

## Task

Answer the eight questions below, referring to the case study.

### Case Study

You have applied for the post of People Analytics Administrator at Company X who are a leading provider of HR solutions to businesses in your region. Company X offers a diverse range of people management and business services to meet the needs of its customers and are now looking for a People Analytics Administrator as currently there is limited experience of data management in the team. The successful applicant will be accountable for managing analysis of data ensuring that Company X makes informed data-driven decisions for its clients.

You have received an assessment pack to complete for the first stage of the selection process. The pack contains eight questions which have been designed so that you can demonstrate your knowledge and understanding of how people professionals can use data and analytics to support decision-making and improve people practices.

#### The questions are as follows:

- Q1. Explain what evidence-based practice is and provide two examples of how Company X could apply it. (AC 1.1)
- Q2. Explain the importance of using data at Company X to accurately determine problems and issues. (AC 1.2)
- Q3. Explain the different types of data measurements that people professionals at Company X could use. (AC 1.3)
- Q4. Explain how the application of policies and procedures can inform Company X's decisions. (AC 1.6)
- Q5. Explain how the people professionals at Company X can create value for their people, their organisation and their wider stakeholders. (AC 2.1)
- Q6. Imagine that you have been successful in your application for the role at Company X. Summarise the ways that you could be customer focused and standards driven in your new role, drawing on your previous experience, as necessary. (AC 2.2)
- Q7. The excel table inserted below shows the hours of overtime worked over a four-week period for one of Company X's clients, Blue Mountain Patisserie.

Your task is to:

- calculate the average number of overtime hours worked by each employee during the four-week period.
  - calculate the average overtime hours as a percentage of the normal working hours.
  - analyse the results and provide written comments on any issues that the data has revealed suggesting potential problems and solutions. (AC 1.4)
- Q8. Finally, present your findings using at least two different types of diagrammatic forms (for example, pie charts, bar graphs, or line graphs) to make the information easier to understand. (AC 1.5)

Blue Mountain Patisserie - Worksheet.xls Table. Blue Mountain Patisserie (check the other document).

Responses to all eight questions.

- Questions 1-6: approximately 1500 words (+/- 10%)
- Question 7: approximately 500 words (+/- 10%) and
- Question 8: two different diagrammatic forms (not included in word count)