Employee IDs detected	No action required
Outliers	High training costs for specialized programs	Valid business scenario
Incorrect Data Types	Date fields correctly stored as Date	No action required
Consistency Issues	Department and status naming standardized	No action required

Key Metrics & KPIs Identified (Initial)

KPI	Why It Matters
Total Employees	Measures workforce size
Active Employees	Indicates current workforce strength
Exited Employees	Tracks attrition volume
Attrition Rate (%)	Measures employee turnover
Average Performance Rating	Evaluates workforce quality
Total Training Cost	Tracks training investment
Training Success Rate (%)	Measures training effectiveness
Training Cost per Successful Outcome	Evaluates training ROI
Average Satisfaction Score	Indicates employee happiness
Engagement Score	Measures employee involvement
Work-Life Balance Score	Identifies burnout risk
Satisfied Employees %	Measures positive sentiment
Dissatisfied Employees %	Indicates churn risk

Assumptions / Risks

- Training outcomes are correctly mapped to employee records
 - Satisfaction and engagement scores are survey-based and subjective
 - Attrition is based on historical exit data only
 - Dataset does not include real-time employee updates
 - Performance scores are standardized across departments
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