

# 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

Our Organization faces challenges in accurately assessing employee performance across departments, leading to inefficiencies and overlooked talent. We aim to use Excel to analyze performance data, identify trends, and pinpoint areas for improvement to enhance overall productivity.

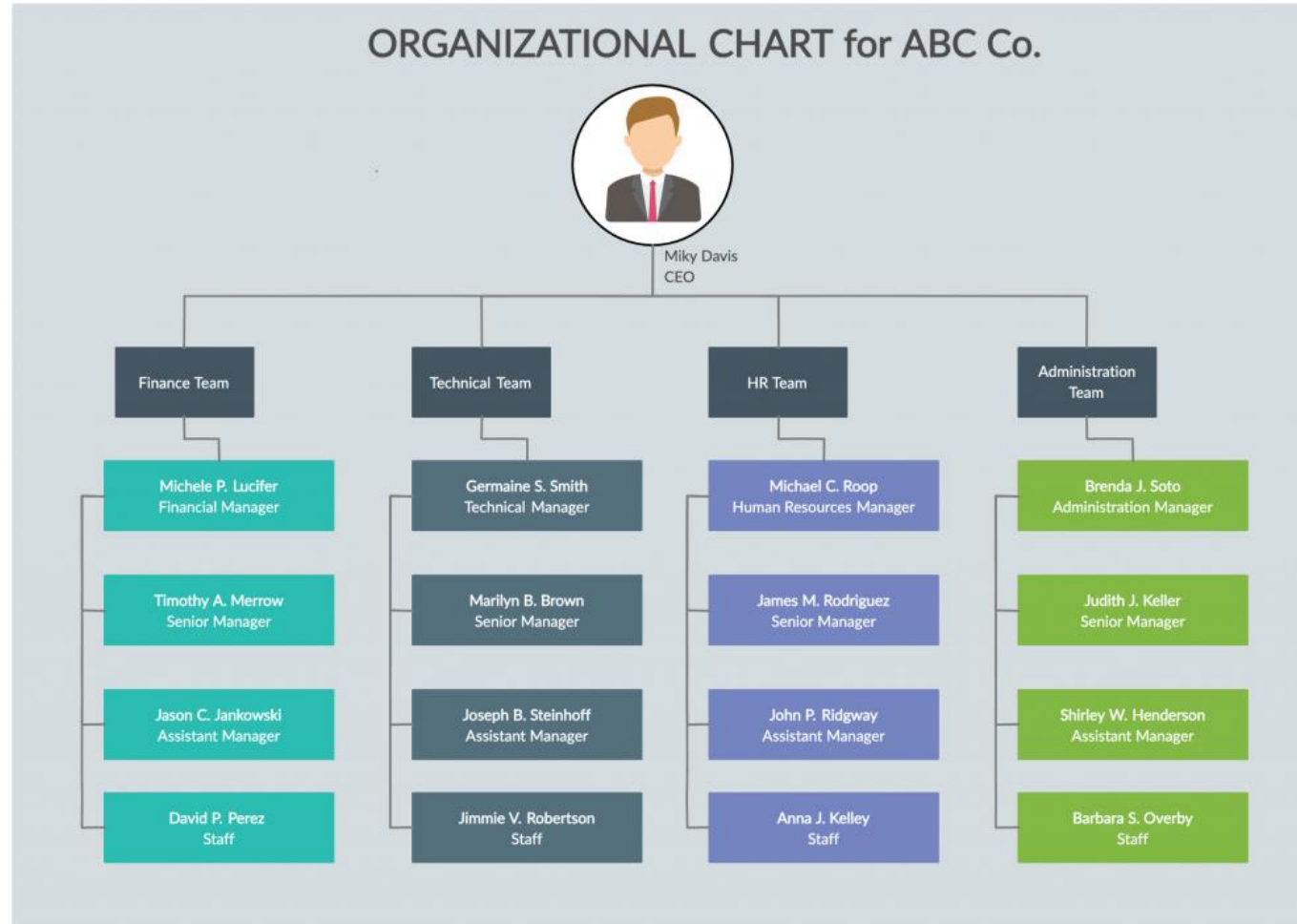


# PROJECT OVERVIEW

Employee performance analysis in Excel involves evaluating employee metrics like productivity, attendance, and quality of work. The goal is to gain insights that support decisions on promotions, training, and performance improvements. Data is typically collected from HR records, productivity logs, and performance reviews, which are then analyzed using Excel's functions, charts, and pivot tables. The outcome helps identify high performers, areas for development, and overall trends in employee performance.



# WHO ARE THE END USERS?



# OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting - missing  
Filter - remove  
Formula - performance  
Pivot - summary  
Graph - data visualization



# Dataset Description

Employee - Kaggle

26 - features

9 - features

Emp id - num

Name - text

Emp type

Performance level

Gender - male/female

Employee rating - num



# THE "WOW" IN OUR SOLUTION



Performance level=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")



# MODELLING

Data collection :

- 1) Collect relevant employee data.
- 2) Example: 21 data points.

Feature collection :

- 1) Identify and select key performance metrics.
- 2) Example: 21 features.

Data cleaning :

- 1) Clean and prepare data for analysis.
- 2) Example: 11 data points cleaned.

## Performance level determination :

- 1) Assign performance levels (e.g., A,B,C,D) to employees.
- 2) Example: 21 employees classified as level D.

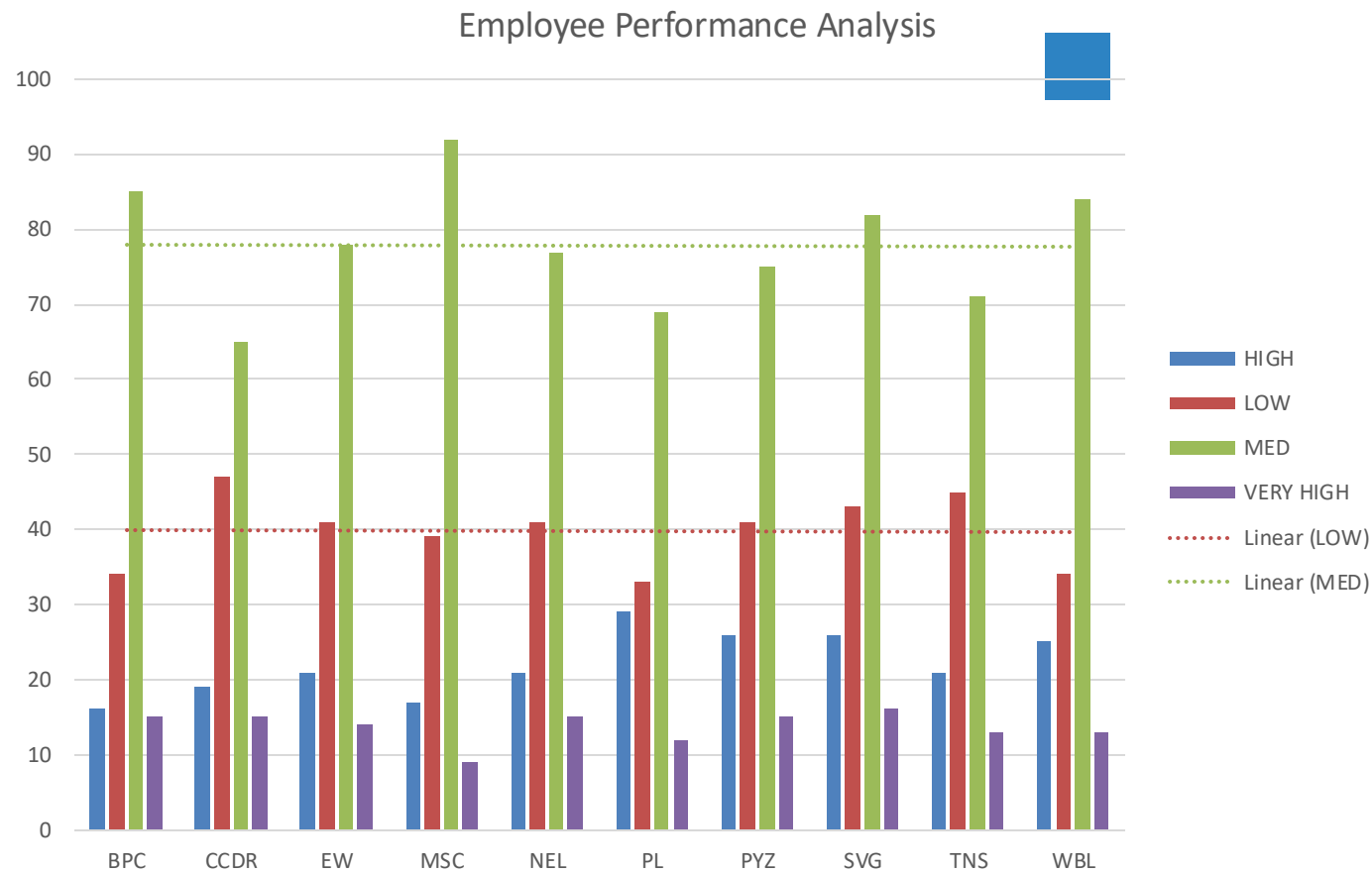
## Summary and Reporting :

- 1) Summarize data and insights.
- 2) Example: Summary for 12 employees in category D.

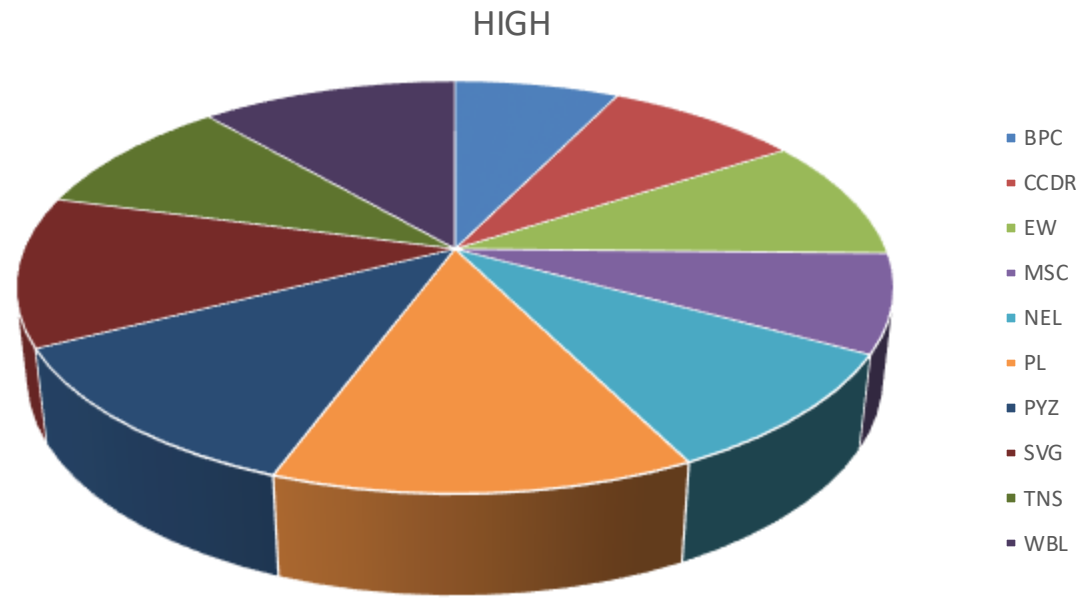
## Visualization and Final Analysis :

- 1) Create visual reports and final summaries.
- 2) Example: 11 visualizations, 12 key insights.

# RESULTS



# RESULTS



# Conclusion

To analyze employee performance using Excel, organize your data into a structured table, including columns for key performance metrics such as sales, project completion rates, customer satisfaction, attendance, and feedback. Use Excel tools like pivot tables, charts, and conditional formatting to compare identify high and low performers, and determine areas needing improvement. Conclude by summarizing the overall performance and identifying actionable insights for employee development or recognition.