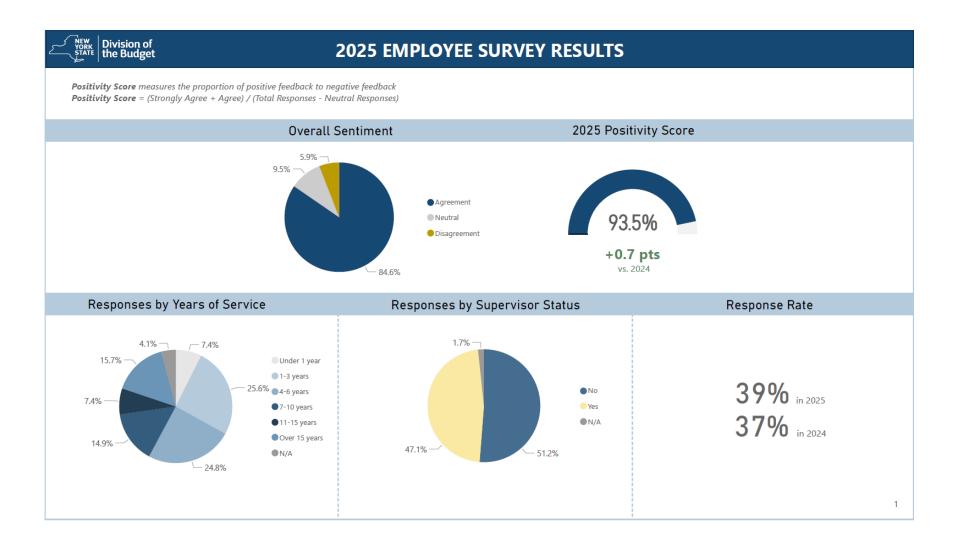
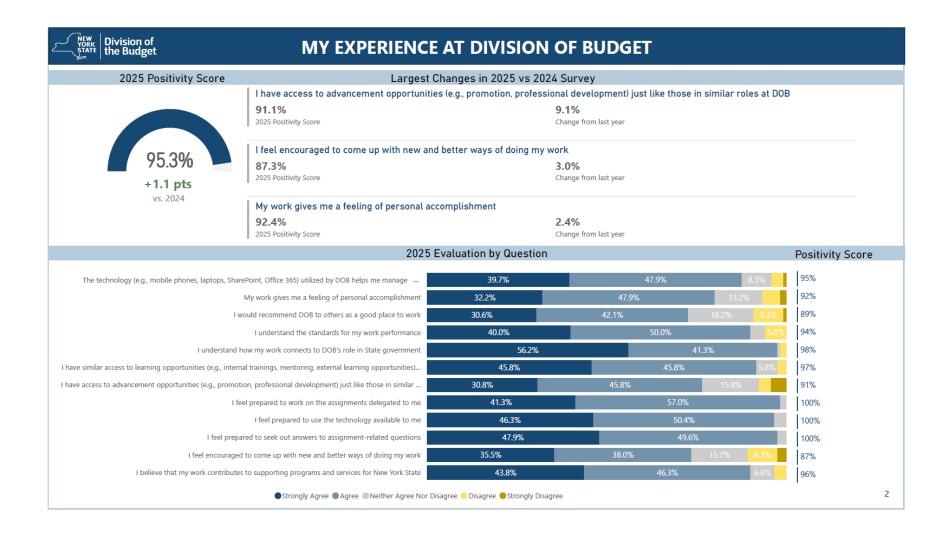


DATASET: HR Survey Feedbacks

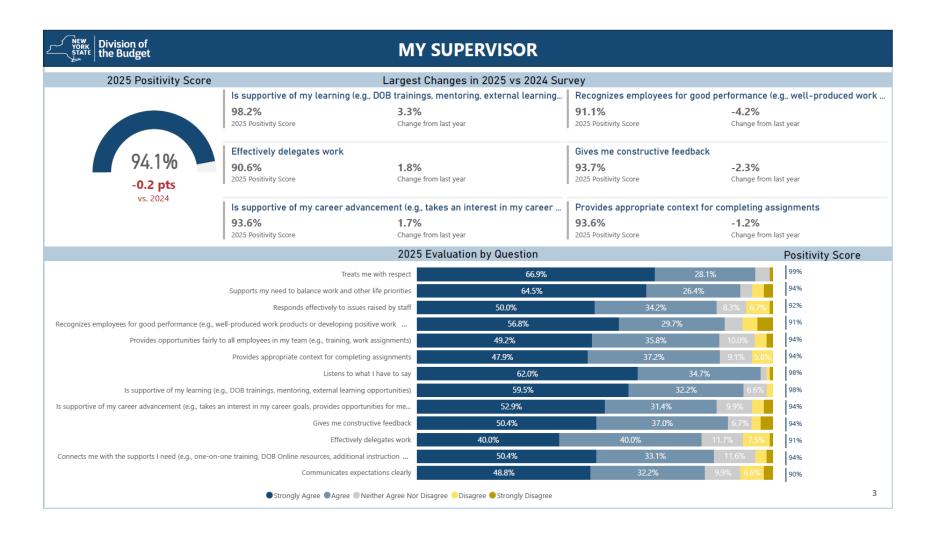
Trinh Nguyen | Data & Tech Office



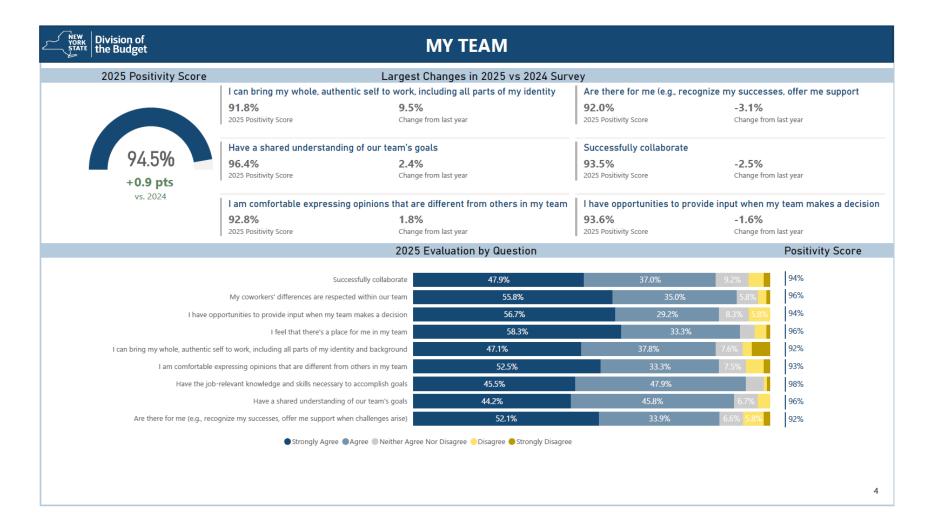








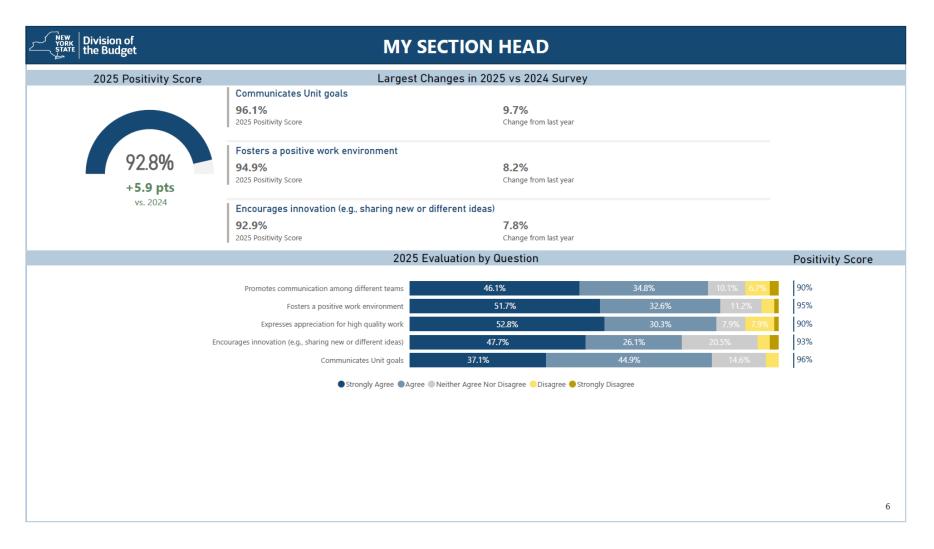




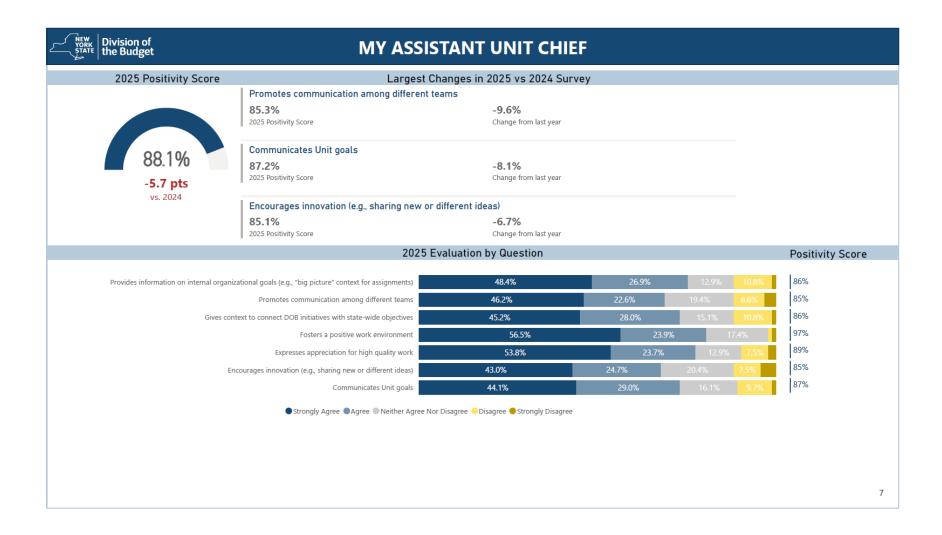




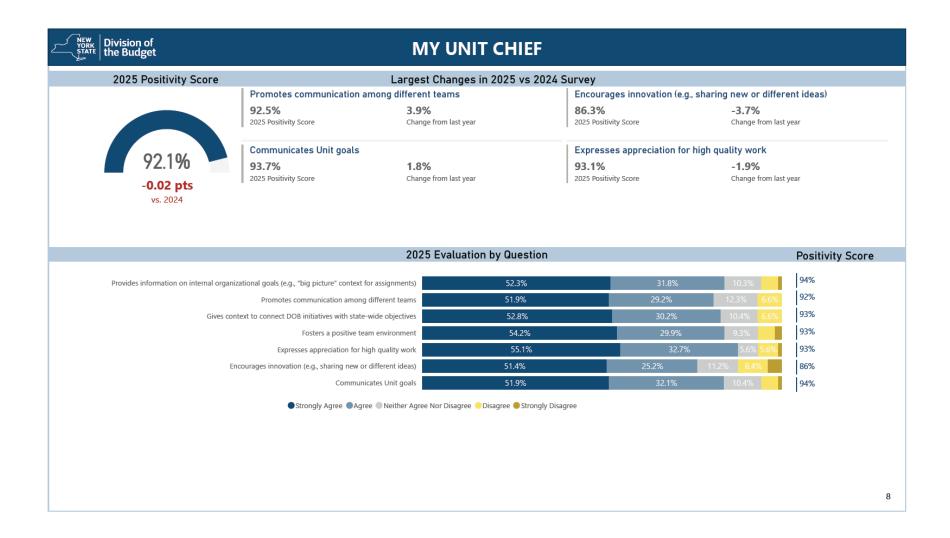




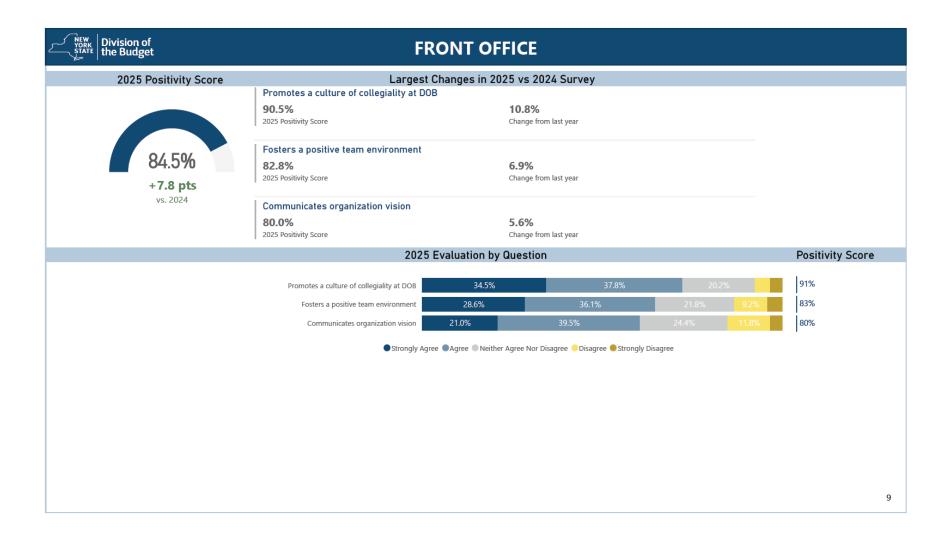




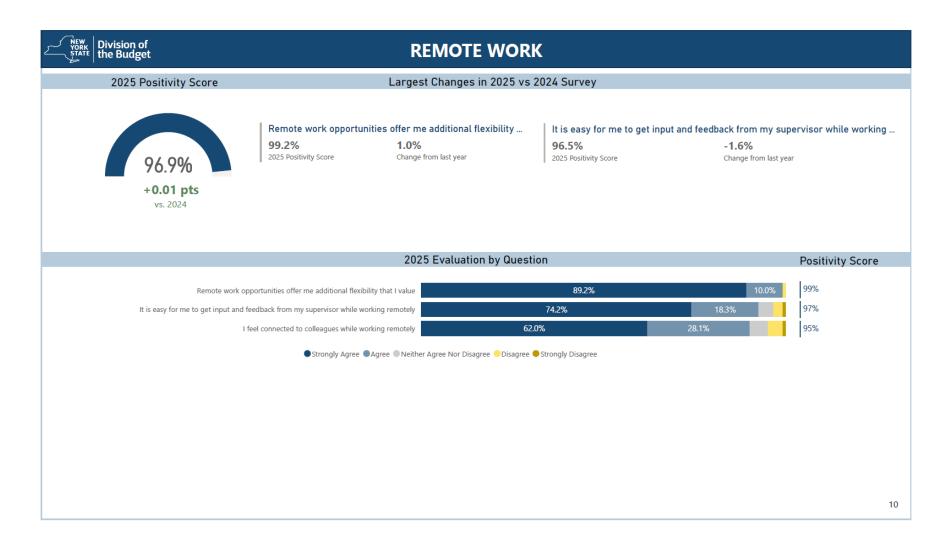














Content

- 1. Objective
- 2. Methodology
- 3. Data Description & Sources
- 4. Data Dictionary
- 5. Maintenance Guide



01 Context & Objective

Context:

- HR Employee survey is a set of questions, taken on yearly basis to measure DOB employees feedback towards their overall experience with DOB and leadership team.
- The dataset from the survey to be visualized on a dashboard for better result communications.
- The most recent dashboard prepared by DTO team using Tableau. From 2025 onward, DTO Team propose to transfer to Power BI for more dynamic presentation and insight exploration.

Objective:

Create an interactive dashboard for HR Team that could:

- Present accurate and complete survey results.
- Enabling year-over-year trend comparisons.
- Designing a clear and accessible interface for all employees.
- The dashboard can be maintained and automatically updated yearly.



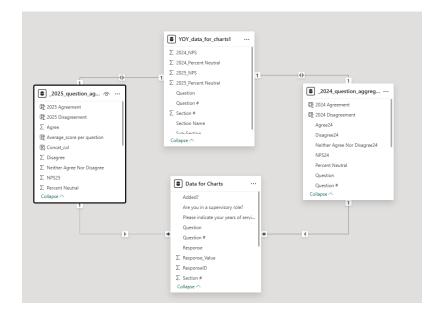
02 Methodology – Data Cleaning

Input		Tool		Output
HR raw data	>	 Microsoft Excel – for initial data cleanup and formatting Power Query – for data transformation and column creation 	>	 File 1 (Excel): Feedback-survey-data_2025 Has 3 tables named: Table 134, headers and data_for_analysis Load all to power Query and apply steps to transform the data table. File 2 (Excel): 2024 Feedback survey - data only (Similar step as file 1) File 3 (Excel): YOY_comp_DOB_feedback Load file 1 as is Load file 2 as is Load file 1 and apply aggregation for 2025 (a) Load file 2 and apply aggregation for 2024 (b) Apply Inner Join for (a) and (b) - only matched rows for both tables included

03 Data Description & Sources

- Overview:
 - Load from (1): _2024_question_aggregate & _2025_question_aggregate & YOY data for charts1 each table has 63 rows
 - ➤ Load from (2): Data for Charts as 6,917 rows
- Source: C:\Users\bdnguy\OneDrive New York State Office of Information Technology Services\Data & Technology - Shared Documents\06-Data-and-Reporting\Engagements\ADU\HR Charts\YOY comp DOB feedback.xlsx"
 - → Change to your own username to view/edit source file in the formular bar in Power Query

 All tables link together through Question# column



04 Data Expressions

In PBI Table view, there are several columns added to support calculation & formatting. The DAX formulas for them as below

Type	Name	Location	Expression
Column	Concat_col	_2025_question_aggregate	(_2025_question_aggregate[Sub-Section]) &" "&(_2025_question_aggregate[Question])
Column	Year of Service grouping	Data for Charts	SWITCH(TRUE, ISBLANK ('Data for Charts' [Please indicate your years of service at DOB.]), "(Blank)",'Data for Charts' [Please indicate your years of service at DOB.] IN {"Under 1 year"},"1",'Data for Charts' [Please indicate your years of service at DOB.] IN {"1-3 years"},"2",'Data for Charts' [Please indicate your years of service at DOB.] IN {"4-6 years"},"3",'Data for Charts' [Please indicate your years of service at DOB.] IN {"7-10 years"},"4",'Data for Charts' [Please indicate your years of service at DOB.] IN {"11-15 years"},"5",'Data for Charts' [Please indicate your years of service at DOB.] IN {"Over 15 years"},"6",'Data for Charts' [Please indicate your years of service at DOB.] IN {"N/A"},"7",'Data for Charts' [Please indicate your years of service at DOB.])
Column	YOS_sort	Data for Charts	SWITCH('Data for Charts'[Please indicate your years of service at DOB.], "Under 1 year", 1, "1-3 years",2,"4-6 years",3,"7-10 years",4, "11-15 years", 5, "Over 15 years", 6,7)
Measure	Average of NPS24 variance per Section Name	_2024_question_aggregate	VARX.P(KEEPFILTERS(VALUES('YOY_data_for_charts1'[Section Name])), CALCULATE(AVERAGE('_2024_question_aggregate'[NPS24])))

04 Data Expressions

Туре	Name	Location	Expression
Column	2024 Agreement	_2024_question_aggregate	_2024_question_aggregate[Agree24]+_2024_question_aggregate[Strongly Agree24]
Column	2024 Disagreement	_2024_question_aggregate	_2024_question_aggregate[Disagree24]+_2024_question_aggregate[Strongly Disagree24]
Column	Average_score per question	_2025_question_aggregate	(_2025_question_aggregate[Strongly Agree]+_2025_question_aggregate[Agree]+_2025_question_aggregate[Disagree]+_2025_question_aggregate[Strongly Disagree] +_2025_question_aggregate[Neither Agree Nor Disagree])/5
Column	2025 Agreement	_2025_question_aggregate	_2025_question_aggregate[Agree]+_2025_question_aggregate[Strongly Agree]
Column	2025 Disagreement	_2025_question_aggregate	_2025_question_aggregate[Disagree]+_2025_question_aggregate[Strongly Disagree]
Column	Sort_by_subsection	_2025_question_aggregate	if(_2025_question_aggregate[Sub-Section]= "My Exp. at DOB",1, if(_2025_question_aggregate[Section Name]= "My Team",3,if(_2025_question_aggregate[Sub-Section]= "My Supervisor",2,if(_2025_question_aggregate[Sub-Section]= "Front Office",8, if(_2025_question_aggregate[Sub-Section]= "My Unit Chief",7, if(_2025_question_aggregate[Sub-Section]= "My Asst. Unit Head",6, if(_2025_question_aggregate[Sub-Section]= "My Section Head",5, if(_2025_question_aggregate[Sub-Section]= "My Team Leader",4, 9))))))))
Column	Sort	_2025_question_aggregate	if(_2025_question_aggregate[Section Name] = "My Exp. at DOB",1, if(_2025_question_aggregate[Section Name] = "My Team",3,if(_2025_question_aggregate[Section Name] = "My Supervisor",2,if(_2025_question_aggregate[Section Name] = "Leadership",4,5))))