

# THE COGNOS HR SCORECARD: Measuring Success In Talent Management

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## TASK 1: UPLOAD THE DATASET:

- Upload the Dataset (csv file) in Cognos.

The screenshot shows the IBM Cognos Analytics interface with a progress bar at the top indicating 'Analyzing HRDataset\_v14.csv'. Below the progress bar, there is a large input field with the placeholder 'Drag and drop file here or click to upload'. A message below the input field states: 'You can upload supported file types that are stored in any location to which your computer has local or LAN access.' At the bottom of the screen, there are 'Cancel' and 'Next' buttons.

- Prepare the Dataset.

The screenshot shows the IBM Cognos Analytics home page. On the left, there is a navigation sidebar with options like 'Home', '+ New', 'Upload data', 'Content', 'Recent', and 'Manage'. The 'New' menu is open, and 'Data module' is selected, highlighted with a blue border. To the right of the menu, there is a 'click More Info.' button with three options: 'Get started', 'Watch videos', and 'Product tour'. Below this, there is a section titled 'Data' with a 'Create content from existing data' button and a note: 'Locate data sources in the Content view, and create content based on these sources.' At the bottom of the screen, there are tabs for 'vgsales.csv' and 'SV 1 Visualization'.

- Select the Required Dataset.

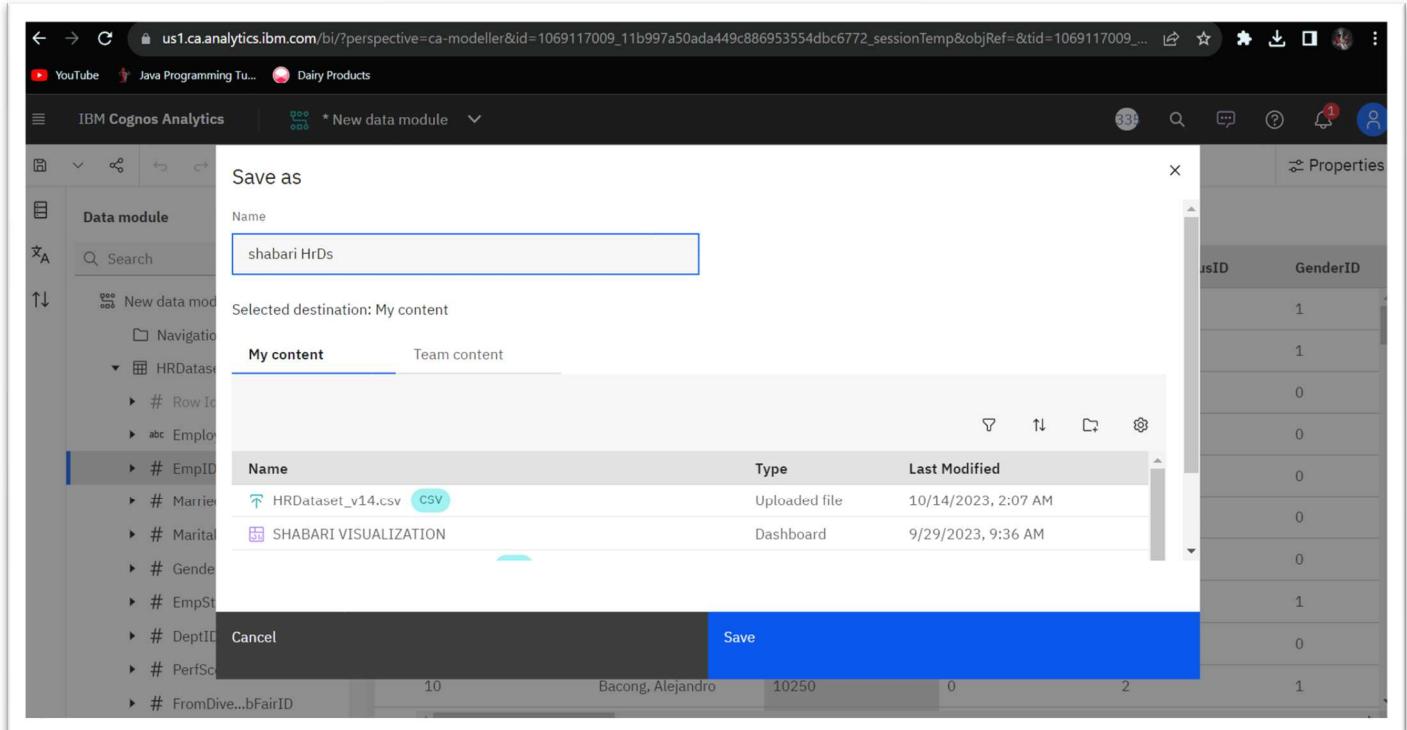
The screenshot shows the 'Select sources' screen in IBM Cognos Analytics. On the left, there's a sidebar with icons for search, folder, and file operations. The main area lists several items under 'My content': 'HRDataset\_v14.csv' (selected and highlighted with a blue border), 'SHABARI VISUALIZATION', 'supermarket\_sales - Sheet1.csv', 'SV 1 Visualization', 'SV Visualization', 'vgsales.csv', and 'videogames DM'. To the right, there are filter options for 'Type' (Folders, Packages, Files, Data sets, Modules) and 'Modified' (All, Today, Yesterday, Past week, Past month). The 'All' option is selected under 'Modified'.

- After Uploading, Grid displays the table value of CSV file.

The screenshot shows the 'Data module' screen in IBM Cognos Analytics. On the left, the 'Data module' pane shows a tree structure with 'New data module' selected, and 'HRDataset\_v14.csv' is expanded, showing columns like '# RowId', 'Employee\_Name', '# EmpID', '# MarriedID', '# MaritalStatusID', '# GenderID', '# EmpStatusID', '# DeptID', and '# PerfScoreID'. The main area is a 'Grid' view displaying data from the CSV file. The columns are labeled 'Row Id', 'Employee\_Name', 'EmpID', 'MarriedID', 'MaritalStatusID', and 'GenderID'. The 'EmpID' column is selected and highlighted with a blue border. The data rows are as follows:

Row Id	Employee_Name	EmpID	MarriedID	MaritalStatusID	GenderID
1	Adinolfi, Wilson K	10026	0	0	1
2	Ait Sidi, Karthikeyan	10084	1	1	1
3	Akinkuolie, Sarah	10196	1	1	0
4	Alagbe,Trina	10088	1	1	0
5	Anderson, Carol	10069	0	2	0
6	Anderson, Linda	10002	0	0	0
7	Andreola, Colby	10194	0	0	0
8	Athwal, Sam	10062	0	4	1
9	Bachiochi, Linda	10114	0	0	0

- Save As the Prepared Dataset.



## TASK 2: EXPLORE THE DATASET:

- CREATE THE EXPLORATION.

The screenshot shows the 'New' screen in IBM Cognos Analytics. The 'Data module' option is selected in the 'Explore' section of the left sidebar. To the right, a preview pane displays a table titled 'Custom tables' with columns 'EmployeeName', 'EmpID', 'MarriedID', 'MaritalStatusID', and 'GenderID'. The table contains 15 data rows. The preview pane also shows other options like 'Explore', 'Present', 'Dashboard', 'Report', and 'Story'.

- Select the Prepared Dataset.

Add a data source to explore

Name	Type	Last Modified
HRDataset_v14.csv (CSV)	Uploaded file	10/14/2023, 2:07 AM
shabari HrDs	Data module	10/14/2023, 2:10 AM
supermarket_sales - Sheet1.csv (CSV)	Uploaded file	9/29/2023, 9:09 AM
SV Visualization	Data module	10/1/2023, 1:14 AM
vgsales.csv (CSV)	Uploaded file	10/2/2023, 1:57 AM
videogames DM	Data module	10/2/2023, 2:00 AM

**Add**

- Explore The Dataset.

Explore data relationships

HRDataset\_v14.csv

Reset to original

Relationship diagram ⓘ

10% — 100%

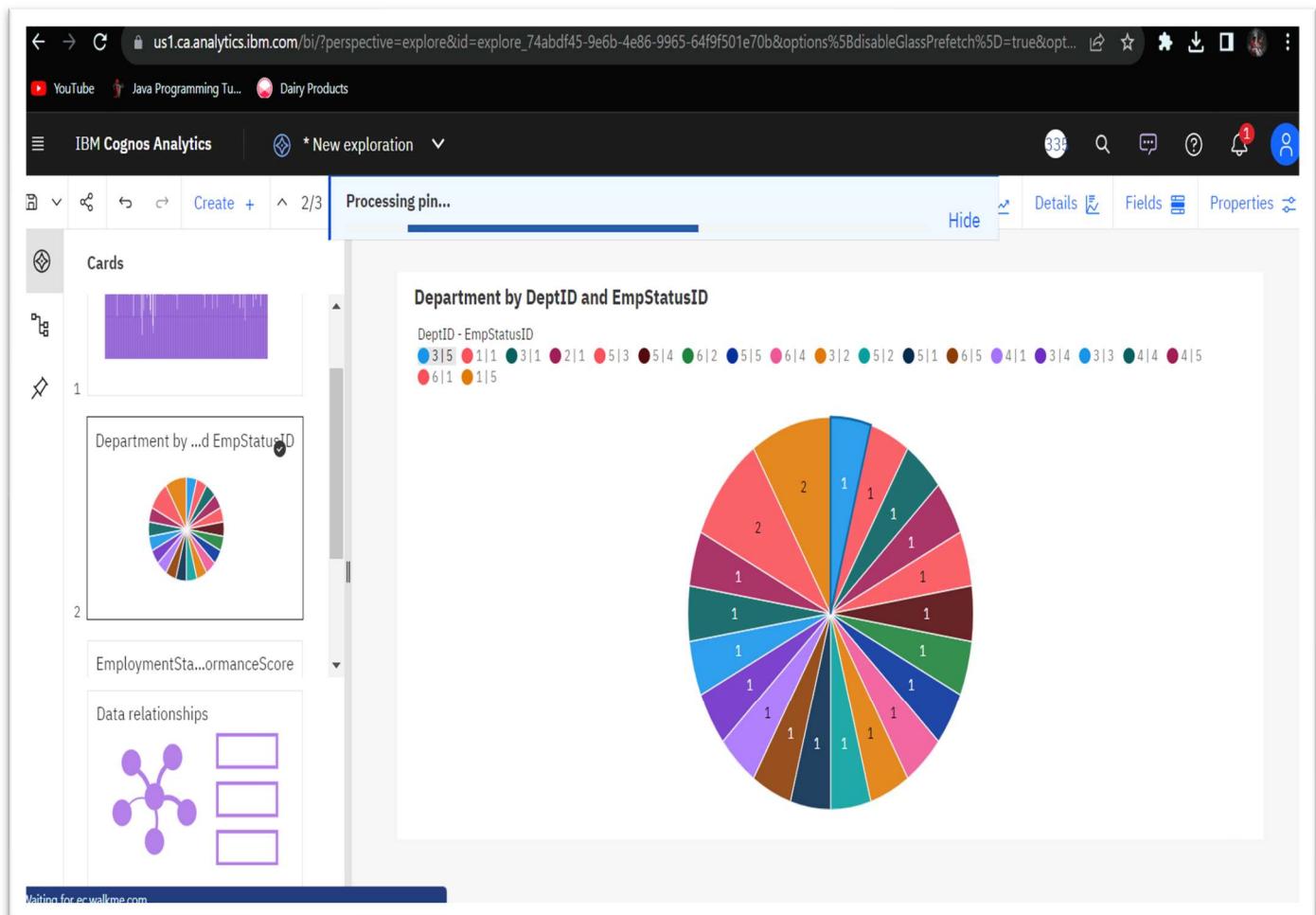
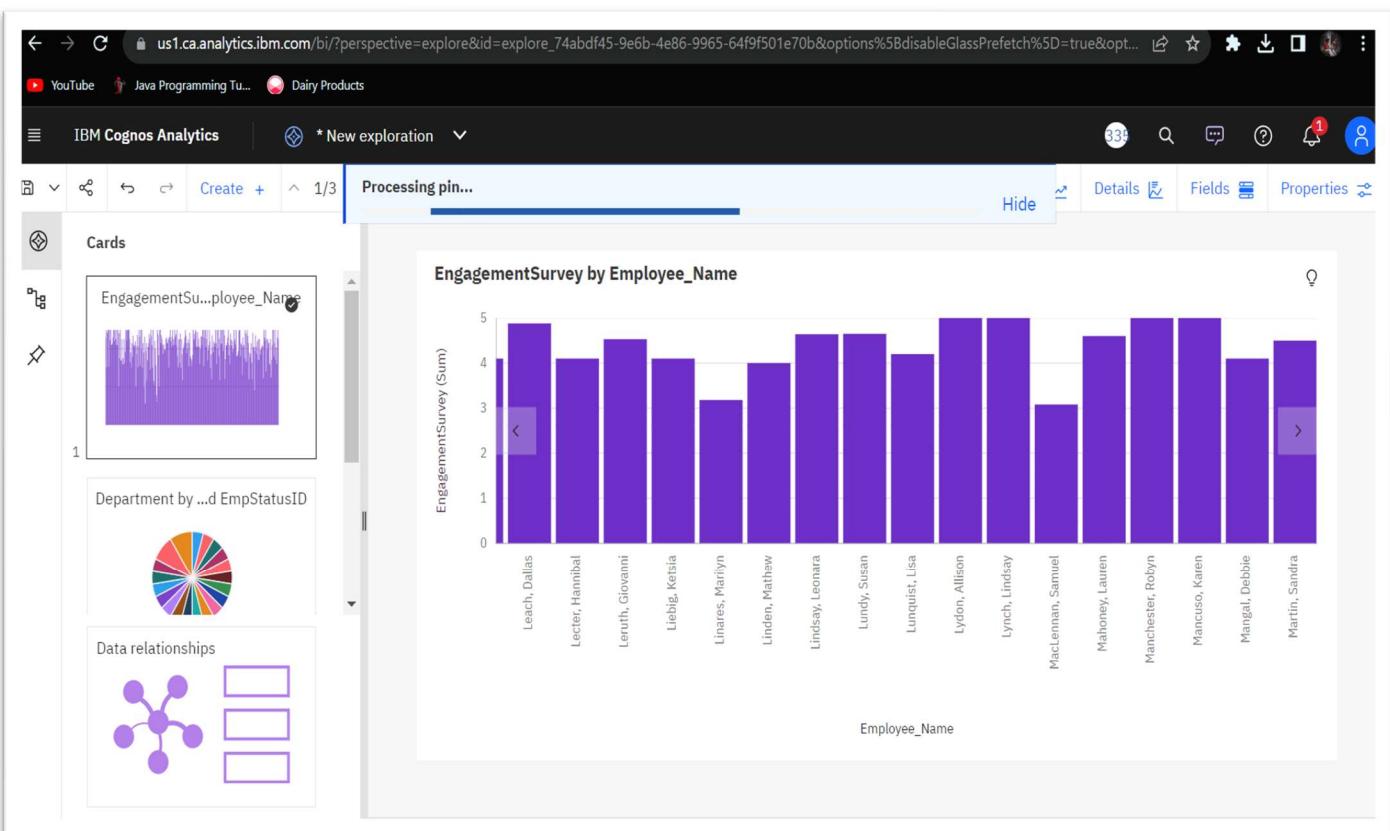
21.5M

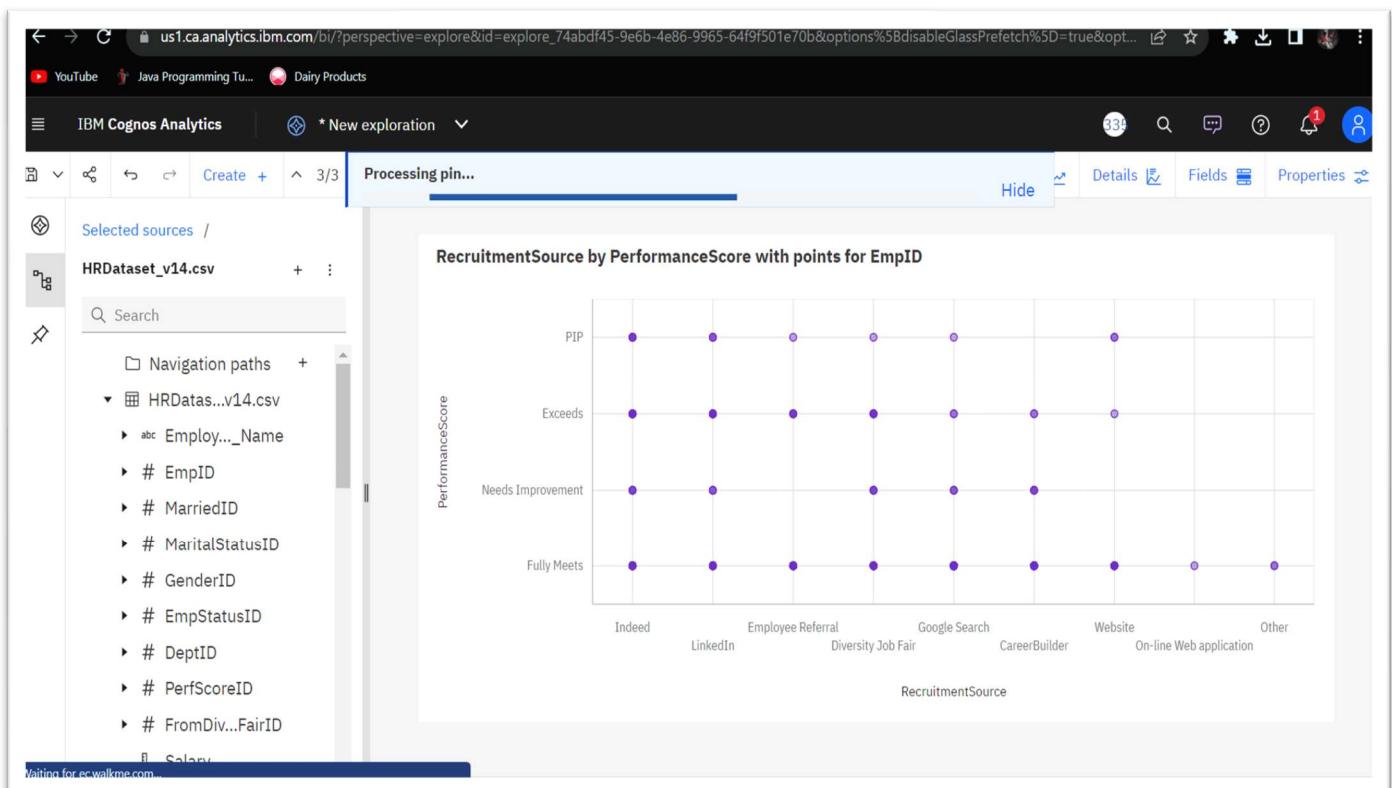
Salary

Select a visualization

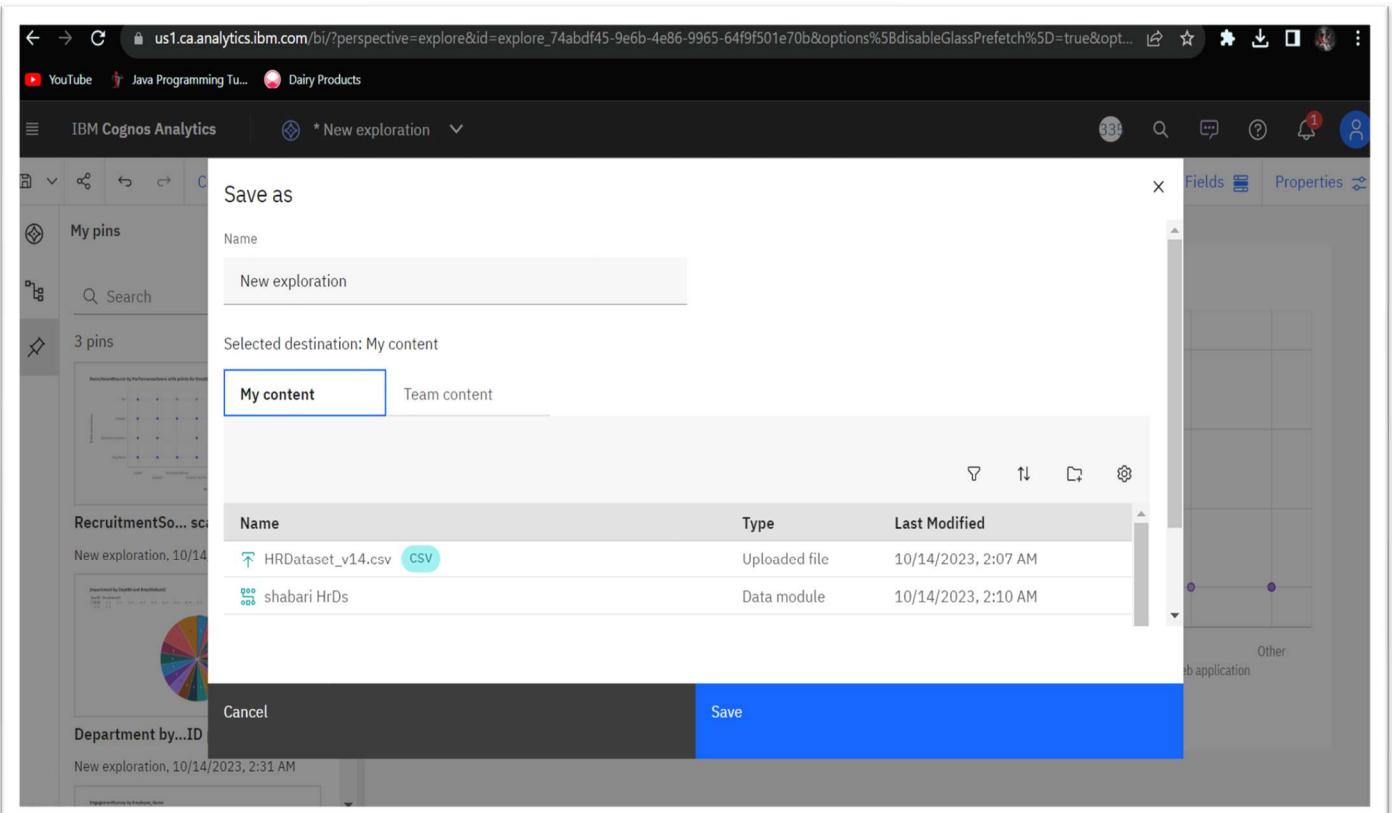
Explore visualizations related to 'Salary'

Salary





- Save The Exploration Dataset in Cognos.



## TASK 3: DASHBOARD CREATION:

- Create The Dashboard.

The screenshot shows the IBM Cognos Analytics interface. On the left, there's a sidebar with options like Home, New, Upload data, Content, Recent, and Manage. Under 'New', 'Data module' is selected. The main area displays a grid visualization titled 'PerformanceScore with points for EmpID'. The grid has columns labeled 'LinkedIn', 'Employee Referral', 'Diversity Job Fair', 'Google Search', 'CareerBuilder', 'Website', 'On-line Web application', and 'Other'. The rows represent individual employees, with purple dots indicating their performance scores across different recruitment sources. The top right of the interface includes various navigation and search tools.

- Create The Template.

This screenshot shows the 'Create a dashboard' screen. At the top, it says 'Create a dashboard' and 'Select a template for your dashboard'. There are two tabs: 'Tabbed' (which is selected) and 'Infographic'. Below the tabs are eight different dashboard template preview cards arranged in a 2x4 grid. The first card in the top-left is highlighted with a blue border. The other seven cards show various grid-based layout options. At the bottom right are 'Cancel' and 'Create' buttons.

- Select The Source Dataset File.

Select a source

**My content** **Team content**

Name	Type	Last Modified
HRDataset_v14.csv	Uploaded file	10/14/2023, 2:07 AM
shabari HRDs	Data module	10/14/2023, 2:10 AM
supermarket_sales - Sheet1.csv	Uploaded file	9/29/2023, 9:09 AM
SV Visualization	Data module	10/1/2023, 1:14 AM
vgsales.csv	CSV	10/2/2023, 1:57 AM
videogames DM	Data module	10/2/2023, 2:00 AM

Select a source

Click select a source for a dashboard.

Select a source

Add

- Create Visualization Charts.

Selected sources / Enter full screen Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 +

HRDataset\_v14.csv + :

EngagementSurvey by MaritalDesc

Navigation paths +

- HRDataset\_v14.csv
  - Employee\_Name
  - # EmpID
  - # MarriedID
  - # MaritalStatusID
  - # GenderID
  - # EmpStatusID
  - # DeptID
  - # PerfScoreID
  - # FromDiver...JobFairID
  - Salary

Analytics Filters Fields Properties

IBM Cognos Analytics

\* New dashboard

Selected sources /

HRDataset\_v14.csv

Search

Navigation paths

- Employee\_Name
- EmpID
- MarriedID
- MaritalStatusID
- GenderID
- EmpStatusID
- DeptID
- PerfScoreID
- FromDiver...JobFairID
- Salary

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 +

PerformanceScore

Nodes Target category PerformanceScore

Bottom 5 Needs Improven Exceeds Fully Meets Needs Improvement PIP

PerformanceScore All

us1.ca.analytics.ibm.com/bi/?perspective=dashboard&id=dashboard\_dc3abce7-4131-4776-97eb-6f4e5da75ccb&ui\_appbar=true&options%5BdisableGlas...

YouTube Java Programming Tu... Dairy Products

### IBM Cognos Analytics

\* New dashboard

33+ 33+ Q ? 1 🔍

Edit Filters Fields Properties

Selected sources /

HRDataset\_v14.csv + :

Search

Navigation paths +

HRDataset\_v14.csv +

Employee\_Name # EmpID # MarriedID # MaritalStatusID # GenderID # EmpStatusID # DeptID # PerfScoreID # FromDiver...JobFairID Salary

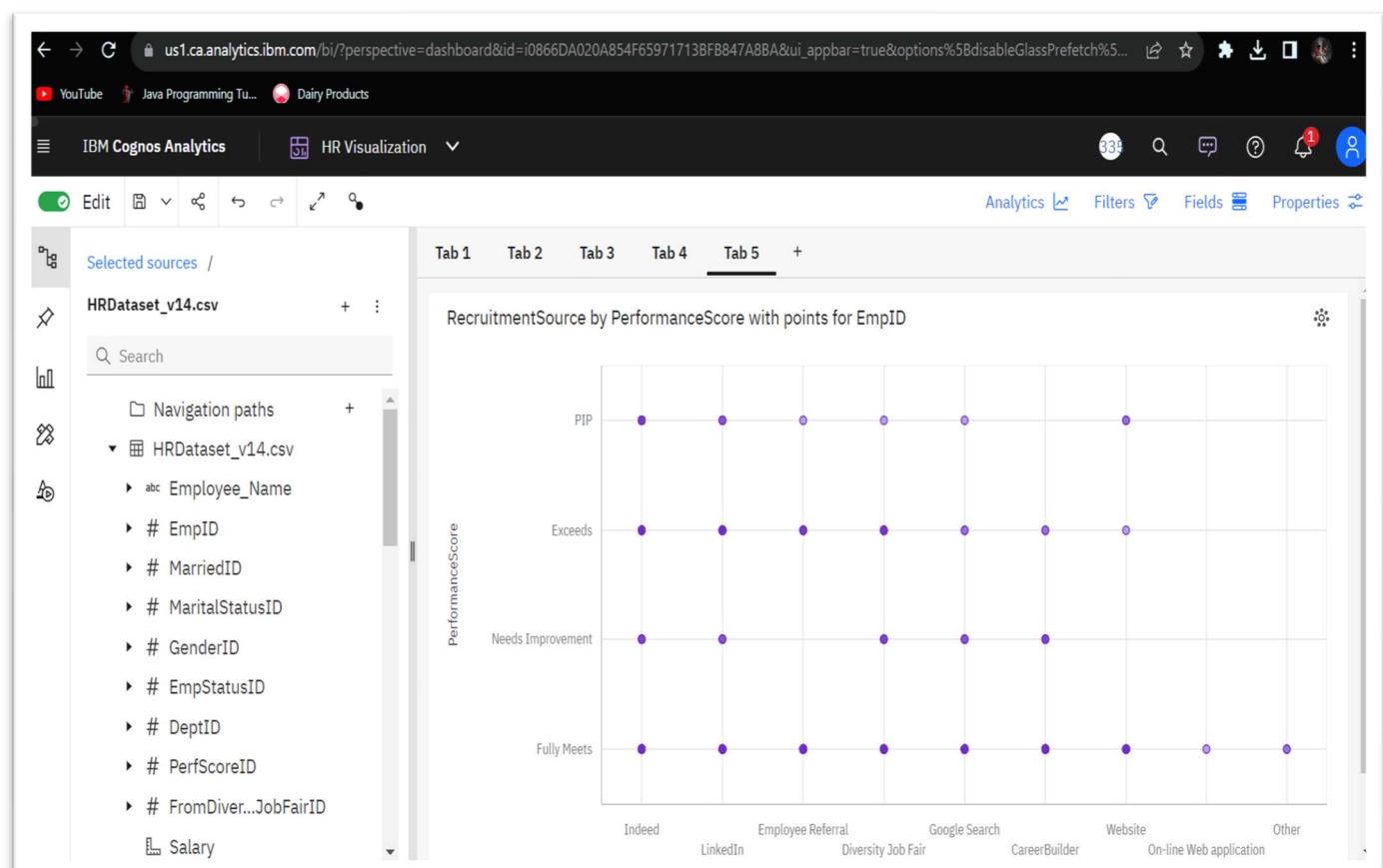
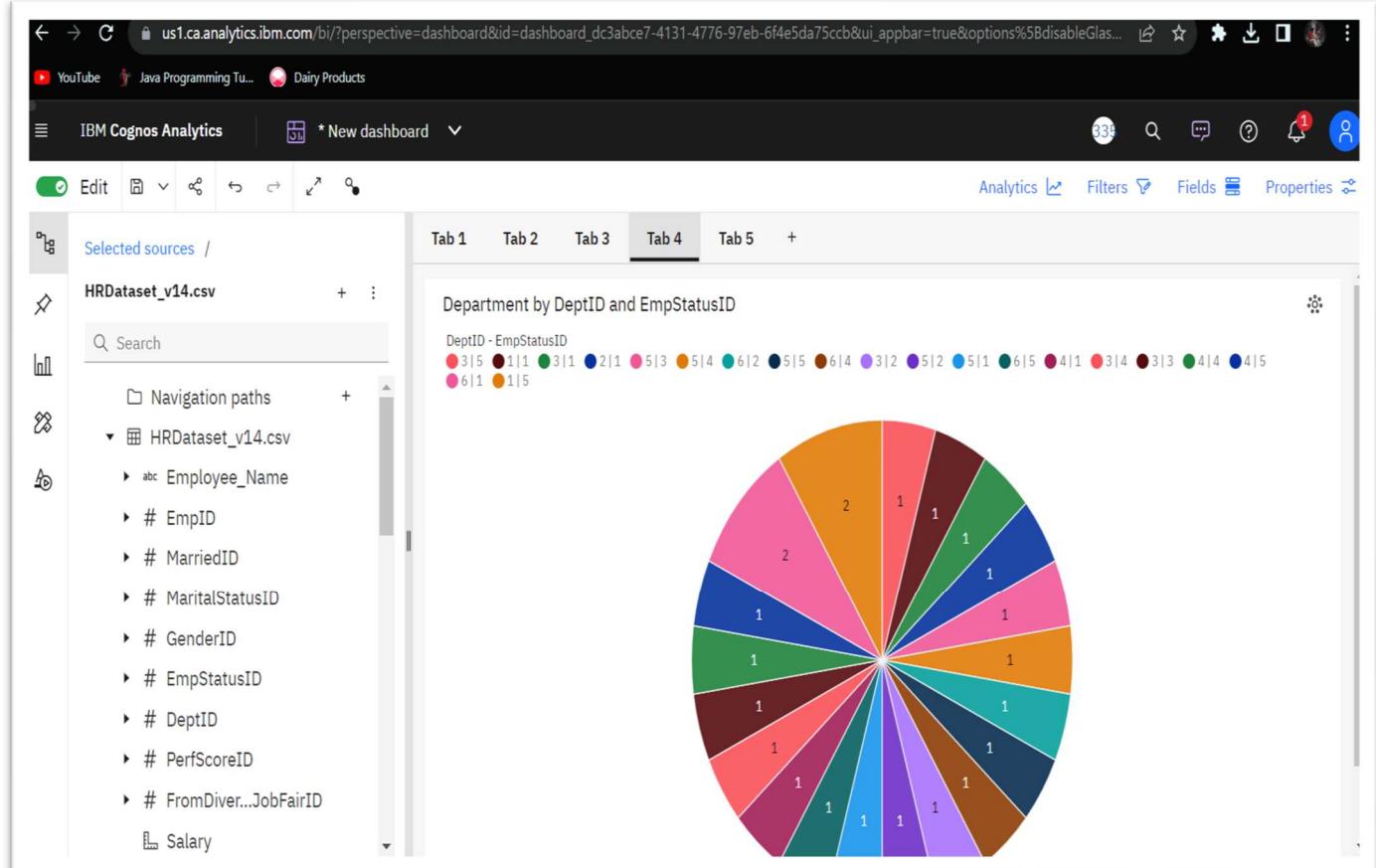
Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 +

### EngagementSurvey by Employee\_Name

EngagementSurvey (Sum)

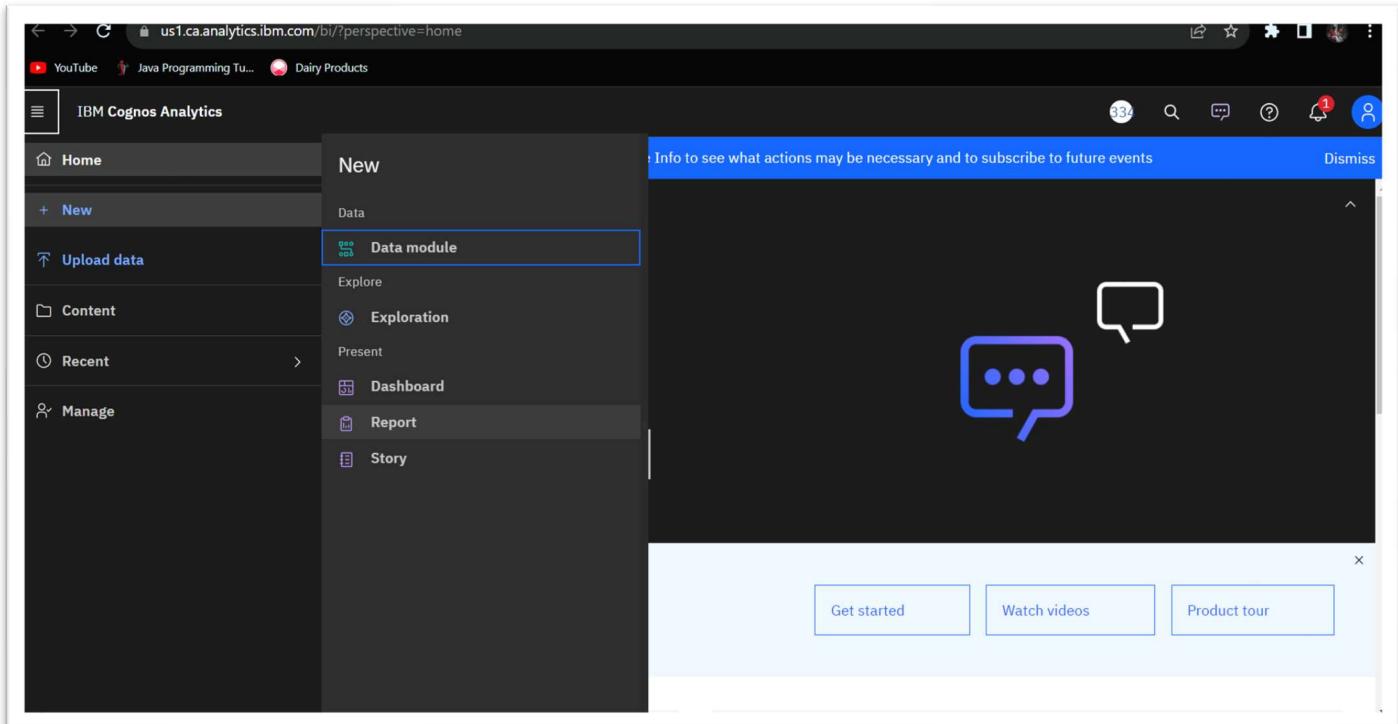
Employee Names:

- Adinoff, Wilson K
- Bachiochi, Linda
- Bank, Kimberly
- Bunkwell, Petsy
- Carter, Michelle
- Corleone, Caroline
- Davis, Vito
- Dinucco, Lily
- Dunn, Amy
- Faller, Megan
- Forrest, Alex
- Gonzalez, Cayo
- Hutter, Rosalie
- Johnsen, George
- Kinsella, Karlhein
- Lanford, Lindsey
- Liebing, Ketsia
- MacLennan, Samia
- Neiman, Richard
- Osturnka, Adeel
- Punjabi, Louis
- Peters, Lauren
- Roset, Ashley
- Satter, Jason
- Spiraea, Kelley
- Thibault, Kenneth
- Valentin, Jackie
- Wallace, Courtney E
- Winthrop, Jordan

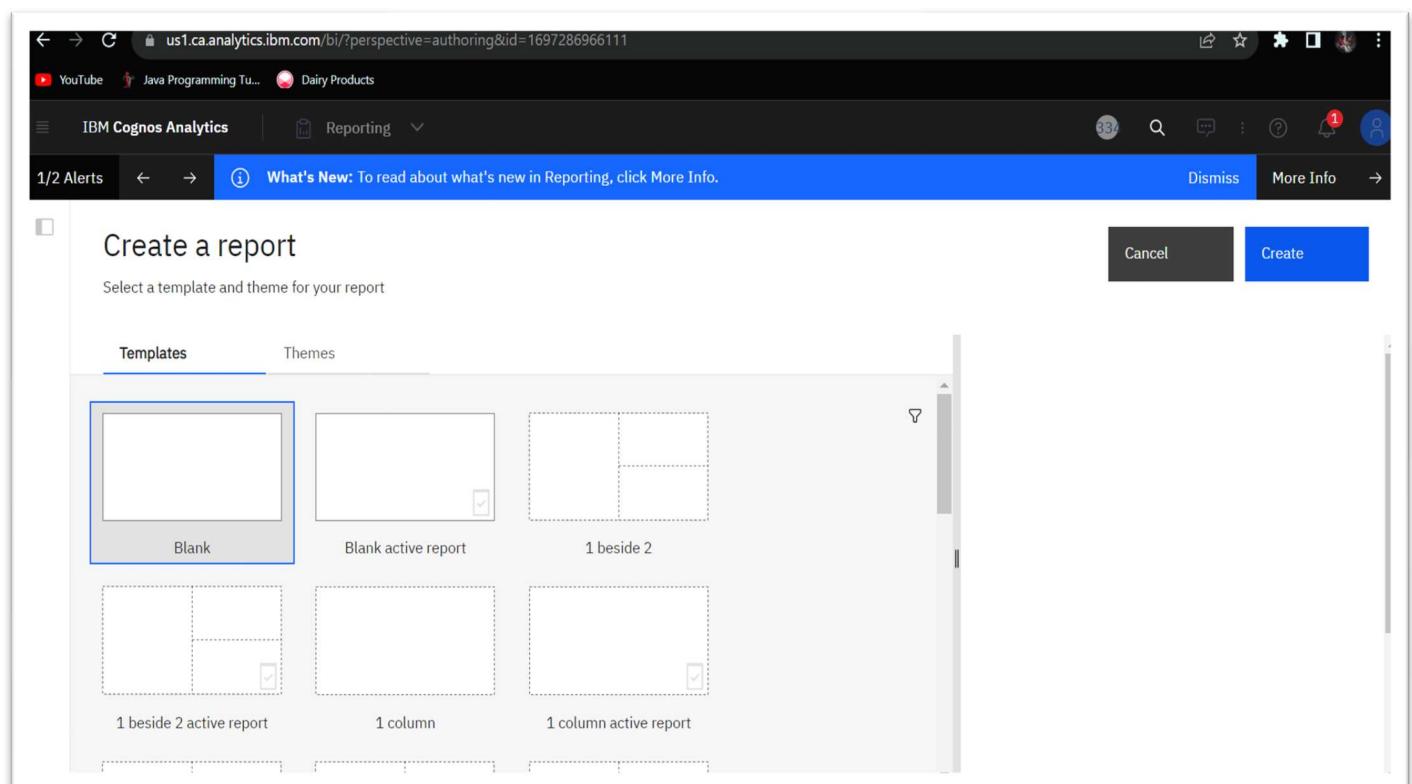


## TASK 4: REPORT CREATION:

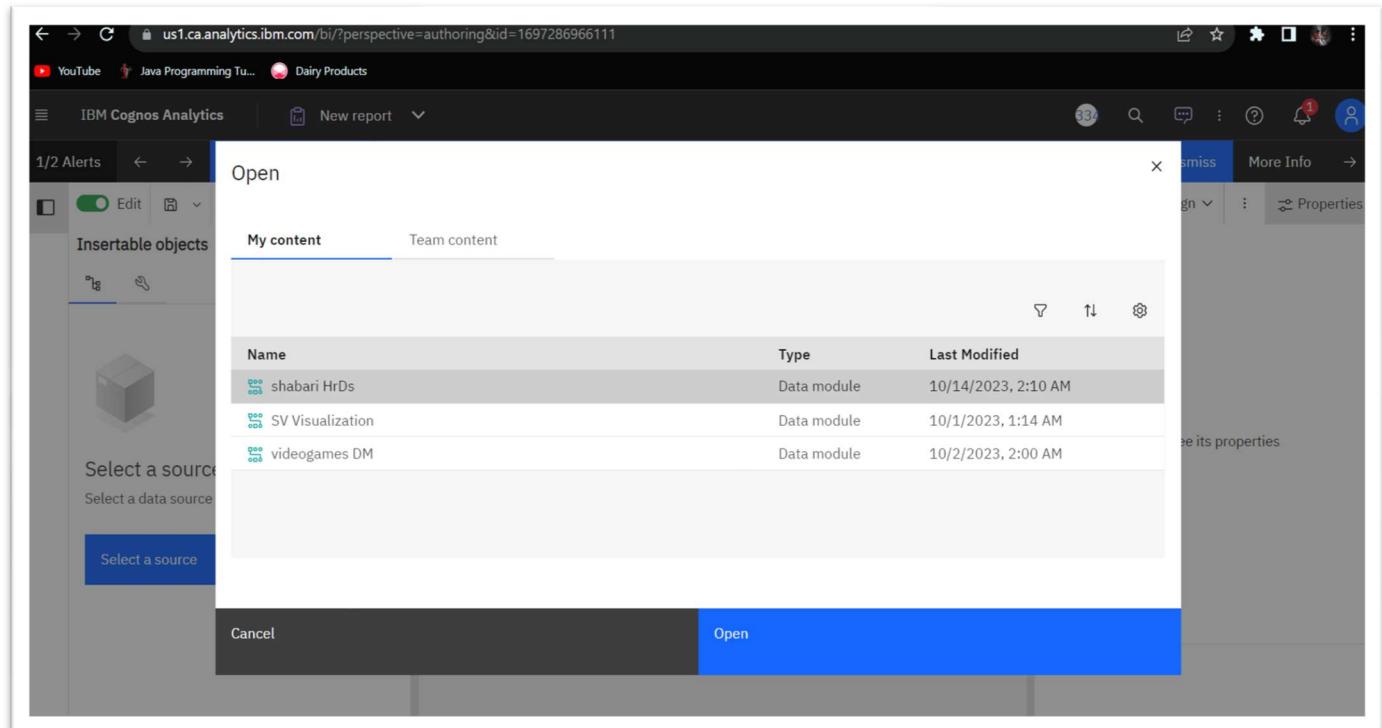
- Create the Report.



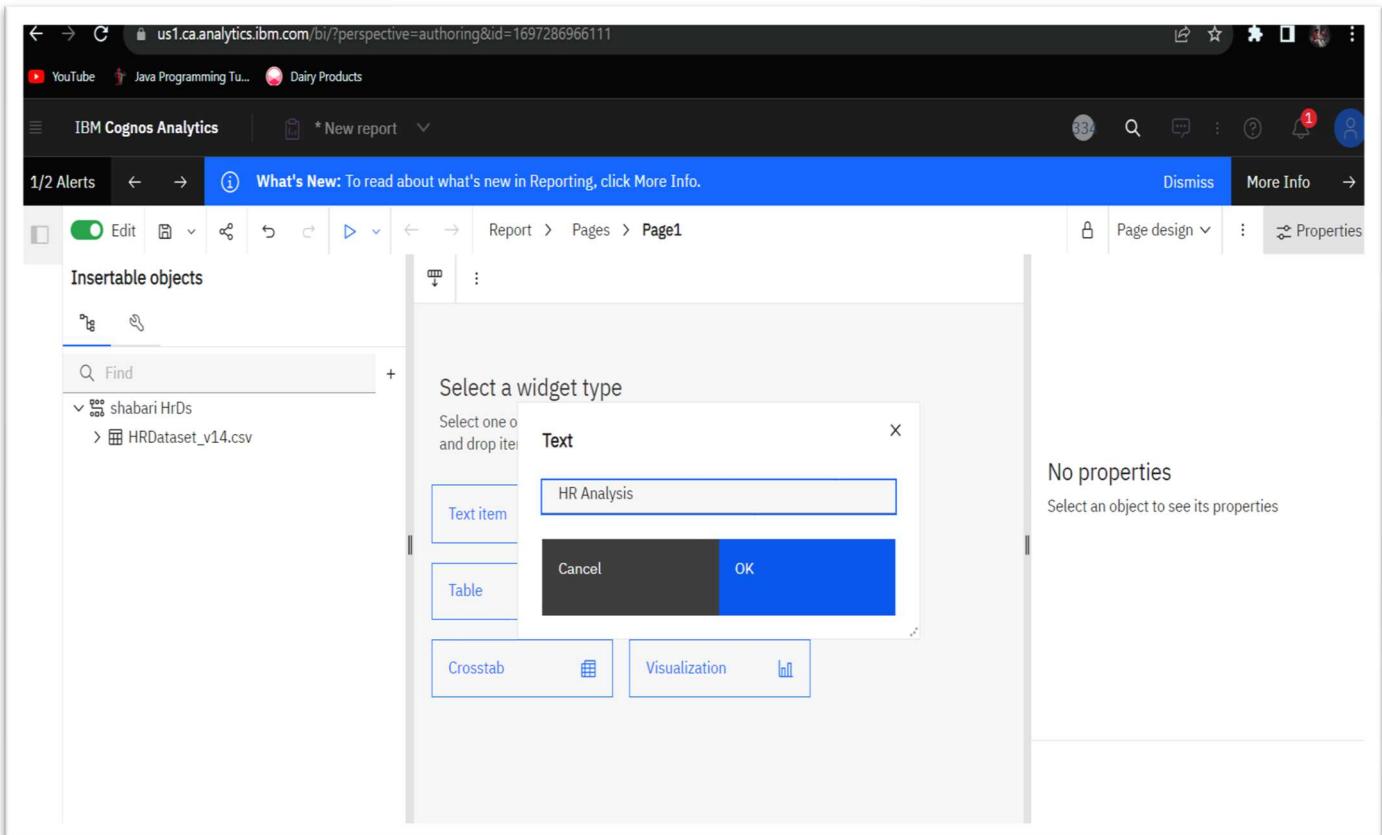
- Select the Report Template.



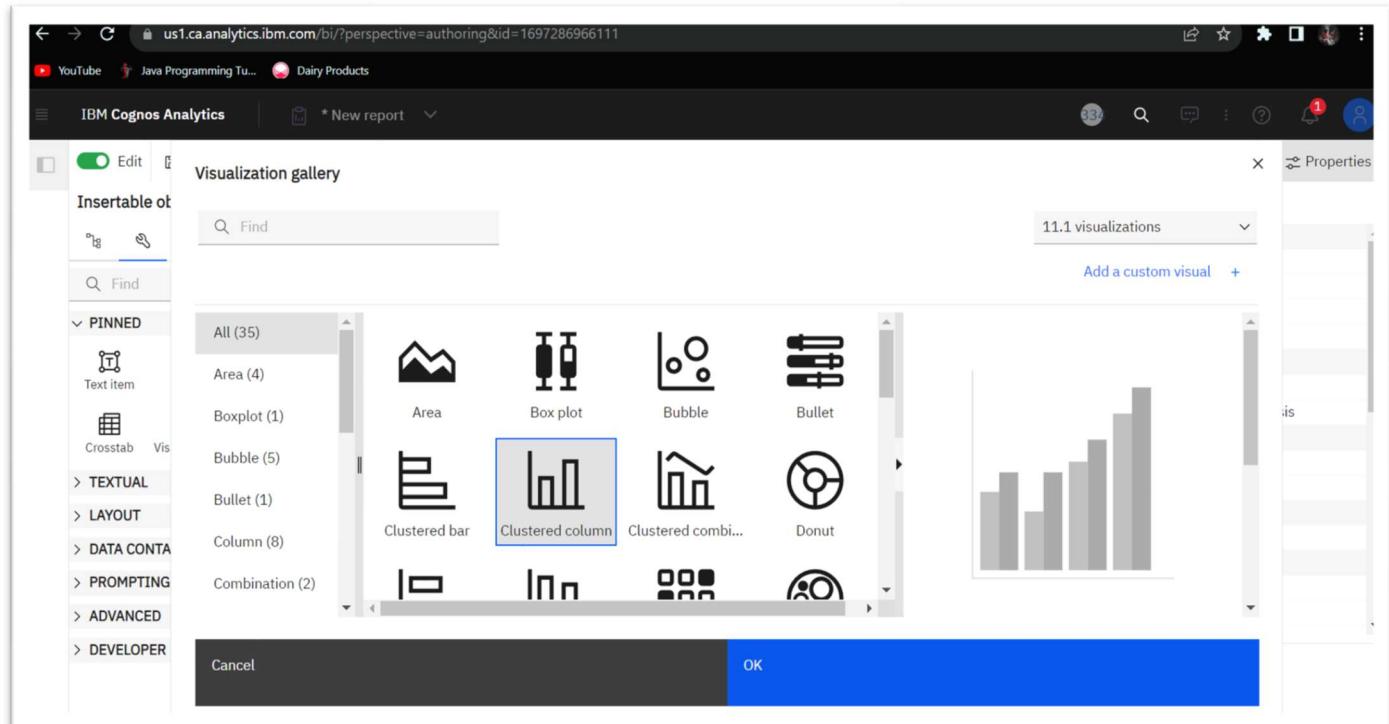
- Select Dataset for Report Creation.



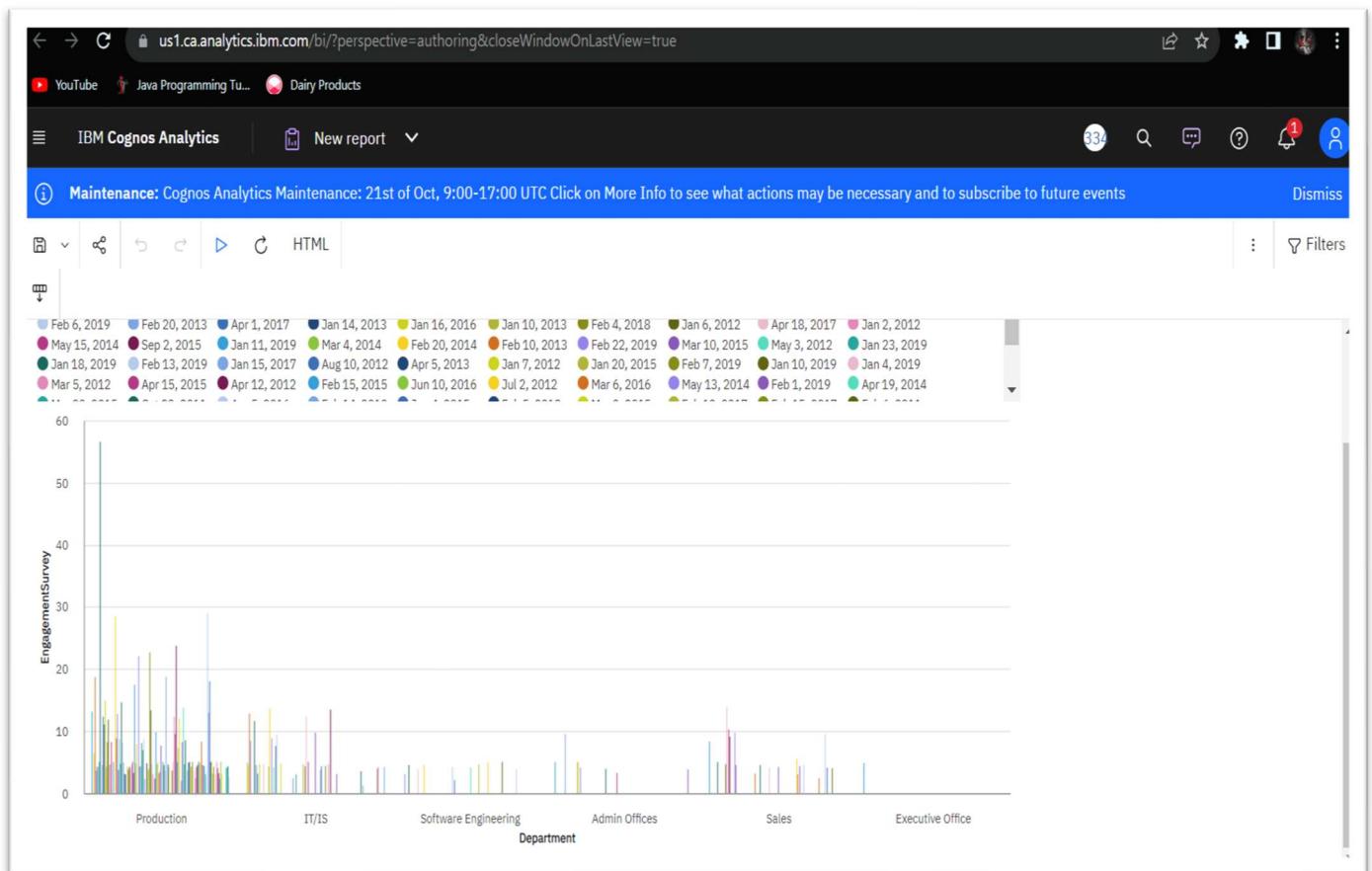
- Create The Name for Visualization.



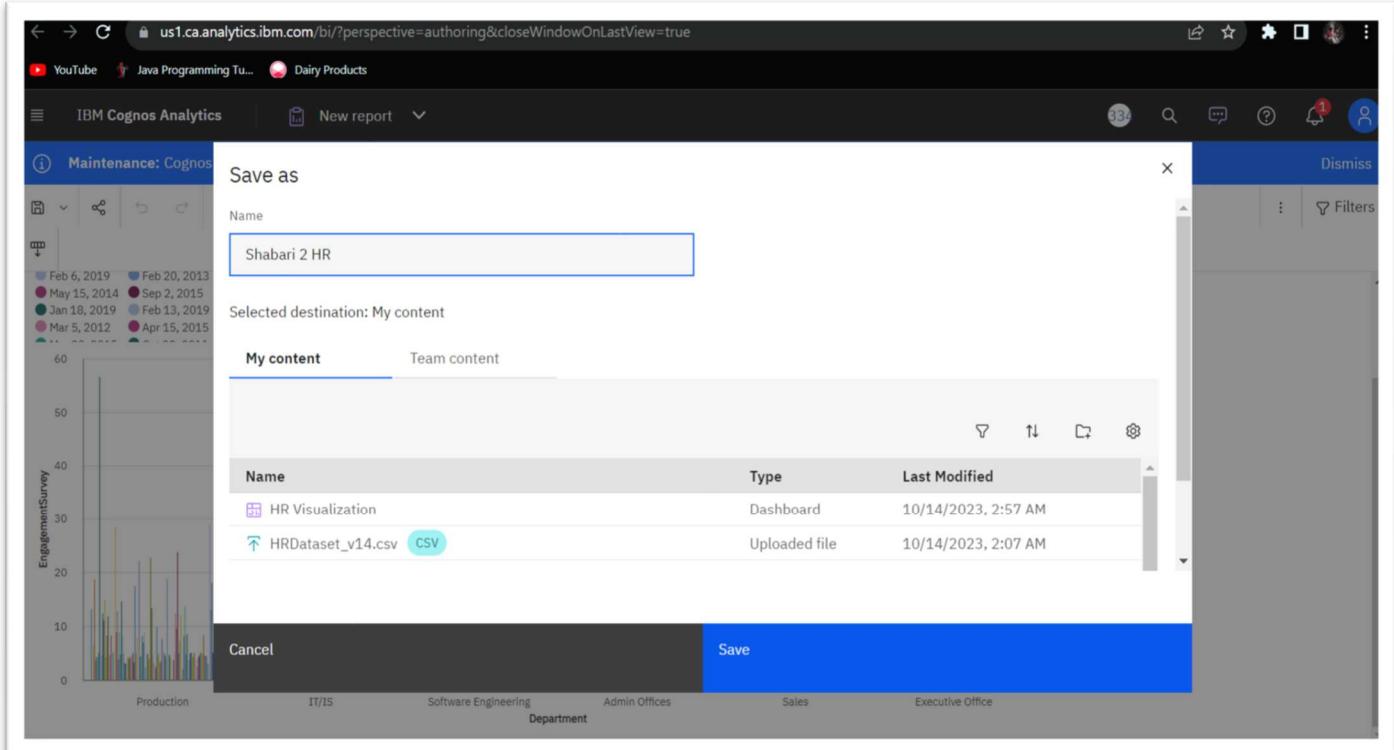
- Select The Visualization Type.



- Create The Visualizations.

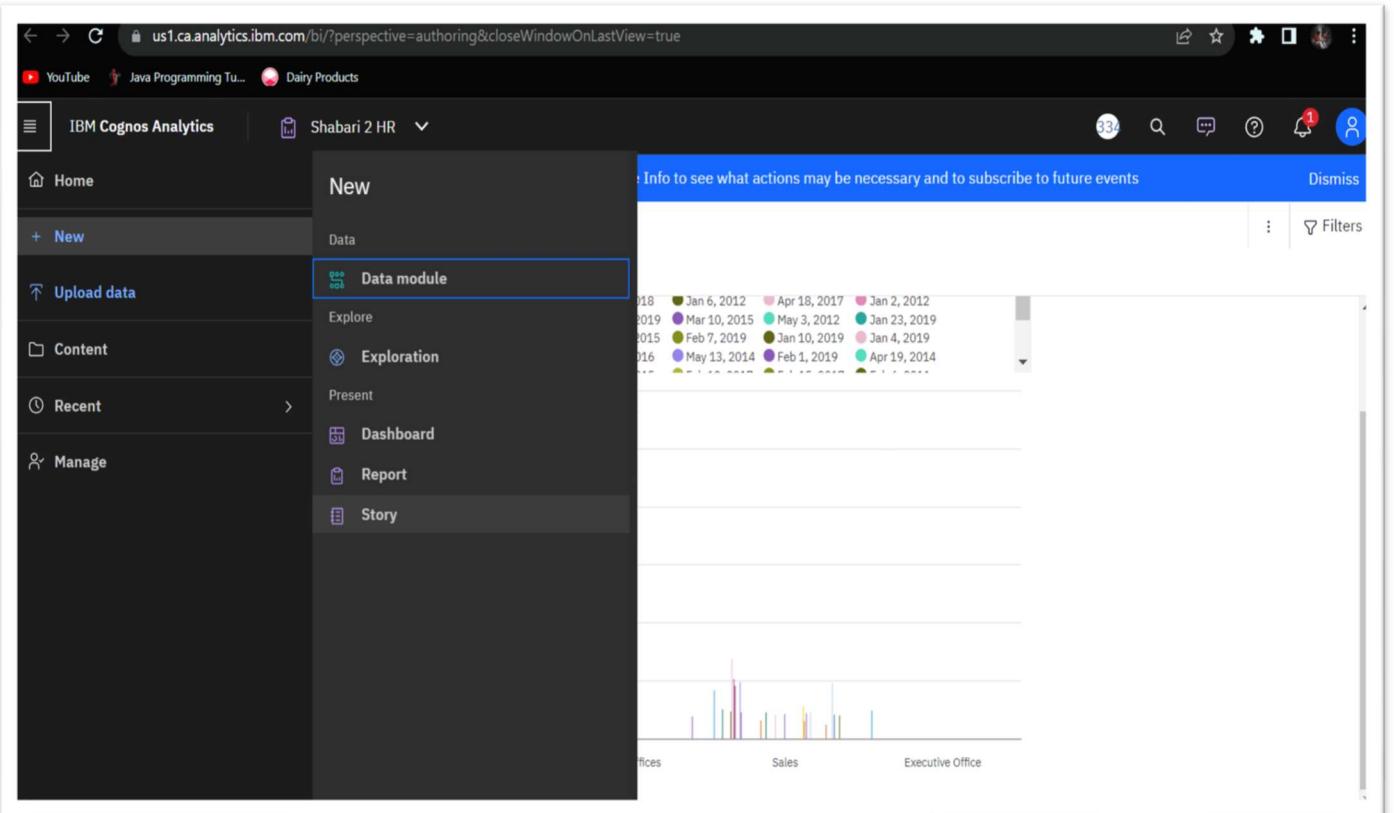


- Save The Visualization Report.



## TASK 5: STORY CREATION:

- Create The Story.

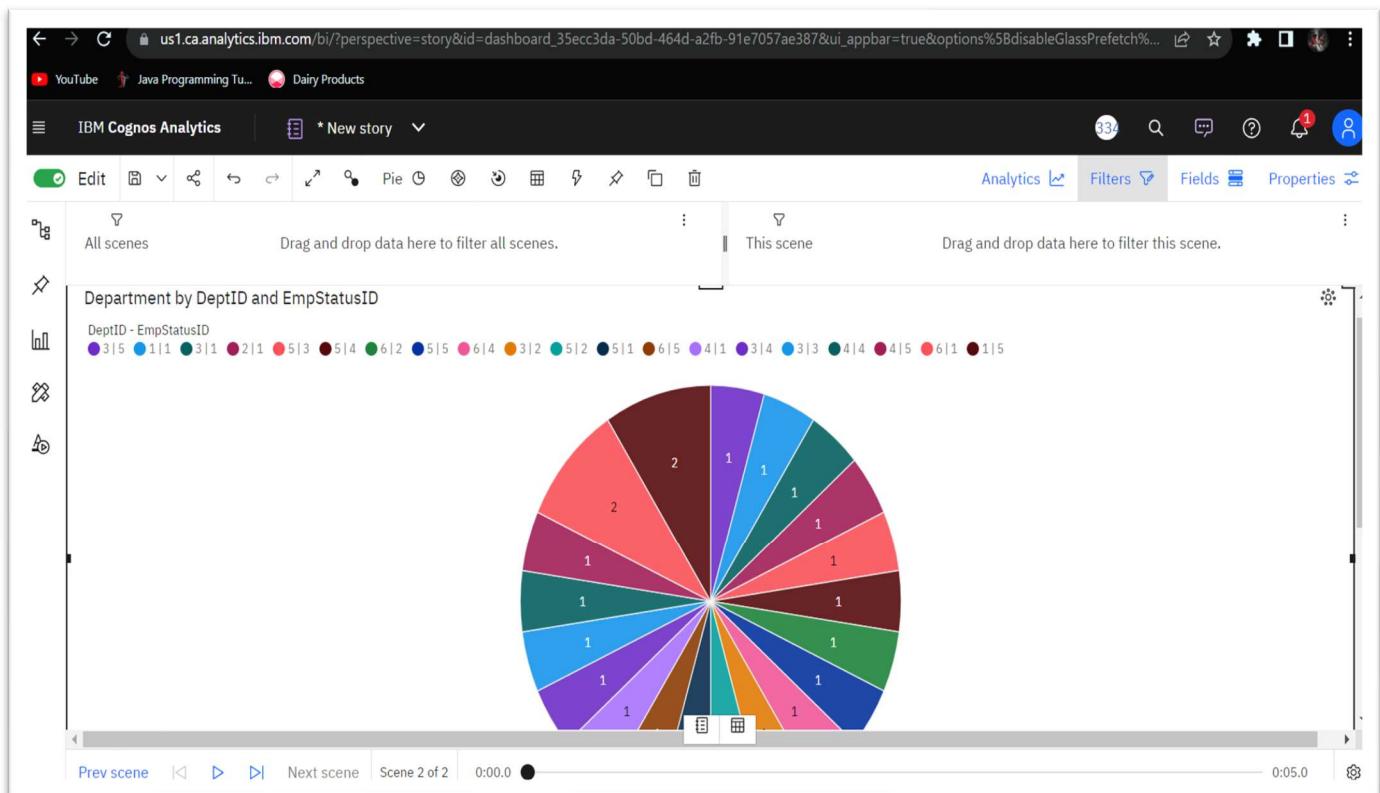


- Select The Story Template.

The screenshot shows the 'Create a story' page in IBM Cognos Analytics. At the top, there's a navigation bar with tabs like YouTube, Java Programming Tu..., and Dairy Products. Below it is a header with 'IBM Cognos Analytics' and a 'Create story' button. A blue banner at the top says 'Maintenance: Cognos Analytics Maintenance: 21st of Oct, 9:00-17:00 UTC Click on More Info to see what actions may be necessary and to subscribe to future events' with a 'Dismiss' button. The main area is titled 'Create a story' and has a sub-instruction 'Select a template for your story'. It displays two template options: 'Slideshow' (represented by a bar chart icon) and 'Guided journey' (represented by four small grid icons). On the right side of the main area are 'Cancel' and 'Create' buttons.

- Display The Story of Required Visualization.

The screenshot shows the 'New story' interface in IBM Cognos Analytics. The top navigation bar includes 'YouTube', 'Java Programming Tu...', 'Dairy Products', 'IBM Cognos Analytics', and a 'New story' dropdown. The toolbar below has various editing icons. The main workspace features a bar chart titled 'EngagementSurvey by Employee\_Name' with the Y-axis labeled 'EngagementSurvey (Sum)' ranging from 0 to 5. The X-axis lists employee names: n, a, J, b, y, n, u, s, y, h, r, s, d, i, a, n, v, a, n. The chart shows varying engagement levels across these employees. Below the chart is a storyboard panel with a single scene containing a bar chart element. The bottom of the screen shows navigation controls for 'Prev scene', 'Next scene', 'Scene 1 of 1', a timeline from '0:00.0' to '0:05.0', and a zoom icon.



- Save As The Report Files.

