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

➢ Analyze the employees performance based on their rating and provide summary
➢ Find which department has low performers
➢ Find how many employees are performing low and how many are performing high

PROJECT OVERVIEW

- **Increase Productivity:** Improve employee output by 20% through targeted training and performance management.
- **Enhance Quality of Work:** Reduce error rates and defects by 15% through process improvements and quality control measures.
- **Decrease Absenteeism:** Lower absenteeism rates by 20% through better work-life balance initiatives and health programs.
- **Boost Employee Engagement:** Increase engagement scores by 25% through enhanced communication, recognition programs, and career development opportunities.
4.

WHO ARE THE END USERS?

Employees — Th

Directly engage with training programs, performance management systems, and new workplace policies.

Managers and Supervisors

Implement and oversee performance improvement strategies, conduct performance reviews, provide feedback.

HR Professionals

Design and administer training programs and performance management systems, manage logistics, and evaluate effectiveness.

Senior Leadership

Set strategic direction, approve budgets and resources, and evaluate the impact of performance initiatives.

Performance Management Systems

Facilitate tracking of performance metrics and feedback processes, integral to the implementation of improvement strategies.

Training and Development Providers

Deliver training programs and workshops, interact with employees to enhance skills and performance.

Customer Service Teams

Indirectly impacted by improvements in employee performance, as better employee performance should lead to improved customer service outcomes.

OUR SOLUTION AND ITS VALUE PROPOSITION

➢ Identify the records where exit date is missing using Conditional Formatting

➢ Remove the records for which exit date is missing using Filter

➢ Derive the Performance Level using "IFS" Formula

    ➢ Alternative – Performance Rating derived using Vlookup

➢ Create a pivot to arrive at summary

➢ Plot graphs to show trend of employee performance for each business unit

I. DATA SET DESCRIPTION

1. Download employee data set using-kaggle
2. features used :

    a)   EMPID
    b)   Name
    c)   Gender
    d)   Department
    e)   Start date
    f)   Exist date
    g)   Empolyee rating
    h)   Performance rating

DATA VISUALIZATION:

1. Linear Trend of Medium and Low Performers

2. Comparative Analysis of Performance levels across Business Units

3. Filter by Gender

4. Comparative Analysis of Performance levels by Gender and By Employee Classification

THE "WOW" IN OUR SOLUTION

➤ Performance Level = IFS(Z2>=5,"VERY

HIGH",Z2>=4,"HIGH",Z2>=3,"MED",TRUE,"LOW")

MODELLING

1.Download employee datasheet from Kaggle.
2.select20 dataset in the documents data sheet& create a new excel sheet.
3.Highlight the cell which you want in the datasheet.
4.Select the performance rating and employee status.
5.Calculate the employees level in vlook formula format,veryhigh,high,low ,medium.
6.Create pivot chart and pie chart&bargraph.
7.Analysing data to par graph.

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS
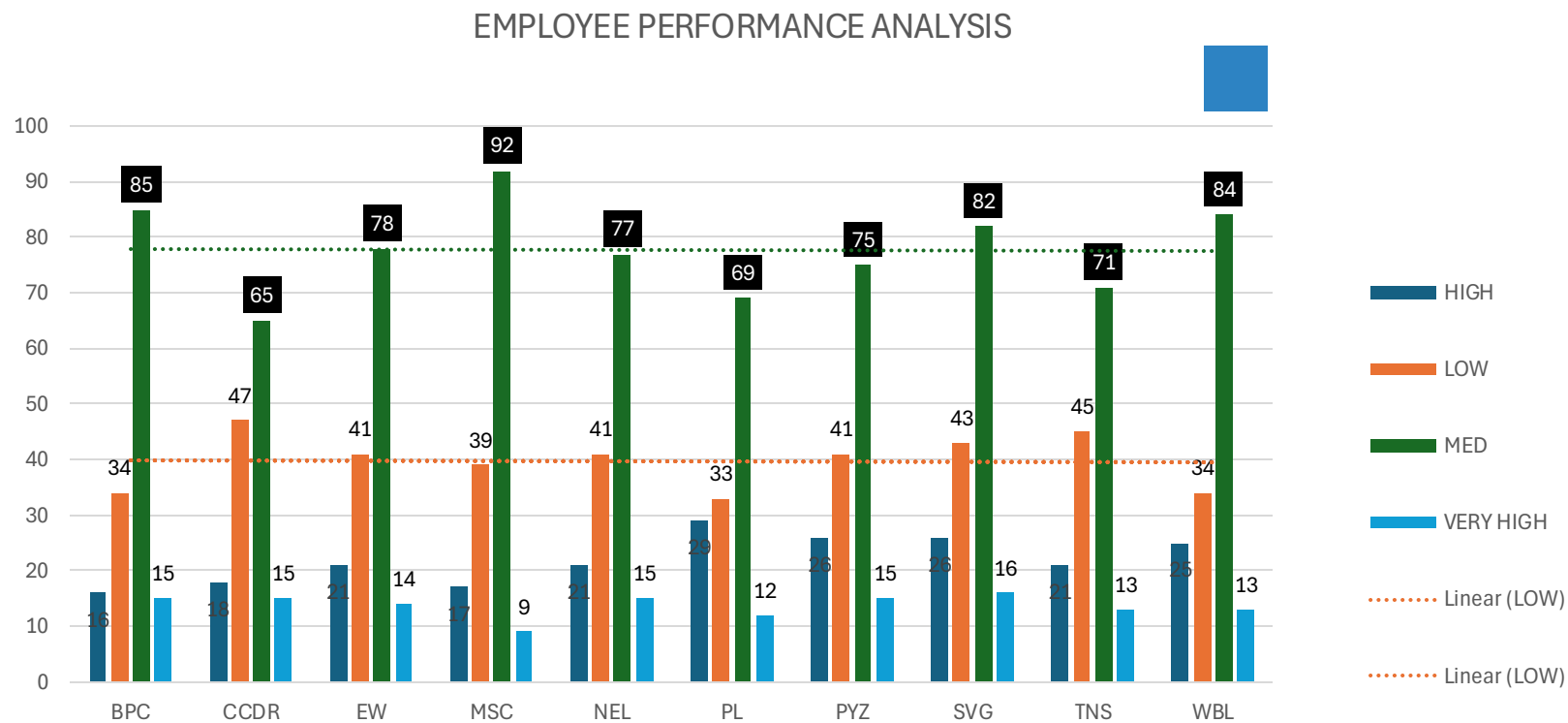
conclusion

1. Female employees highly performing compared to male employees

2. 52% of the employees are Medium Performers

3. Only 8% are performing beyond high and 13% are high performers. Thus High performers are less than 25%

4. Low performers are 27%

5. SVG Department has high performing employees and CCDR has low performing employees

6. MSC has more number of medium performers