

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

The Problem Statement aims to Highlighting the pressing issue the research intends to address. It should be concise and to the point.

Researchers can follow a two – step approach: first think about the content of the problem statement and then organize the writing framework. It indicates what you intend to accomplish and establishes the central direction for your research

PROJECT OVERVIEW

Start by clarifying what you hope to achieve with your data analytics project. Identify the key business questions you want to answer and the decisions you aim to inform. Define clear measurable Objectives that align Project's Overall vision and goals



WHO ARE THE END USERS?

1. Managers and team Leaders
2. Human Resources (HR) Department
3. Executive Leadership
4. Finance Department
5. IT and Data Analysis Teams
6. Compliance and legal team

OUR SOLUTION AND PROPOSITION

Our solution and Its Value Proposition

Conditional Formatting	: Missing Values
Fittering	: Remove Blank Cells
Pivot Table	: Summary of Employee Data Analysis
Graph	: Visualization of Employee Data Analysis

DATASET DESCRIPTION

Descriptions for each of the columns in the dataset:

- 1.Employee ID:** Unique identifier for each employee in the organization.
- 2.First Name:** The first name of the employee.
- 3.Last Name:** The last name of the employee.
- 4.Start Date:** The date when the employee started working for the organization.
- 5.Exit Date:** The date when the employee left or exited the organization (if applicable).
- 6.Title:** The job title or position of the employee within the organization.
- 7.Supervisor:** The name of the employee's immediate supervisor or manager.
- 8.Email:** The email address associated with the employee's communication within the organization.
- 9.Business Unit:** The specific business unit or department to which the employee belongs.
- 10.Employee Status:** The current employment status of the employee (e.g., Active, On Leave, Terminated).
- 11.Employee Type:** The type of employment the employee has (e.g., Full-time, Part-time, Contract).
- 12.Pay Zone:** The pay zone or salary band to which the employee's compensation falls. associated with.

13.Employee Classification Type: The classification type of the employee (e.g., Exempt, Non-exempt).⁴

14.Termination Type: The type of termination if the employee has left the organization (e.g., Resignation, Layoff, Retirement).

15.Termination Description: Additional details or reasons for the employee's termination (if applicable).

16.Department Type: The broader category or type of department the employee's work is associated with.

17.Division Description: The division or branch of the organization where the employee works.

18.DOB (Date of Birth): The date of birth of the employee.

19.State: The state or region where the employee is located.

20.Job Function: A brief description of the employee's primary job function or role.

21.Gender: A code representing the gender of the employee (e.g., M for Male, F for Female, N for Non-binary).

22.Location: A code representing the physical location or office where the employee is based.

23.Race (or) Ethnicity: A description of the employee's racial or ethnic background (if provided).

24.Marital Status: The marital status of the employee (e.g., Single, Married, Divorced).

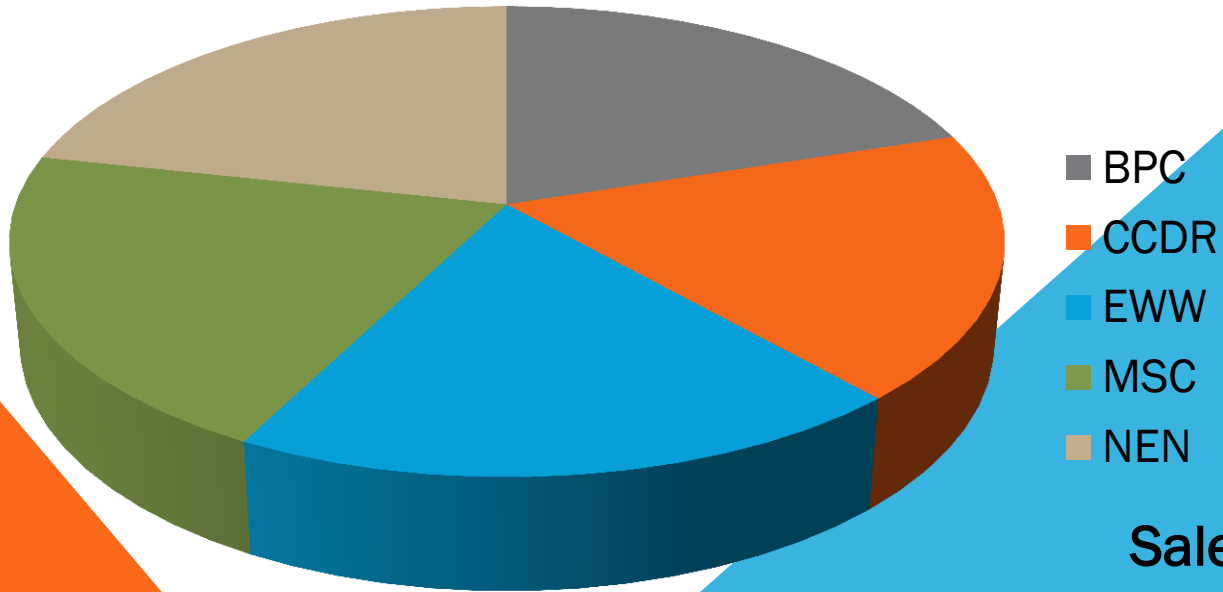
25.Performance Score: A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).

26.Current Employee Rating: The current rating or evaluation of the employee's overall performance.

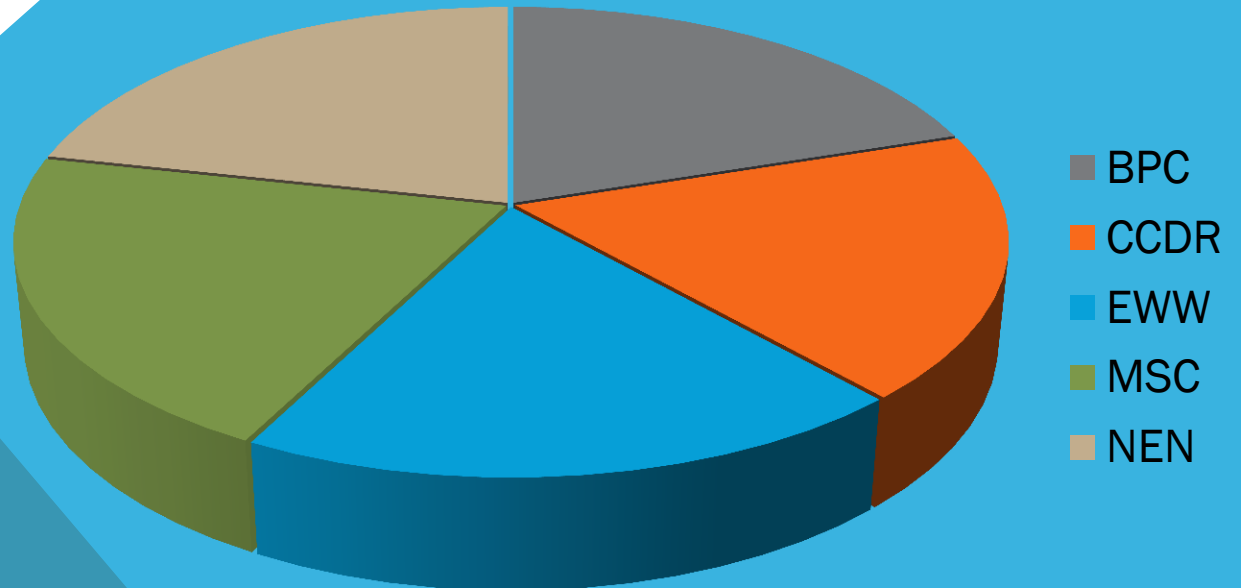
THE "WOW" IN OUR SOLUTION

1. Interactive Data Filtering: Real time filtering
2. Multiple Slicers for Comparative Analysis: Side by side comparison
3. Accessibility and Ease of Use:
User friendly reaction

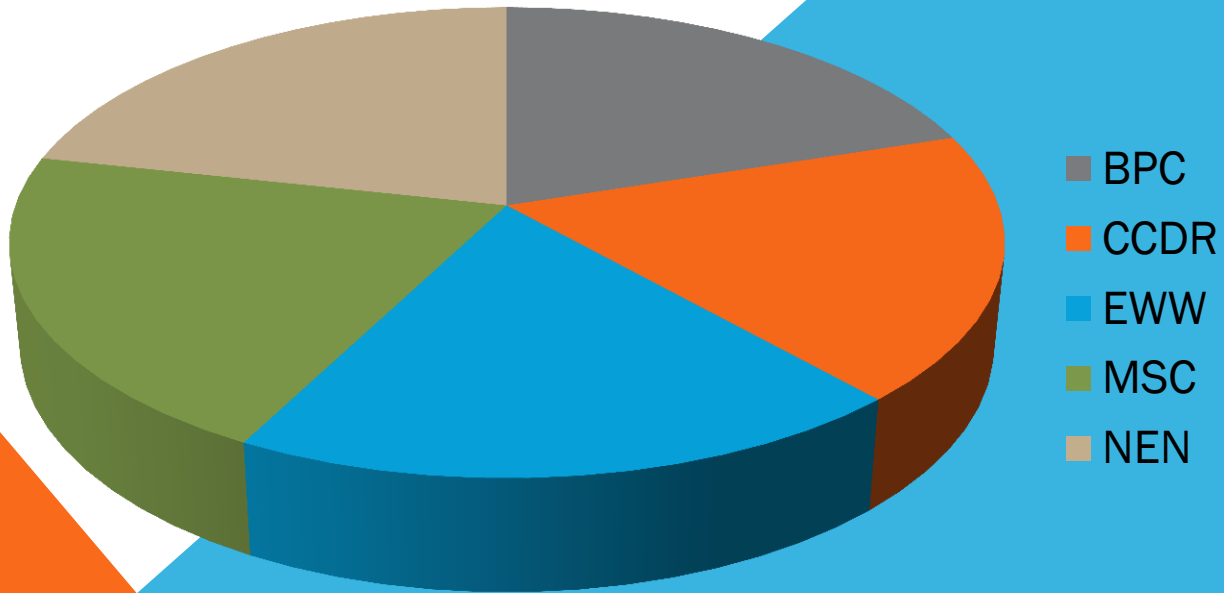
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Sales



CONCLUSION

This project has successfully analyzed Employee dataset.

The employee performance analysis conducted using Excel provides valuable insights into the distribution and evaluation of employee performance across various dimensions, such as gender, department, and job level.

By leveraging Excel's powerful tools, such as pivot tables, slicers, and conditional formatting, we were able to transform raw data into meaningful summaries, uncovering trends and disparities that may otherwise have gone unnoticed.