

HR Analytics Internship

Knowledge

Basic understanding of HR functions & frameworks

support in HR activities planning, execution, training, and assessments.

Basic knowledge on Learning & Development

Involvement in designing administering and measuring pre- and post-training assessments.

In depth understanding of performance measurement & diagnostics

Tasked with identifying organizational challenges, quantitatively evaluating the changes and aligning solutions with company goals.

Skills

Analytical & Data interpretation skills

Analyze training data, identify trends, measure ROI, evaluate training impact.

Tool Proficiency

Expected proficiency in - Excel, Power BI, or Tableau

Organization & Coordination

Expected to manage training sessions, coordinate with trainers/participants.

Communication & Reporting

Responsible for creating detailed reports, highlighting insights and improvements all while having an eye for attention to detail.

Attitude

Proactive & Solution-Oriented

Expected to propose actionable training improvements and interventions.

Ethical and Responsible

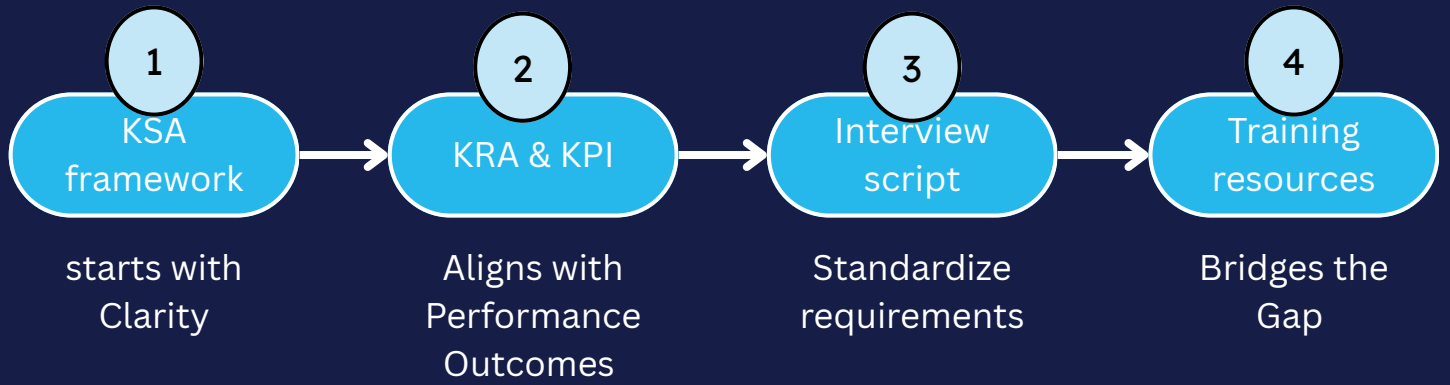
Must handle confidential data carefully and professionally.

Collaborative & Culturally Sensitive

Engage with cross-functional HR teams and participants from diverse backgrounds.

Learning Mindset

Internship targets students or recent graduates, implying adaptability and growth orientation.



Performance management and goal setting for the position of an HR Analyst Intern

A.	Job Functions	Key Responsible Areas (KRAs)	Key Performance Indicator (KPIs)	Target (SMART)	Metric	Deadline	Status	Strategic Goals
1	Assessment design & admin	Assessment Design and Administration	KPI 1 - Assessment objective alignment rate	Ensure that <u>100% of assessments designed between April–June 2025 are explicitly mapped to the core learning objectives per</u>	<u>Audit of assessment blueprints and objective alignment sheets.</u>	June 2025		A consistent alignment mechanism enhances the <u>credibility of the training ecosystem</u> ; laying groundwork for replicable
			KPI 2 - Improvement in learner scores	Achieve an average score <u>increase of at least 20% between pre- and post-training assessments</u> for at least <u>90% of training cohorts.</u>	Statistical analysis of pre and post assessment score datasets.	June 2025		Demonstrated knowledge uplift not only <u>supports internal capability building</u> but also <u>strengthens the company’s positioning</u> as a long-term development partner for forward-looking clients
			KPI 3 - On time deployment of assessments	Roll out <u>95% of assessments at least 3 business days prior</u> to training sessions	<u>Timestamp comparison of scheduled vs. actual deployment logs.</u>	June 2025		Predictable delivery timelines enhance <u>professionalism and consistency</u> ; valuable traits in nurturing partnerships beyond <u>traditional hubs and time zones.</u>
			KPI 4 - Insights-to-action implementation rate	Translate assessment data <u>into at least 1 documented improvement action per quarter</u> , for example, module redesign, content update, or delivery tweak	<u>Action logs and quarterly training review documentation.</u>	June 2025		A culture of data-informed <u>iteration</u> enhances <u>training effectiveness</u> ; building a reputation for <u>agility and responsiveness</u> in dynamic corporate landscapes.
2	Reporting	Reporting and Insight Generation	KPI 1 - Timely submission of training reports	Submit <u>100% of training outcome reports</u> within <u>5 working days</u> of each <u>program’s completion.</u>	<u>Timestamp records</u> of report submissions.	June 2025		Timely reporting reinforces <u>organizational agility and positions</u> Psyche Panacea to <u>deliver fast, actionable value</u> in <u>diverse and fast-moving client centric environments.</u>
			KP2 - Insight driven recommendations per report	Include at least 1 actionable <u>insight out of</u> (areas of improvement and successes, in training effectiveness) or <u>data-backed recommendations</u> in every training report.	<u>Quality audit of submitted reports</u> to verify inclusion and relevance of insights	June 2025		Moving beyond data to <u>insight adds strategic depth</u> ; supporting relationships with Psyche Panacea <u>that prioritize continuous improvement</u> , even when <u>face-to-face collaboration is minimal.</u>

KPI 3 - Quarterly reporting accuracy score	Maintain a <u>>98% data accuracy rate in compiled training reports</u> , validated through <u>random quarterly checks</u> .	Audit reports comparing <u>raw assessment data with final report outputs</u> .	June 2025		High accuracy in reporting builds <u>reliability</u> , an essential trait as Psyche Panacea grows its <u>national footprint</u> and seeks to <u>standardize quality across locations</u> .
KPI 4 - Report engagement from stakeholders	Achieve a <u>minimum 80% engagement rate from relevant stakeholders on internal reports</u> shared via dashboards or emails.	Tracking via report analytics tools or <u>acknowledgment forms</u> .	June 2025		Encouraging <u>data transparency</u> supports a <u>culture of transparency and collaboration</u> ; elements that resonate with <u>modern workforces and decentralized teams</u> .

3	Analytics and impact evaluation	Analyzing training effectiveness	KPI 1 - Training ROI measurement	Calculate Return on Investment (ROI) for <u>at least 80% of training programs conducted between July 2024 and May 2025</u> .	ROI reports clearly showing the <u>correlation between training costs and performance improvement</u> .	June 2025		Demonstrates <u>fiscal discipline and value creation</u> , essential when the company will expand into <u>resource-intensive metropolitan and international markets</u> .
			KPI 2 - Pre- and Post-training performance delta	Track and compare performance <u>metrics of employees before and after training</u> , achieving an average 15% improvement in <u>skill-specific KPIs for 70% of trained employees</u> .	<u>Quantitative performance improvement in employee evaluation scores or productivity metrics</u> .	June 2025		<u>Enhances employee retention and development</u> , crucial for fostering <u>long-term employment and adapting to Gen Z performance expectations</u> .
			KPI 3 - Training feedback analytics completion rate	Implement <u>automated feedback forms</u> with at least <u>90% response rate from participants within one week post-training</u> across all locations.	<u>Percentage of sessions with feedback captured and analyzed using sentiment and thematic analysis</u> .	June 2025		Builds an <u>insight-driven feedback culture</u> , especially vital in strengthening <u>relationships with non-Delhi NCR clients and dispersed teams</u> .
			KPI 4 - Training impact on attrition reduction	Establish a <u>trend analysis to identify if trained cohorts show lower attrition compared to untrained cohorts</u> .	<u>Attrition rates across both groups measured quarterly and compared</u> .	June 2025		Supports on of the <u>organisation's goal of fostering long-term employment and reducing quick turnover</u> .
			KPI 5 - Identification of high-impact training modules	<u>Identify and document the top 3 training modules that most positively correlate with improved business outcomes</u> .	<u>Data-backed report showcasing the correlation between specific modules and organizational KPIs</u> .	June 2025		Informs <u>scalable training solutions</u> that can be <u>replicated across franchisees and geographies</u> , supporting organisations' possible <u>pan-India and South East Asia expansion</u> .

4	Training coordination	Coordination of training sessions	KP 2 - Insight-driven recommendations per report	Include at least <u>1 actionable insight</u> out of (areas of improvement and successes, in training effectiveness) or <u>data-backed recommendations</u> in every training report.	<u>Quality audit of submitted reports</u> to verify inclusion and relevance of insights	June 2025	Moving <u>beyond data to insight</u> adds strategic depth; supporting relationships within Psyche Panacea, that prioritize <u>continuous improvement</u> , even when <u>face-to-face collaboration</u> is minimal.
			KPI 4 - Report engagement from stakeholders	Achieve a <u>minimum 80% engagement rate</u> (views, comments, or acknowledgments) from relevant stakeholders.	Tracking via <u>report analytics tools or acknowledgment forms</u> .	June 2025	Encouraging <u>data engagement</u> supports a <u>culture of transparency and collaboration</u> ; elements that resonate with <u>modern workforces</u> and <u>decentralized teams</u> .
			KPI 5 - Stakeholder satisfaction on session management	Maintain an <u>average satisfaction rating of ≥4.5/5</u> from <u>trainers and internal stakeholders</u> on <u>training coordination quality</u> .	<u>Monthly or post-training coordination feedback reports</u> .	June 2025	<u>Stakeholder confidence in coordination processes</u> signals readiness for <u>scaling and managing large-volume, cross-location training rollouts</u> .

5	Diagnostics & improvement proposals	Diagnosing and proposing training interventions	KPI 1 - Organizational needs assessment completion rate	Conduct and document at least <u>4 comprehensive training needs assessments (TNAs)</u> across departments by June 2025.	Number of completed TNAs, verified by HR team review and sign-off.	June 2025	Grounded assessments enhance the relevance of interventions; supporting differentiated learning needs.
			KPI 3 - Diagnostic timeliness for critical issues	Provide an <u>initial training diagnosis report</u> within <u>10 working days</u> of identification of a <u>critical organizational challenge</u> .	Timestamp comparison between issue flagging and diagnostic report submission.	June 2025	<u>Speedy diagnostics demonstrate responsiveness</u> ; an <u>asset in a rapidly evolving workplace</u> , especially for <u>clients adapting to Gen Z talent needs</u> .
			KPI 4 - Stakeholder consultation sessions	Conduct a minimum of <u>4 collaborative sessions</u> with <u>Ms. Deepa</u> to <u>validate diagnoses</u> and <u>co-create intervention strategies</u> .	Calendar logs, meeting notes, and attendance records.	June 2025	<u>Collaborative design strengthens</u> , ideal for <u>decentralized or less accessible client teams</u> .

Footnotes					
Sr. No.	Term	Meaning	Sr. No.	Term	Meaning
1	KRA (Key Result Area)	Broad areas of responsibility where the employee is expected to achieve outcomes. It defines what needs to be achieved.	8	Attrition Rate	The rate at which employees leave a company, often used as an indicator of organizational health.
2	KPI (Key Performance Indicator)	Measurable value that indicates how effectively an individual is achieving key objectives. It defines how performance is measured.	9	Engagement Rate (on reports)	The percentage of stakeholders who actively interact with performance reports (e.g., by viewing, commenting, or acknowledging them).
3	Assessment Blueprint	A detailed plan or framework that outlines the structure, objectives, and components of an assessment.	10	Sentiment and Thematic Analysis	A qualitative method to interpret feedback data by identifying emotions and recurring themes in responses.
4	Objective Alignment Rate	The degree to which assessments match or serve the intended learning goals or business objectives.	11	Needs Assessment (TNA)	Training Needs Assessment – A process to determine what training is required to close skill gaps in the organization.
5	Insight-to-Action	The process of taking data insights and converting them into specific, actionable improvements.	12	Intervention Effectiveness Follow-Up	A post-intervention review to evaluate the outcome and success of a training or solution implemented.
6	Training ROI (Return on Investment)	A metric that compares the benefits (e.g., skill improvement, cost savings) gained from training to the cost of conducting that training.	13	Data-Backed Recommendations	Suggestions or action points supported by quantitative or qualitative data, rather than opinion.
7	Pre- and Post-Training Assessment	Tests or evaluations conducted before and after a training program to measure learning impact.	14	Stakeholder Satisfaction	A measure of how content internal or external participants are with processes like training coordination.

Key:			
Rating	Label	Performance Range	Quantitative Description
4	Excellent	90% – 100% of target met or exceeded	Exceeds KPI by a significant margin. Results consistently surpass expectations.
3	Good	75% – 89% of target met	Fully meets KPI targets or marginally below. Shows strong, reliable performance.
2	Fair	50% – 74% of target met	KPI partially met. Results below expectations but shows effort and potential for improvement.
1	Poor	Below 50% of target met	KPI not met. Performance falls significantly short of expectations. Immediate improvement needed.

Timeline of the Evaluation Period				
Quarter	Timeline	Goal-Setting Period	Review Period	Focus Areas
Q1	Jan – Mar 2025	1st week of January	Last week of March	- Define KRAs and KPIs for Q1 - Align with departmental and company goals - End of quarter: Review achievements vs targets
Q2	Apr – Jun 2025	1st week of April	Last week of June	- Set new KRAs/KPIs based on Q1 outcomes - Address previous gaps - End of quarter: Measure growth, give feedback
Q3	Jul – Sep 2025	1st week of July	Last week of September	- Adjust goals based on business shifts - Push for high-impact deliverables - End of quarter: Evaluate consistency and innovation
Q4	Oct – Dec 2025	1st week of October	Last week of December	- Year-end strategic goals - Pre-appraisal focus - End of quarter: Comprehensive review + contribution to annual objectives

**Interview Script for the position of an
HR Analytics Intern at Psyche Panacea**

Opening - Setting a Friendly Tone

INTERVIEWER:

“Good morning, _____. Hope you didn’t face any trouble reaching here or logging in?”
(pause for response)

“Great! Just to introduce myself quickly; I’m _____, and I’m part of the _____ team at Psyche Panacea. We’re really looking forward to this conversation today.”

“Before we begin, would you like a glass of water or a quick minute to settle in?”
(Helps ease nerves.)

Setting the Context

INTERVIEWER:

“So, this is a formal interview for the HR Analytics Intern position. Feel free to be yourself and take a few seconds to think before answering any question.”

“We’ll talk about three main things today: your understanding of HR, your technical skills in analytics, and how you approach work and collaboration. All set?”

Optional: Tell us a little about yourself...(There maybe follow ups to go back and forth, about the experience, history and journey of the applicant)

SECTION 1: Knowledge → HR Understanding

Q1. What interests you about HR as a function? And where do you think analytics can really make a difference?

Q2. How do you think the insights you generate can be an asset to an organization like ours?"

Q3. Let’s say you’re reviewing a training program. What kind of data would you look at to know if it actually worked? How would you make the inferences?

SECTION 2: Skills → Hard Skills & Data Literacy

Q4. Have you worked on Excel, Power BI, or any data tools? What kind of tasks have you used them for? How would you like to rate yourself?

Q5. Suppose you have raw training data from different teams. How would you go about turning that into a clear report for HR or leadership? Any skills or past experience of the similar sort?

Q6. Tell me about a time in college or during a project where you used data to solve a problem or suggest something new. What was the process and result?

Q7. How often do you indulge in making data driven choices in your day to day life?

SECTION 3: Attitudes → Culture, Values, Fit

Q8. This internship may involve tasks that aren't always glamorous—like organizing data or taking meeting notes. How do you stay motivated during routine or less exciting work?

Q9. We often say culture is 'how people behave when no one is watching.' Can you share an example of when you went the extra mile, even though no one asked or expected you to?

Q10. Suppose someone on your team disagrees with your analysis or feedback. How would you respond—especially if they're senior or more experienced than you?

SECTION 4: Assessment Activity (15–20 minutes)

INTERVIEWER:

“As a final part of this interview, we'd like to do a short assessment. Don't worry—this isn't a test of perfection, but a chance to see your approach to thinking and working through real-world data scenarios.”

Assessment Task:

“You'll be given a simple dataset from a fictional training program conducted across three departments. Based on this, we'd like you to:

1. Identify two key insights from the data.
2. Suggest one improvement or recommendation for the training program.

3. (Optional if there's time) Draft a simple summary email to HR explaining your findings in a concise way.”

“Let me know when you're ready, and I'll share the dataset. You can use pen-paper or Excel—whatever works best for you. We'll give you around 15 minutes for this.”

(Refer to the assessment booklet)

Closing

INTERVIEWER:

“That brings us to the end of our questions. You gave some very thoughtful answers; thank you for that.”

“Before we wrap up, do you have any questions for us? About the role, or the work culture here?”

(pause for their response)

INTERVIEWER:

“Wonderful. Thanks again,_____]. We'll be in touch over the next few days regarding next steps. All the best for your journey ahead!”

Assessment task for HR Analytics Intern at
PsychePanacea

Assessment Activity Script (15–20 minutes)

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Dataset (Excel Table)

Employee ID	Department	Pre-Score	Post-Score	Completion Status	Feedback Score (/5)	Attendance (%)
E101	Marketing	55	70	Completed	4.2	90
E102	Marketing	48	65	Completed	4.5	85
E103	Sales	60	66	Completed	3.8	80
E104	Sales	58	63	Not Completed	2.5	50
E105	HR	62	80	Completed	4.9	95
E106	HR	64	78	Completed	4.6	100
E107	Finance	50	62	Completed	3.5	75
E108	Finance	51	60	Completed	3.2	70
E109	Finance	49	58	Not Completed	2.0	60
E110	Marketing	52	68	Completed	4.4	88

Instructions for the Intern (Verbal by Interviewer):

- Using the dataset, identify:
 - Average improvement in scores **per department**.
 - Average feedback score **per department**.
 - Correlation between **attendance and score improvement**.
- Based on the insights, recommend:
 - Which department might need further intervention.**
 - Any improvements to the training program.**
- (Bonus) **Write a 2-3 line summary with your top findings.**

Solution:

Insights:

1. The HR department shows the highest average score improvement (16 points) and best feedback (avg. 4.75).
2. Finance shows lowest feedback and lowest average improvement (around 10 points).
3. Correlation between attendance and score improvement: ~0.85 (strong positive).

Recommendations:

1. Finance department may need re-engagement or tailored content.
2. Ensure higher attendance – as it strongly impacts learning effectiveness.
3. Consider pre-training motivation sessions or smaller learning groups.

Key Takeaways (Bonus):

The HR training program showed the strongest gains in the HR department, with an average score improvement of 16 and feedback scores above 4.7. However, the Finance department underperformed, suggesting the need for deeper engagement. Also, strong correlation (~0.85) between attendance and outcome points to boosting participation as a key lever.

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Prototype 4: Upskilling through resources

Phase 1: Knowledge – Building Foundational HR & Analytics Understanding

Objective: Grasp core HR concepts, analytics fundamentals, and the role of data in HR decision-making.

1. **[Human Resources Analytics – Coursera \(Audit Free\)](#)**

- **Provider:** University of California, Irvine
- **Duration:** ~5 hours
- **Highlights:**
 - HR metrics lifecycle
 - Staffing, training, and compensation analytics
 - Building data-driven HR strategies
- **Note:** Audit option provides free access to course materials.

2. **[HR Analytics - Harnessing HR Data – Alison](#)**

- **Duration:** ~2–3 hours
- **Highlights:**
 - Introduction to HR analytics
 - Data-driven decision-making in HR
 - Understanding HR metrics and KPIs
- **Certification:** Free upon course completion.

3. **[People Analytics 101: HR Analytics Fundamentals – Udemy](#)**

- **Duration:** ~2 hours

Phase 2: Skills – Developing Practical HR Analytics Tools Proficiency

Objective: Acquire hands-on experience with tools like Excel and Power BI, essential for HR data analysis.

1. [Free Excel Training Videos – HR Analytics](#)

- **Content:**
 - Excel functions for HR analytics
 - Pivot tables, VLOOKUP, INDEX-MATCH
 - Data visualization techniques
- **Format:** YouTube video tutorials
- **Note:** Practical demonstrations tailored for HR applications.

2. [Human Resource Training Analytics Dashboard in Power BI – Udemy](#)

- **Duration:** ~1.5 hours
- **Highlights:**
 - Creating HR dashboards
 - Data visualization in Power BI
 - Interpreting HR training data
- **Note:** Free course focusing on Power BI applications in HR.

3. [HR Analytics Course – Great Learning](#)

- **Duration:** ~2.25 hours
- **Highlights:**
 - Levels of HR analytics (descriptive, predictive, prescriptive)
 - Challenges and implementation strategies
 - Importance of HR analytics in organizations
- **Certification:** Free upon course completion.

Phase 3: Attitude – Cultivating Professionalism and Organizational Fit

Objective: Develop soft skills, ethical understanding, and cultural sensitivity crucial for HR roles.

1. [HR Analytics for Beginners – Mind Luster](#)

- **Duration:** Self-paced
- **Highlights:**
 - Data-driven strategies in HR
 - Talent management and employee engagement
 - Organizational success through HR analytics
- **Certification:** Free upon course completion.

2. [Creating Business Value with HR Analytics – HRanalytics.io](#)

- **Content:**
 - Agile HR analytics methods
 - Identifying high-value HR analytics initiatives

- Streamlining HR processes through analytics

- **Note:** Focuses on aligning HR analytics with business objectives.

3. [HR Analytics: Tools, Types, and Benefits – Coursera Article](#)

- **Content:**

- Overview of HR analytics tools

- Types of HR analytics (descriptive, diagnostic, predictive, prescriptive)

- Benefits of implementing HR analytics

- **Note:** Informative article providing a comprehensive understanding of HR analytics.