

# 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

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To analyze employee data to uncover insights into performance, compensation fairness, and retention rates. The goal is to identify trends and issues that impact employee effectiveness and satisfaction, enabling data-driven improvements in HR practices and organizational strategies.

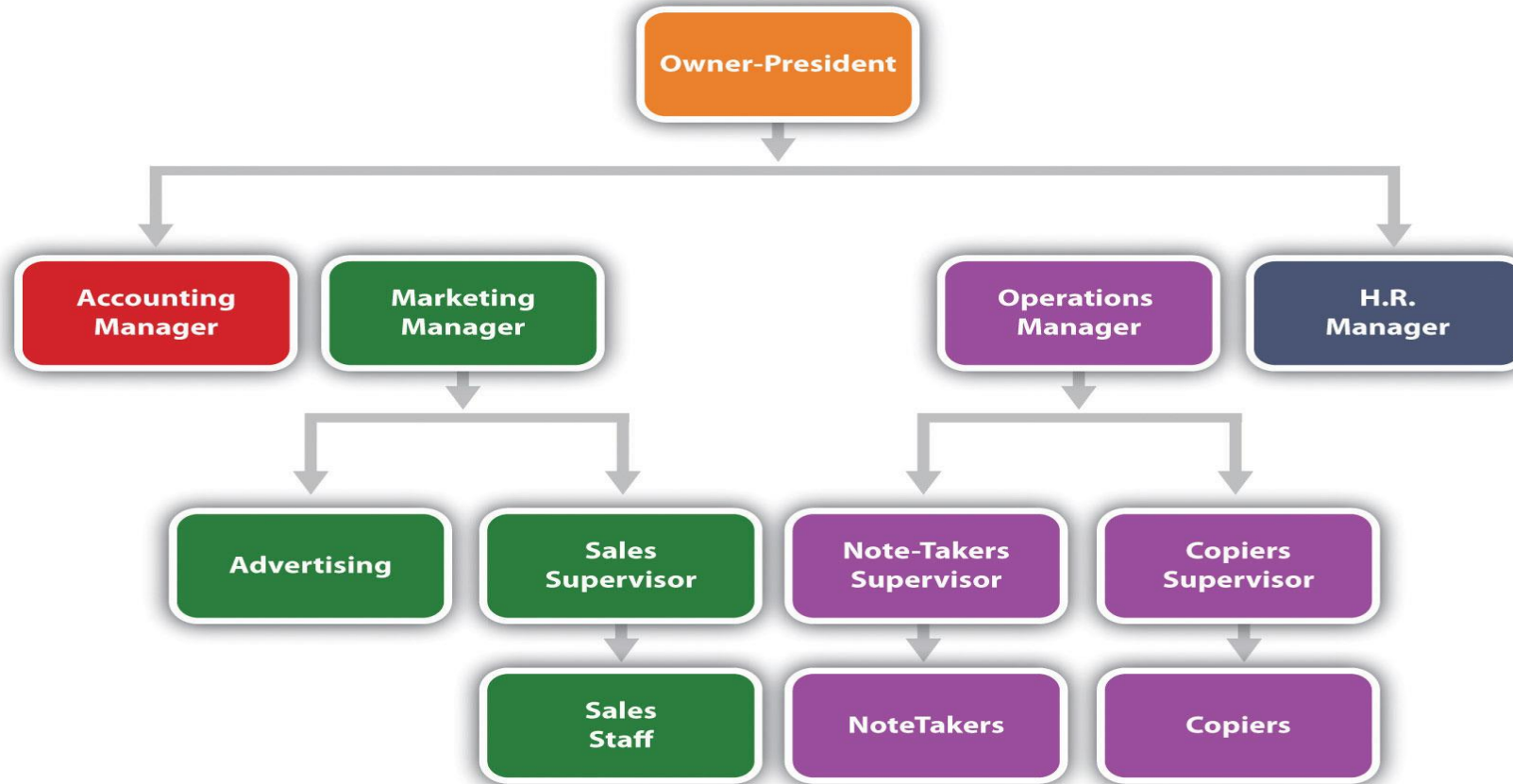


# PROJECT OVERVIEW

This project involves analyzing employee data to enhance organizational effectiveness. The analysis will focus on evaluating employee performance, assessing compensation fairness, and understanding turnover rates. By integrating data from performance reviews, payroll records, and demographic information, the project aims to identify key trends and issues. The outcome will include actionable insights and recommendations to improve HR practices, optimize compensation structures, and develop strategies to boost employee retention and satisfaction.



# WHO ARE THE END USERS?



# OUR SOLUTION AND ITS VALUE PROPOSITION



CONDITIONAL FORMATING - MISSING  
FILTER - REMOVE  
FORMULA – PERFORMANCE  
PIVOT – SUMMARY  
GRAPH – DATA VISUALISATION



# Dataset Description

Downloaded the employee dataset from kaggle. They have totally 26 features in it.

I get only 9 specified features

- **Employee ID:** Unique identifier for each employee in the organization.
- **First Name:** The first name of the employee.
- **Last Name:** The last name of the employee.
- **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).



# Dataset Description

- **Employee Classification Type:** The classification type of the employee (e.g., Exempt, Non-exempt).
- **Gender:** A code representing the gender of the employee (e.g., M for Male, F for Female, N for Non-binary).
- **Performance Score:** A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).
- **Current Employee Rating:** The current rating or evaluation of the employee's overall performance.

# THE "WOW" IN OUR SOLUTION



❖ PERFORMANCE LEVEL = IFS(Z8 >= 5, "VER  
HIGH", Z8 >= 4, "HIGH", Z8 >= 3, "MED", TRUE,  
"LOW")



# MODELLING

## DATA COLLECTION:

- 1) OPEN THE PAGE OF KAGGLE WEB
- 2) SEARCH “EMPLOYEE PERFORMANCE DATASET”
- 3) DOWNLOAD “EMPLOYEE DATA SET (ALL IN ONE)”.

## FEATURE COLLECTION:

EMPLOYEE ID, FIRST NAME, LAST NAME, BUSINESS UNIT, EMPLOYEE STATUS, EMPLOYEE TYPE, EMPLOYEE CLASSIFICATION TYPE, GENDER, PERFORMANCE SCORE, CURRENT EMPLOYEE RATING.

## DATA CLEANING:

- 1) CONTITIONAL FORMATTING
- 2) FILTER

# MODELLING

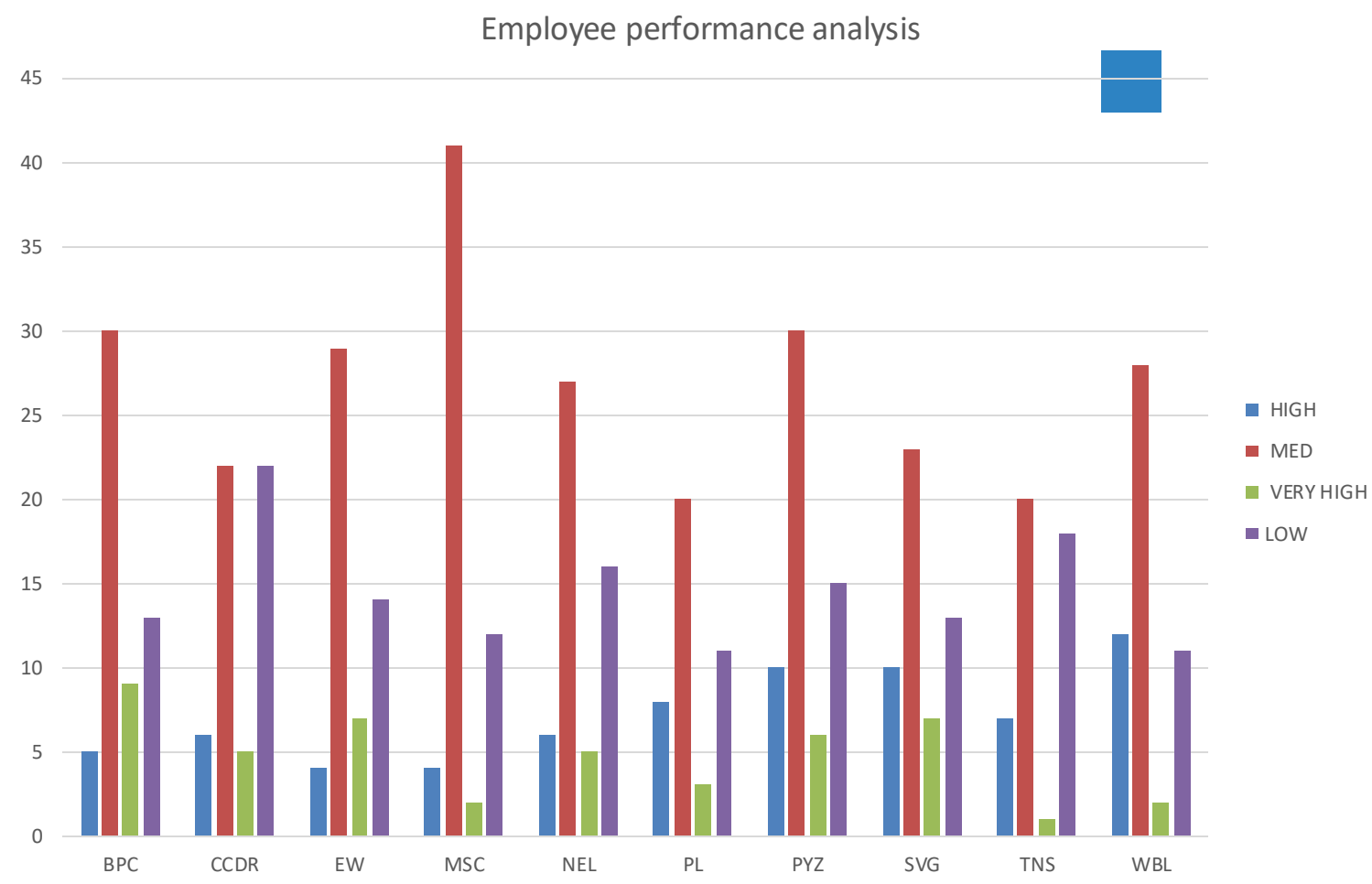
## PERFORMANCE LEVEL:

1) GRADING THE EMPLOYEE RATING USING EXCEL FORMULA

## SUMMARY:

- 1) CREATING A PIVOT TABLE
- 2) FILTER THE DATA
- 3) USING THE SLICER
- 4) INSERT RECOMMENDED CHART

# RESULTS



# conclusion

The employee data analysis reveals critical insights into performance trends, compensation fairness, and retention patterns. By evaluating performance metrics, salary distributions, and turnover rates, the analysis highlights areas for improvement in HR practices and compensation strategies. Key findings include disparities in compensation that need addressing, performance gaps that could benefit from targeted development programs, and turnover trends that suggest strategies for enhancing employee retention. Implementing these insights can lead to more informed decision-making, improved employee satisfaction, and a more effective organizational strategy.