**HR ANALYTICS DASHBOARD REPORT**

Objective:

To help an organization improve employee performance and retention (reduce attrition) by creating an HR analytics dashboard.

Challenges:

- The dataset contained 38 columns, making it crucial to identify which columns are essential to display on the dashboard.

- Defining the key metrics and the objectives of the dashboard to ensure it aligns with the organization's needs.

- Identifying the factors and key points that influence employee learning and adaptation in their roles.

- Supporting the story with relevant KPIs.

Approach:

1. Data Analysis and Preparation:

- Initially, I identified the most important columns from the dataset by creating a pivot chart in Excel. This helped in determining which data points were most relevant for analysis.

- Before loading the data into Power BI, I performed data transformation to ensure cleanliness and accuracy:

- Removed duplicate rows and null values to avoid any discrepancies in the analysis.

- Used the "Find and Replace" function to correct spelling errors, ensuring consistency in the data.

- Sometimes, Power BI automatically assigns datatypes to columns, which may not always be accurate. Therefore, I selected all columns and used the "Transform -> Detect Data Type" option to manually ensure that the datatypes were correctly assigned.

- After making the necessary adjustments, I clicked "Close and Apply" to load the transformed data into Power BI.

2. Dashboard Creation:

- KPIs and Metrics: - The first step in building the dashboard was to create cards to display key metrics, such as the count of employees.

- While creating the attrition rate card, I realized that the data contained 'Yes/No' responses instead of numeric values. To resolve this, I went back to the data transformation stage and converted these responses to numeric values for accurate calculations.

- To calculate the attrition rate, I learned a new function in Power BI:

- I created a new measure by selecting the "HR-Analytics" heading on the right side in the data view, then clicked "New Measure" and wrote the formula:

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Attrition Rate = SUM('HR-Analytics'[AttritionCount]) / SUM('HR-Analytics'[EmployeeCount])

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- Visualizations:

- I created various charts to visualize the data effectively and tell a compelling story through the dashboard:

1. Attrition by Education: This chart shows the attrition rate across different education levels, helping identify if certain educational backgrounds correlate with higher turnover.

2. Attrition by Age: This visualization displays the attrition rate by age groups, which can help in understanding if younger or older employees are more likely to leave the organization.

3. Rating by Department: This chart presents employee performance ratings by department, aiding in identifying departments with high or low performance.

4. Attrition by Salary Slab: This chart shows the attrition rate according to different salary ranges, which helps in understanding if pay scales influence employee retention.

5. Attrition by Years at Company: This visualization depicts the attrition rate based on the number of years an employee has spent with the company, highlighting trends related to employee tenure.

6. Attrition by Job Role:This chart examines attrition rates across various job roles, identifying positions with higher turnover.

Conclusion:

By analyzing and visualizing the data, the HR analytics dashboard provides valuable insights into factors influencing employee performance and retention. It enables the organization to make data-driven decisions to improve employee satisfaction and reduce attrition rates effectively.