

HR Analytics Dashboard Report

Project Objective:

The primary objective of this project is to analyse the employee attrition data to identify patterns and factors contributing to employee turnover within the organization. By understanding the key drivers behind attrition, the company can develop strategies to enhance employee satisfaction, reduce turnover, and improve overall workforce stability. This analysis focuses on factors such as demographics, job satisfaction, work life balance, overtime, salary, and business travel to uncover actionable insights.

Problem Statement:

Employee attrition has become a significant concern for the organization, leading to increased recruitment costs, loss of talent, and disruption in workflow. The management is keen to understand which factors contribute to high attrition rates so that they can implement targeted strategies to retain employees and foster a more stable work environment.

Insights from the Analysis:

1. Overall Attrition Rate:

- The overall attrition rate stands at 16.08%, indicating that approximately 1 in 6 employees leave the organization annually. This highlights a need for proactive retention strategies.

2. Attrition by Age Group:

- The 2635 age group accounts for the highest attrition rate at 48.74%, followed by younger employees aged 1825 at 18.49%. This suggests that younger employees are more likely to leave, possibly due to career advancement opportunities elsewhere.
- Older employees (aged 55+) have the lowest attrition rate at 3.36%, indicating higher job stability in this group.

3. Attrition by Department:

- The Research & Development department experiences the highest attrition at 55.88%, followed by the Sales department at 39.08%.
- The Human Resources department has a significantly lower attrition rate of 5.04%.
- Focus should be on addressing issues in the R&D and Sales departments to curb turnover.

4. Attrition by Job Role:

- The highest attrition rates are seen among Laboratory Technicians (26.05%) and Sales Executives (24.37%).
- Roles like Research Scientists (19.75%) and Sales Representatives (13.87%) also face considerable turnover.
- Managerial positions have much lower attrition, suggesting that senior roles experience greater stability.

5. Impact of Job Satisfaction and Work life Balance:

- Employees with job satisfaction levels rated 3 (30.67%) and 1 (28.15%) have higher attrition, indicating dissatisfaction among these groups.
- Work life balance is a significant factor, with employees rating it as 3 (53.78%) and 2 (24.37%) showing higher turnover. Addressing work life balance could help in reducing attrition.

6. Influence of Overtime, Salary, and Business Travel:

- 53.78% of employees who left reported working overtime, indicating that excessive workload is a key factor.
- Employees in the lowest salary slab (up to 5k) have the highest attrition at 68.49%, while those earning 15k+ have a significantly lower rate of 2.10%.
- Employees who travel rarely have an attrition rate of 65.97%, while frequent travellers account for 28.99%. This suggests that even infrequent travel may be burdensome for some employees.

Key Recommendations:

1. Enhance Employee Engagement and Job Satisfaction:

- Conduct regular feedback surveys and focus groups to identify specific concerns within high turnover departments like R&D and Sales.
- Implement programs to increase job satisfaction, such as career development opportunities and recognition for achievements.

2. Improve Compensation and Benefits:

- Revise salary structures, especially for employees in the lowest salary bracket, to reduce financial stress and increase retention.
- Consider introducing stock options, bonuses, or other incentives to reward loyalty and performance.
- **3. Promote Work life Balance:**
- Reduce overtime by optimizing workload distribution and encouraging time management practices.
- Introduce flexible working hours, remote work options, and wellness programs to promote better work life balance.

4. Address Issues in Specific Job Roles:

- Provide tailored support and development programs for roles with high turnover, such as Laboratory Technicians and Sales Executives.
- Enhance training and mentorship opportunities to boost job satisfaction among younger employees.

5. Optimize Business Travel Policies:

- Reassess travel requirements and offer alternatives like virtual meetings to reduce travel induced stress.
- Provide better travel perks or compensation to make business trips more appealing

6. Focus on Retaining Key Talent in R&D:

- Invest in employee development, better project management, and teambuilding initiatives in the Research & Development department to reduce high turnover.

Conclusion:

The analysis revealed several key factors driving attrition within the organization, including age, job role, job satisfaction, work life balance, salary, and overtime. By implementing the recommendations above, the organization can effectively reduce turnover rates, enhance employee satisfaction, and improve overall productivity.