DASHBOARD DOCUMENTATION

HR Analytics Dashboard

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Power BI Desktop · DAX

23K	70.65%	3,377	38
employees on the report	male, 29.35% female	due for promotion	retrenched

> A practice dashboard built on a training dataset. It is not client data. Figures are quoted as they appear on the report. No names or personal records are shown.

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01 THE STORY BEHIND THE REPORT

> *Imagine you are head of HR in a company of twenty-three thousand people. Someone asks how many are due for promotion, how many have actually been promoted, and where your people come from.*
>
> *Without a dashboard those answers take a week of spreadsheets.*

An HR team wants to see its workforce by gender, age and department, who is due for promotion and who is not getting it, how people perform, how they were recruited and who has won awards.

02 WORDS USED IN THIS DOCUMENT

Word	What it means
KPI	Key performance indicator: one number that says how the business is doing, such as total sales or churn rate.
Slicer	A filter the reader can click, such as a year, a region or a product.
Headcount	The number of people employed.
Retrenched	Let go because the company no longer needs the post.
Recruitment channel	How a person came to the company: referred by staff, found by sourcing or another route.
Performance rating	A score from the appraisal: High, Medium or Low.

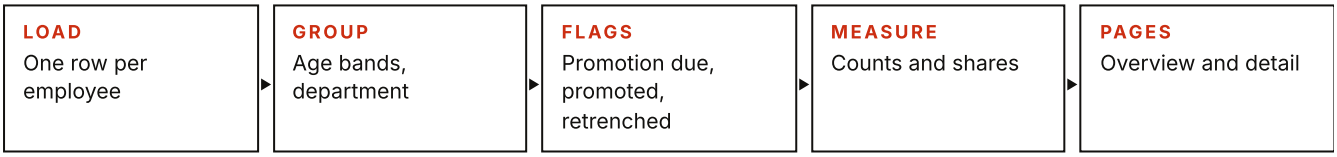
03 WHAT THIS REPORT IS

Item	Detail
Author	Temidayo Sunday Alade
Tool	Power BI Desktop
Scale	About 23,500 employee records
Pages	An overview page and a promotion, performance and recruitment page
Navigation	Welcome and Home buttons

04 THE QUESTIONS THE REPORT ANSWERS

Question	Where it is answered
How big is the workforce, and who is in it?	Total employees, male and female, age group
Who is due for promotion, and who is promoted?	Due or not due; promoted or not
Who is at risk of retrenchment?	Retrenched count and due-for-promotion-and-retrenchment by department
How do people perform?	Total employees by performance
How did people join?	Recruitment channels
Who is recognised?	Awards won and car bonus

05 HOW IT WAS BUILT



1. Load the employee records: gender, age, department, recruitment channel, performance rating, awards, promotion status, employment status and car bonus.
2. Group ages into Young, Adult and Old bands, and recode the yes or no fields into readable flags.
3. Write measures for the total headcount, counts by gender, the number due for promotion, the number promoted, the number retrenched and the share of each.
4. Build the overview page with cards, an age bar chart, a department ranking and a ring for the car bonus.
5. Build a second page that compares people due for promotion with those who will be retrenched, by department, and shows performance, awards and recruitment.

06 HOW THE NUMBERS ARE WORKED OUT

EVERY PERCENTAGE ON THE REPORT

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share  =  group count ÷ total employees
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Card	Working	Result
Total employees	16,600 male + 6,894 female	23,494
Male share	16,600 ÷ 23,494	70.65%
Due for promotion	3,377 ÷ 23,494	14.38%

Card	Working	Result
Promoted	1,988 ÷ 23,494	8.46%
Retrenched	38 ÷ 23,494	0.16%
Performance	17.1K + 3.5K + 2.8K	23.4K

> **An everyday example.** 3,377 people are due for promotion but only 1,988 have been promoted, so there are about 1.7 people waiting for every person promoted. That is a queue, and the report puts a number on it (the two counts may overlap).

07 WHAT IT FOUND

A male workforce. Seven in ten employees are men, and women are 29.35 per cent.

A promotion backlog. 3,377 people, 14.38 per cent of staff, are due for promotion, while 1,988, 8.46 per cent, have been promoted. Sales and Marketing has the most people due (1,065), followed by Operations (847) and Procurement (514).

Strong performance ratings. 17.1K of 23.4K people are rated High, about 73 per cent, against 3.5K Low and 2.8K Medium. Awards are rare: only about 2.3 per cent of staff have won one.

Recruitment is mostly not through referrals. Referrals bring in about 0.5K people, against 10K through sourcing and 13.1K through other routes.

Only 38 people, 0.16 per cent, were retrenched, and car bonuses are almost never given.

08 WHAT I WOULD RECOMMEND

- Plan a promotion round to clear the queue, starting with Sales and Marketing.
- Set a target for the share of women in the workforce and track it by department.
- Referrals are the smallest recruitment channel, so a referral reward is a cheap way to test whether they bring in better hires.
- Review the awards and car bonus schemes. If they are meant to reward the 73 per cent rated High, almost no one is receiving them.

09 NOTES ON THE FIGURES AND LIMITATIONS

Every figure in this document is taken from the report page it describes. These notes say how to read the figures that need care, and what the data cannot show.

- **Rating mix.** With three quarters of staff rated High, the rating may not separate people well enough to base promotion on.
- **Departments.** The promotion chart shows the three departments with the most people due, so its totals are below the company totals.
- **Two retrenchment counts.** The overview counts 38 people retrenched; the detail page counts 31 who will be retrenched in three departments. They describe different groups.
- **Rounding.** The employee card shows 23K; the male and female cards add up to 23,494, the figure used here.

10 OUTPUTS

A 2-page Power BI report (PDF export): overview, and promotion, performance and recruitment.

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