

HUMAN RESOURCE ANALYTICS

EXECUTIVE REPORT

2006 - 2016

TABLE OF CONTENTS

Contents

Introduction	1
Methodology	2
Key Findings	4
Recommendations	5
Conclusion	6

Introduction

The human resource executive report is based on the analysis of employee data from 2006 to 2016, covering hiring, terminations, employee information, and pay rates.

Data was extracted, transformed, modeled and analyzed using Power BI.

The analysis would enable the executive team make informed decisions regarding recruitment, diversification of workplace, pay rate and gender equality.

Methodology

The data had some integrity issues but it didn't have too much impact on the analysis.

The data was extracted from excel and loaded into Power Bi. Various transformations and data cleaning processes were implemented using Power Query. This includes, data type accuracy, replacing incorrect or incomplete values, and removing blank rows,

Calculated columns and measures were created to facilitate the analysis.

These include;

- **Working Status** - separates terminated and employed staff.
- **Pay Rate Level** – categorizes low, mid and high-income earners. Values used include \geq \$40 for high, \geq \$20 for mid and lower for $<$ \$20.
- **Age Group** - grouping the different age ranges.

Measures created include;

- **Average Age**
- **Average Pay Rate**
- **Previous Year Employees**
- **Previous Year Male Employees**
- **Previous Year Female Employees**
- **Total Departments**
- **Total Male Employees**

METHODOLOGY

- **Total Female Employees**
- **Total Working Employees**
- **Total Working Male Employees**
- **Total Working Female Employees**
- **Total Terminated Employees**

A calendar table was created to implement time intelligence.

Limitations and constraints faced during the analysis include;

- Data integrity
 - 2 employees Ndzi, Colombui and Ndzi, Horia share the same employee number 1204033041. This could have been an error from entry but neither could be removed because they don't share the same info except for their employee number. This would have to be resolved from HR.
 - An employee Howard Estelle was terminated on 04/15/2015 but is still kept as an active employee. This makes him a ghost worker.

Key Findings

Key insights obtained from the data include;

- The **highest monthly employment was recorded In January 2011**, with 10 females and 5 males.
- Females make up 58% of the employed staff while males make up 42%.
- **White employees made up over 60%** of the entire work force with majority of them working in the production department followed by blacks.
- **More white employees have been terminated** from the company than any other race with a total of 64.7% since 2010.
- Although **white employees held the biggest office** in the company taking home a whopping \$80 pay rate; the Hispanic race take home the highest average pay rate in the company with \$47.3 pay rate.
- **The production department** recorded the highest number of employees and terminations, while Production Technician 1 position taking the lead.
- **50% of the entire workforce** is within the **ages of 30 to 39** years, creating a vibrant and strong workforce.
- **Female Asians between the ages of 40 - 60** seem to be greatly impacted by the low pay rate including females with 2 or more races.

RECOMMENDATIONS

Recommendations

Based on the analysis, propose actionable recommendations include;

- The company needs to recruit more employees from other races to promote diversity.
- The pay rate for female Asians and females with 2 or more races between the ages of 40 - 60 should be reviewed upward to boost productivity and encourage growth.
- Other races should be posted or recruited to the production department which is currently dominated by whites to boost diversity in that department. This seems to be one of the most important departments in the company.
- Gender equality could also be improved by recruiting more males which is currently at 42%.

CONCLUSION

Conclusion

In conclusion the dataset was very helpful in understanding diversity, hiring, terminations and pay rate amongst others. A lot of insights were derived from the analysis and visualization. The HR manager would need to take a look at the recommendations and map a way forward.