

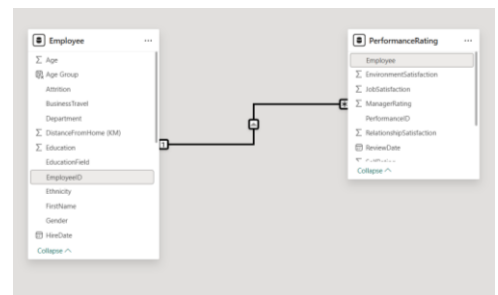
Employee Performance Insights Lab

You are an HR analytics specialist working for a InsightCore Analytics preparing a quarterly Employee Performance Insights report. Two source tables are provided: Employee Information (employee demographics, job titles, departments, hire/exit dates, managers) and Performance Report (review periods, KPIs, ratings, goals, bonuses). Your task is to import these tables into Power BI, ensure fields are properly typed and formatted, build a clean data model that relates employees to their performance entries, and create measures that surface actionable trends (e.g., high performers, at-risk attrition, tenure vs. rating). By the end, you'll have an interactive HR dashboard suitable for executive review and recurring reports.

Task #1: Data Loading and Relationships

1. In Power BI Desktop, Load the files Employee.csv and PerformanceRating.csv.

2. Verify that a relationship is auto created that linking EmployeeID , if not create it using employeeid.



Task #2: Report Header Setup

Design your own header if you prefer, using different colors, shapes, or text. Or Insert report header.png and place it at the top of the report page and stretch it to fit the width.

Task #3: Report Page Setup and Navigation

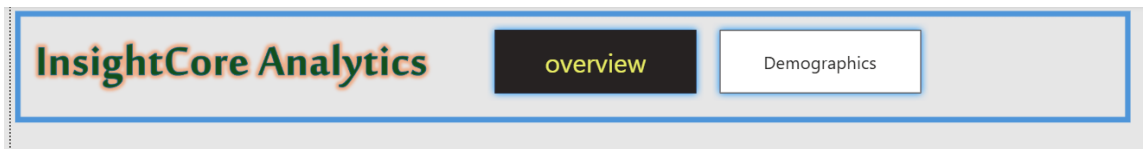
1. Rename the current report page to Overview.

2. Insert Page Navigator and place it above the header image.

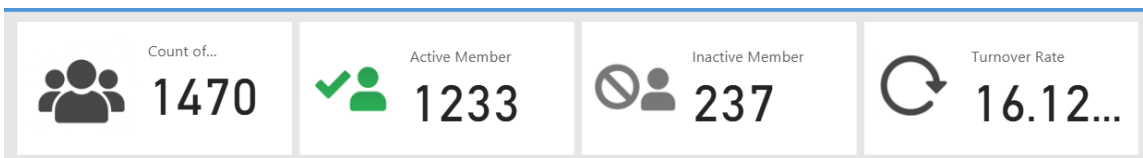
4. Modify the format for the navigator text by Setting the selected page text size to 20 and color to yellow and setting the default page text size to 15 and color to black.

Task #4: Duplicate and Rename the Page

1. Duplicate the overview page and rename the new page to Demographics.
3. Ensure the page navigation updates automatically and verify formatting consistency between pages. The current layout should look like this:



Task #5: Overview Card (New Visual)



1. On the Overview page, insert a Card (New) visual.
2. Configure it to display four key metrics Count of employees , Active Member , Inactive Member , and Turnover Rate.
3. You will need to write DAX to find the active, inactive and turnover rate. Use the Attrition column from the dataset for calculations — where “Yes” indicates inactive employees and “No” indicates active ones. You may use the DAX references at the end of this lab file.
4. Format the cards using icons beside the values, you can use the icons from the icon image or you may use your own icons.

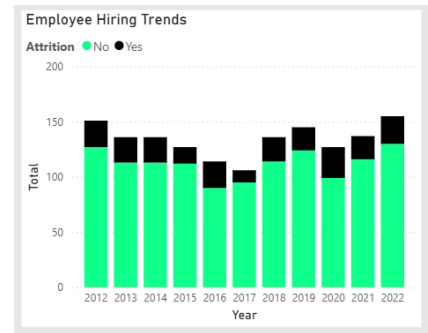
Task #6: Employee Hiring Trends Chart

1. On the Overview page, insert a Stacked Column Chart visual. Add Year to the X-axis and Count of EmployeeID to the Y-axis.

3. Use Attrition as the legend to separate active (No) and inactive (Yes) employees.

4. Update the chart title to Employee Hiring Trends.

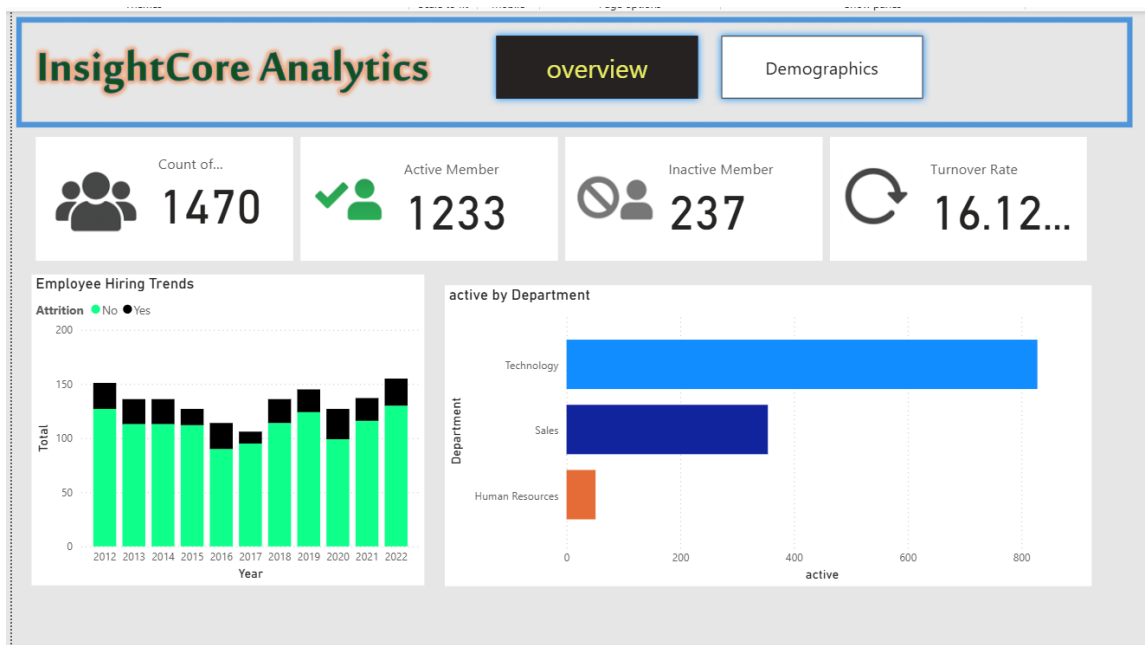
5. Use green color for active members and Black color for inactive members.



Task #7: Active Employees by Department

1. On the **Overview** page, insert a **Clustered Bar Chart** visual. Configure the visual to show number of active employees by department. And use the legend to color the departments.

2. Update the **chart title** to **Active by Department**.



Task #8: Demographics Page Visuals

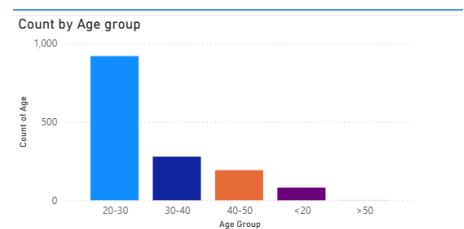
Visual 1: Age Cards

1. On the **Demographics** page, create Card New **visuals**:
 - **Youngest Employee** → shows the minimum employee age.
 - **Oldest Employee** → shows the maximum employee age.
 - **Average of Age** → shows the average employee age.
2. Format all three cards to be vertical displayed.



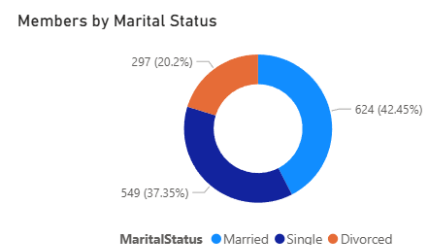
Visual 2: Count by Age Group (Bar Chart)

1. Create a calculated column using a **DAX SWITCH statement** to group employees by age. You will find the DAX statement in the reference at the end.
2. Insert a **Clustered Column Chart**.
3. Add **Age Group** to the X-axis and **Count of Age** to the Y-axis.
4. Adjust colors for each bar and title it **Count by Age Group**.



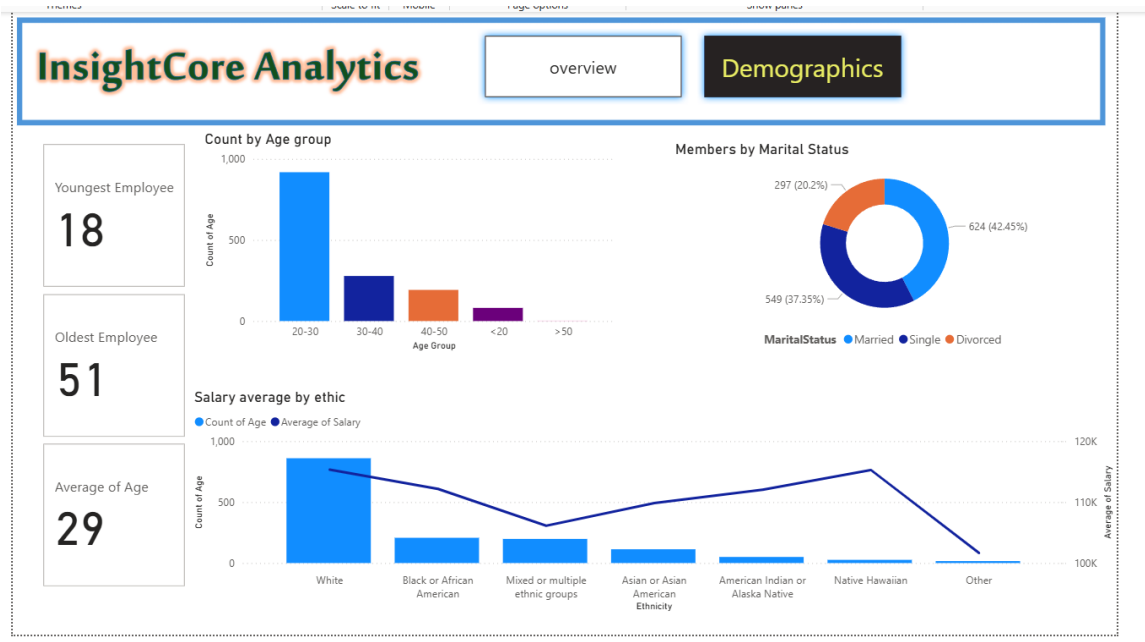
Visual 3: Count of Age by Marital Status (Donut Chart)

1. Add a **Donut Chart** visual.
2. Set **MaritalStatus** as the Legend and **Count of Age** as the Values.
3. Title the chart **Count of Age by Marital Status**.



Visual 4: Salary Average by Ethnic Group (Combo Chart)

1. Insert a **Line and Clustered Column Chart** visual.
2. Set **Ethnicity** on the X-axis.
3. Add **Count of Age** as the Column value and **Average of Salary** as the Line value.
4. Title the chart **Salary Average by Ethnic Group**.



DAX reference:

Active measure	active = CALCULATE(COUNT(Employee[Attrition]),Employee[Attrition]="no")
Inactive measure	inactive = CALCULATE(COUNT(Employee[Attrition]),Employee[Attrition]="yes")
Turnover measure	Turnover Rate = CALCULATE(COUNT(Employee[Attrition]),Employee[Attrition]="yes") /COUNT(Employee[Attrition])
Age group column	Age Group = SWITCH(TRUE(),Employee[Age]<20,"<20",Employee[Age]<=30,"20-30",Employee[Age]<=40,"30-40",Employee[Age]<=50,"40-50", ">50")