**THE HR PROFESSIONAL**

**Learning Outcome 3: ACTIVITY 5**

**SMALL GROUP ACTIVITY**

**Grounds.com absence**

**Aim:**

The aim of this activity is to analyse qualitative and quantitative data and present information appropriately.

**Objectives:**

* To analyse data extracted from an HR data base and employee interviews and present as information.
* To carry out a variety of calculations and draw conclusions to inform decision-making.
* To present information appropriately to support discussion.

**Task brief:**

At the last management meeting the production manager complained that work schedules were being affected by absenteeism and asked you to get in some more additional temporary staff saying ‘ You’ll find information about what we have done in recent years in the files in the Admin office’. Whilst getting this recruitment activity underway you decide that it would also be a good opportunity to find out about the absenteeism history in the production area. Luckily there are records which your predecessor has kept. This information is provided below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 years ago % Absence | Jan  4.29% | Feb  4.05% | Mar  3.94% | Apr  2.98% | May  2.54% | June  1.46% | July  1.81% | Aug  2.24% | Sept  2.07% | Oct  5.64% | Nov  9.32% | Dec  8.84% |
| 3-4 years ago % Absence | Jan  6.23% | Feb  5.77% | Mar  3.95% | Apr  4.82% | May  2.62% | June  2.21% | July  7.53% | Aug  4.82% | Sept  7.47% | Oct  5.75% | Nov  5.41% | Dec  7.18% |
| 3 years ago % Absence | Jan  7.28% | Feb  7.05% | Mar  7.11% | Apr  3.68% | May  2.49% | June  6.50% | July  7.46% | Aug  5.77% | Sept  2.86% | Oct  4.07% | Nov  9.32% | Dec  8.84% |
| 2 year ago % Absence | Jan  6.11% | Feb  3.68% | Mar  1.98% | Apr  2.14% | May  2.12% | June  2.98% | July  3.02% | Aug  3.14% | Sept  4.76% | Oct  5.40% | Nov  5.41% | Dec  7.34% |
| Last year % Absence | Jan  2.18% | Feb  1.98% | Mar  1.80% | Apr  1.88% | May  3.11% | June  3.09% | July  2.24% | Aug  3.90% | Sept  5.18% | Oct  4.91% | Nov  5.80% | Dec  6.86% |

1. Review the information provided and present it in an appropriate form.

2. Identify any patterns or trends.

3. As you intend to discuss this research with the Production Manager – could you add to your research by seeking other information to give a fuller picture or to give some comparison? Make proposals on any other information you feel it would be appropriate to gather.

4. What conclusions could you reach from the information you have to hand so far.

5. What recommendations could you make and/or what areas would you suggest for further investigation.

**Outcomes:**

You will have analysed data and generated information which can be presented for discussion with the production manager.

**Time:**

You have 45 minutes to prepare your analysis.