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

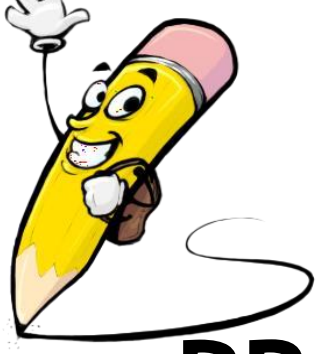
Primary Objectives:

- Improved Performance: Identify areas of strength and weakness, set goals, and provide feedback to enhance employee performance.
- Decision-Making: Inform decisions on promotions, demotions, transfers, or terminations.

Additional Benefits:

- Aligns with Organizational Goals: Ensures employees' objectives are aligned with company strategic objectives.
- Compliance and Risk Management: Documents performance issues, helping mitigate potential legal risks.
- Boosts Productivity: Encourages accountability, efficiency, and effectiveness.

By conducting regular employee performance analysis, organizations can optimize talent utilization, drive business outcomes, and create a culture of continuous improvement.



PROJECT OVERVIEW

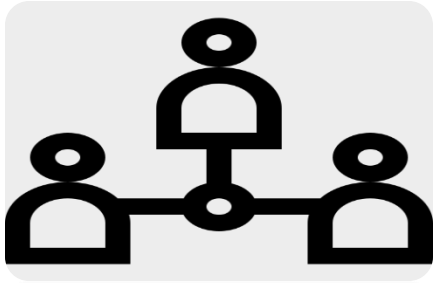
EMPLOYEE PERFORMANCE ANALYSIS

- Employee performance analysis, also known as performance evaluation or appraisal, is a systematic process to assess an employee's work performance, accomplishments, and areas for improvement.
- By implementing a structured employee performance analysis process, organizations can optimize talent utilization, drive business outcomes, and foster a culture of continuous improvement.

WHO ARE THE END USERS?

Employees

Managers



External Stakeholders

OUR SOLUTION AND ITS VALUE PROPOSITION

- **Conditional Formatting :**

  To highlight the Missing Value in the given data.
- **Filter:**

  To filter the Missing values in the given data.
- **Formula:**

  To calculate the Performance Level in the given data.

  =IF(Z2>=5,"very high",IF(Z2>=4,"high",IF(Z2>=3,"med","low")))
- **Pivot Table:**

  To summaraize the given data.
- **Graph:**

  To visualize the given data in chart representation.

Dataset Description

- Employee dataset from kaggle
- 26 features available, but considered only 9 features, They are:
    - Emp ID = Numeric
    - First Name = Text
    - Last Name = Text
    - Employee Status = Text
    - Employee Type = Text
    - Employee Classification Type = Text
    - Performance Score = Text
    - Current Employee Rating = Numeric

THE "WOW" IN OUR SOLUTION

Performance level Calculation:

=IF(Z2>=5,"very high",IF(Z2>=4,"high",IF(Z2>=3,"med","low")))

MODELLING

Data Collection:

1) Download data from Skillsbuild platform.
2) Extracted the Zip. File.
3) Save the data into a excel file.

Feature Collection:

1) 26 Features in the dataset,but selected only 9 out of it.

Data Cleaning:

1) Highlighted the Missing Value in the given Dataset using Condiional Formatting.
2) Filtered the Blank cells using filter option.

Performance Level Calculation:

1) Using =IFS(Z2>=5,”very high”,Z2>=4,”high”,Z2>=3,”med”,”True”,”Low”) formula we calculated the Performance Level.
2) Using Autofill we done the same thing to other rows.

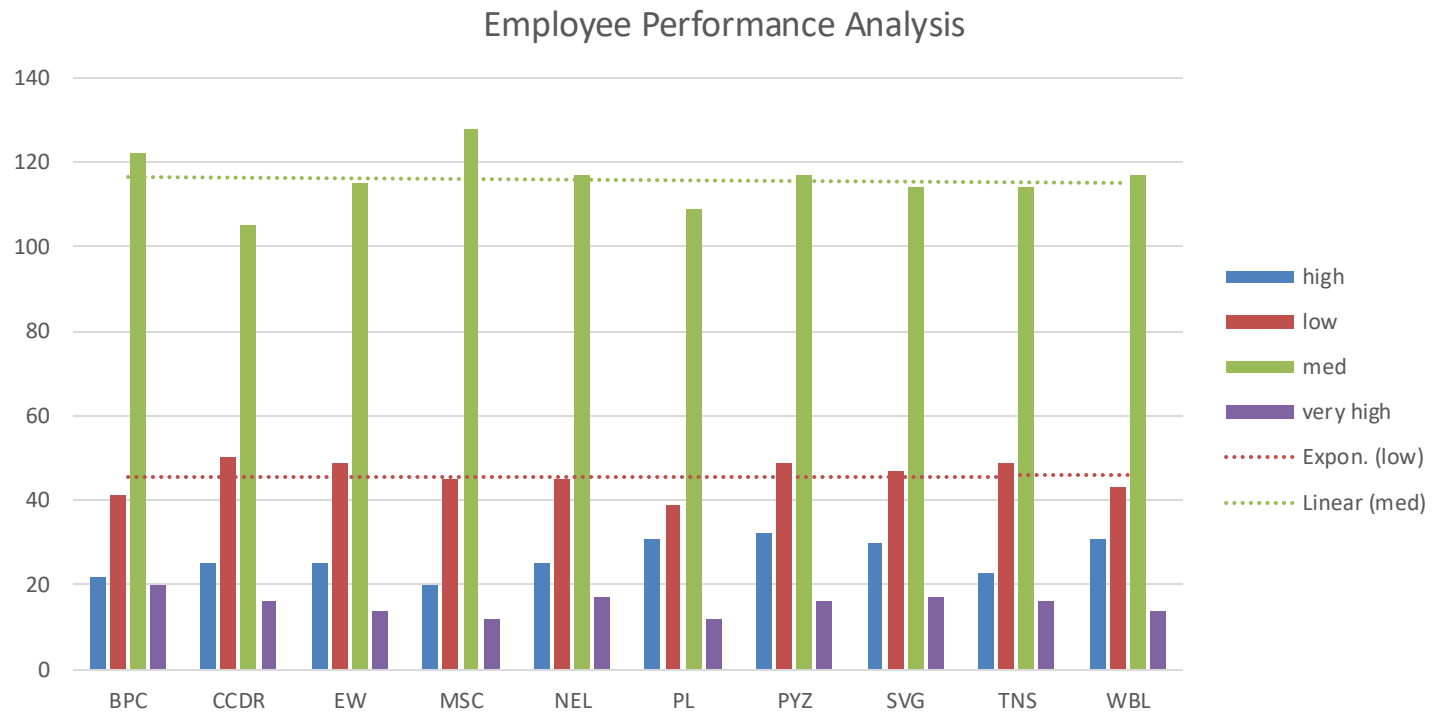
Pivot Table:

1) We summarized the dataset.

Graph Chart:

1) Data visualization.

RESULTS


Employee Performance Analysis
140
120
100
80
60
40
20
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
high
low
med
very high
Expon. (low)
Linear (med)

conclusion

Comparing the productivity of employees, we find that the number of employees with average productivity level in the organization is more than the number of employees with very high and high productivity levels.

We need to motivate employees more to improve the performance of the organization.

Top and high performers can train lower and mid-level employees to grow the business.