

# EMPLOYEE DATA ANALYSIS USING EXCEL



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# PROJECT TITLE

Employee Performance Analysis  
using Excel



# AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion



# PROBLEM STATEMENT

- Analyzing employee performance to track their working skills and to motivate the low level employees by various tasks.
- To track the performance and give rewards to improve the current performance.

# PROJECT OVERVIEW

Objective:

- The primary objective of this project is to analyze employee data to gain insights into workforce demographics, performance, and other key metrics. The analysis will involve the use of pivot tables and graphs to visualize and summarize the data effectively, aiding in decision-making processes. Employee performance analysis is important to identify the performance level
- towards the project and improve their level by assigning new tasks to emerge themselves.

# WHO ARE THE END USERS?

Human Resources ( HR) Team:

- HR Managers
- HR Analysts
- Recruiters

Management and Leadership:

- Executives ( CEO,CFO)
- Department Heads

Finance Department

Board of Directors



# OUR SOLUTION AND ITS VALUE PROPOSITION



- FILTERING
  - Removing missing
- CHARTS
  - Visualization Reports
- PIVOT TABLES
  - Summary
- CONDITIONAL FORMATTING
  - Identifying Missing
- FORMULA
  - Performance Level





# DATASET DESCRIPTION

**Employee Data Set** – The employee data are taken from the Kaggle to analyze the employee performance.

## **NINE FEATURES:**

**Employee ID** - Unique identifier for each employee in the organization.

**First Name**- The first name of the employee.

**Title** - The job title or position of the employee within the organization.

**Business Unit**- The specific business unit or department to which the employee belongs.

**Employee Status**- The current employment status of the employee (e.g., Active, On Leave, Terminated).

**Employee Type**- The type of employment the employee has (e.g., Full-time, Part-time, Contract).



# THE "WOW" IN OUR SOLUTION

=IFS(Z30>=5,"VERY HIGH",Z30>=4"HIGH",Z30>=3"MED","TRUE","LOW")



# MODELLING



## Data Collection

- The employee performance analysis table are taken from the website called Kaggle.
- From the data we had some missing figures, to identify the missing terms we use conditional techniques to identify the missing terms like exit data etc..
- Then we use filtering and sorting to fill the missing figures.

## Features collection

- Pivot tables
- Charts
- Conditional formatting



## Pivot Table

1. Click insert
2. From the insert bar click pivot table in a new excel sheet
3. Select business unit and drag it in row
4. Then select performance level and drag it in column
5. Select the gender in value.

## Performance Level

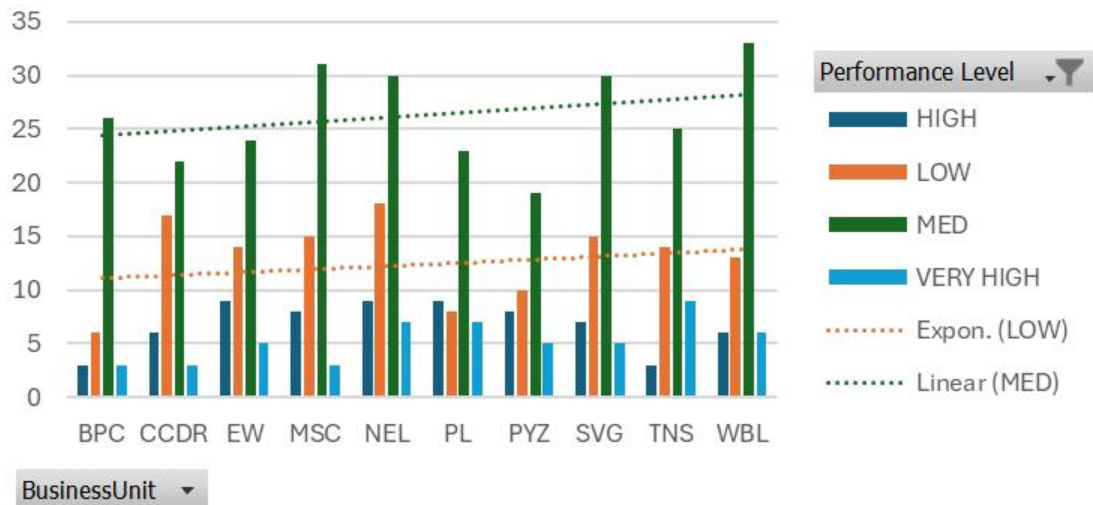
- From the pivot table we can see the analysis for female and male, we can access all types of employees by inserting slicer to see how many are full-time, part-time, and contract based employees.
- Insert graph for better analysis, the graph shows the accurate level and the performance of employees. We can see the various graphs n\by changing the options in the graph options.

# RESULTS

GenderCode ▼

Count of FirstName

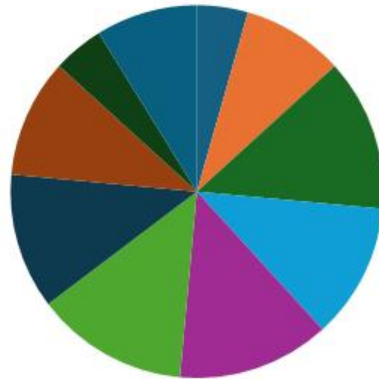
## EMPLOYEE PERFORMANCE ANALYSIS



GenderCode ▼

Count of FirstName

## EMPLOYEE PERFORMANCE ANALYSIS



BusinessUnit ▼

■ BPC

■ CCDR

■ EW

■ MSC

■ NEL

Performance Level ▼

# CONCLUSION

- From the above analysis the low, level , medium level to be improved by assigning various tasks and training in their field.
- The current high and very high level employees are improved their intensity by rewards and appreciations towards their growth to increase their participations and to give more potential towards their project.