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

- ❑ Conducting employee performance analysis is crucial for enhancing productivity and aligning individual efforts with organizational goals.

- ❑ It helps identify strengths and areas for improvement, ensuring that employees receive constructive feedback and targeted development opportunities.

- ❑ This process also supports fair evaluations, recognizes high performers, addresses performance issues, and informs strategic planning, ultimately driving employee engagement and organizational success.

PROJECTOVERVIEW

This analysis evaluates employee performance across ten business units, totaling 2,999 employees.

Performance Levels:
- **MEDIUM:** Dominates with 177 employees.
- **LOW:** Significant at 93 employees, indicating potential areas for improvement.
- **HIGH:** 2360 employees show strong performance.
- **VERY HIGH:** 369 employees excel exceptionally.

Business Unit Highlights:
- **SVG:** Highest total with 233 employees and balanced performance levels.
- **PL:** Lowest total with 12 employees, requiring focused development efforts.

The goal is to pinpoint trends, celebrate high achievers, and address performance gaps to boost overall effectiveness.

WHO ARE THE END USERS?

STAKEHOLDERS

❑ **Employees:**
  ❑ **Feedback and Development:** Offers constructive feedback for personal growth and career development, potentially increasing job satisfaction.
  ❑ **Recognition:** Highlights high performers, boosting morale and motivation.

❑ **Management:**
  ❑ **Decision-Making:** Provides data-driven insights to make informed decisions about promotions, training, and resource allocation.
  ❑ **Strategy Development:** Helps align employee performance with organizational goals and identify areas for strategic improvement.

❑ **Investors/Shareholders:**
  ❑ **Performance Impact:** Offers insights into employee performance that can affect overall company productivity and financial performance.
  ❑ **Risk Management:** Helps in identifying potential risks related to workforce performance and strategic execution.

OUR SOLUTION AND ITS VALUE PROPOSITION

✔️ **Conditional formatting** – Find missing area

✔️ **Filter** – Remove blanks

✔️ **Formula** – Allocate the performance level

✔️ **Pivot** – To get detailed summary

✔️ **Graph** – Prepare the data visualizaion

Dataset Description

- **Employee Details** – Kaggle
- **Total features** – 29
- **Relevant features** – 9
- **Employee id** – Numerical value
- **Name** – Text
- **Gender** – Male , Female
- **Employee rating** – Numerical value
- **Performance level** - Grading

THE "WOW" IN OUR SOLUTION

We used the below formula to grading the employee performance level , which help us find their efficiency .

=IFS(Z9>=5,"VERY HIGH", Z9>=4,"HIGH",Z9>=3,"MED", "TRUE", "LOW")

MODELLING

Data collection
- **Koggle** – Using this website to collect the data for the project.

Feature collection
- **Excel spread sheet** - Excel sheet is used to arrange the relevant data.

Data cleaning
- **Conditional formatting** – Used to identify the blank area.
- **Filter Option** – This option is used to remove the blanks.

Performance Level
- **Grading** - We use the "IFS" formula to grading the employee performance level
  Formula =IFS(Z9>=5,"VERY   HIGH",Z9>=4,"HIGH", Z9>=3,"MED","TRUE", "LOW")
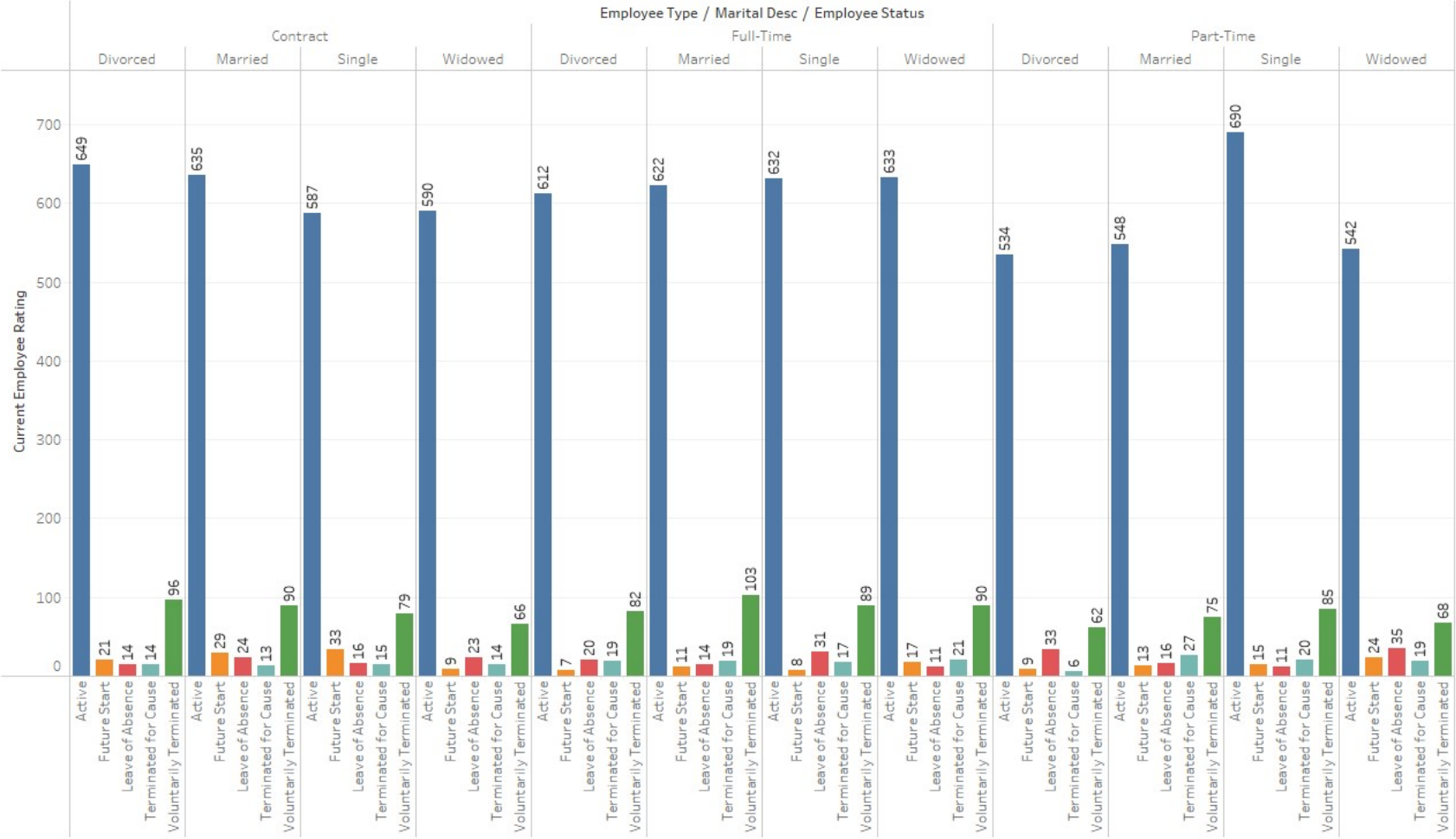
MODELLING

Summary
- **Pivot table** – We use the pivot table to get crisp and clear data about the employee performance . For that we used the below details :
  - Filter – Gender
  - Column -Performance level
  - Row – Business Unit
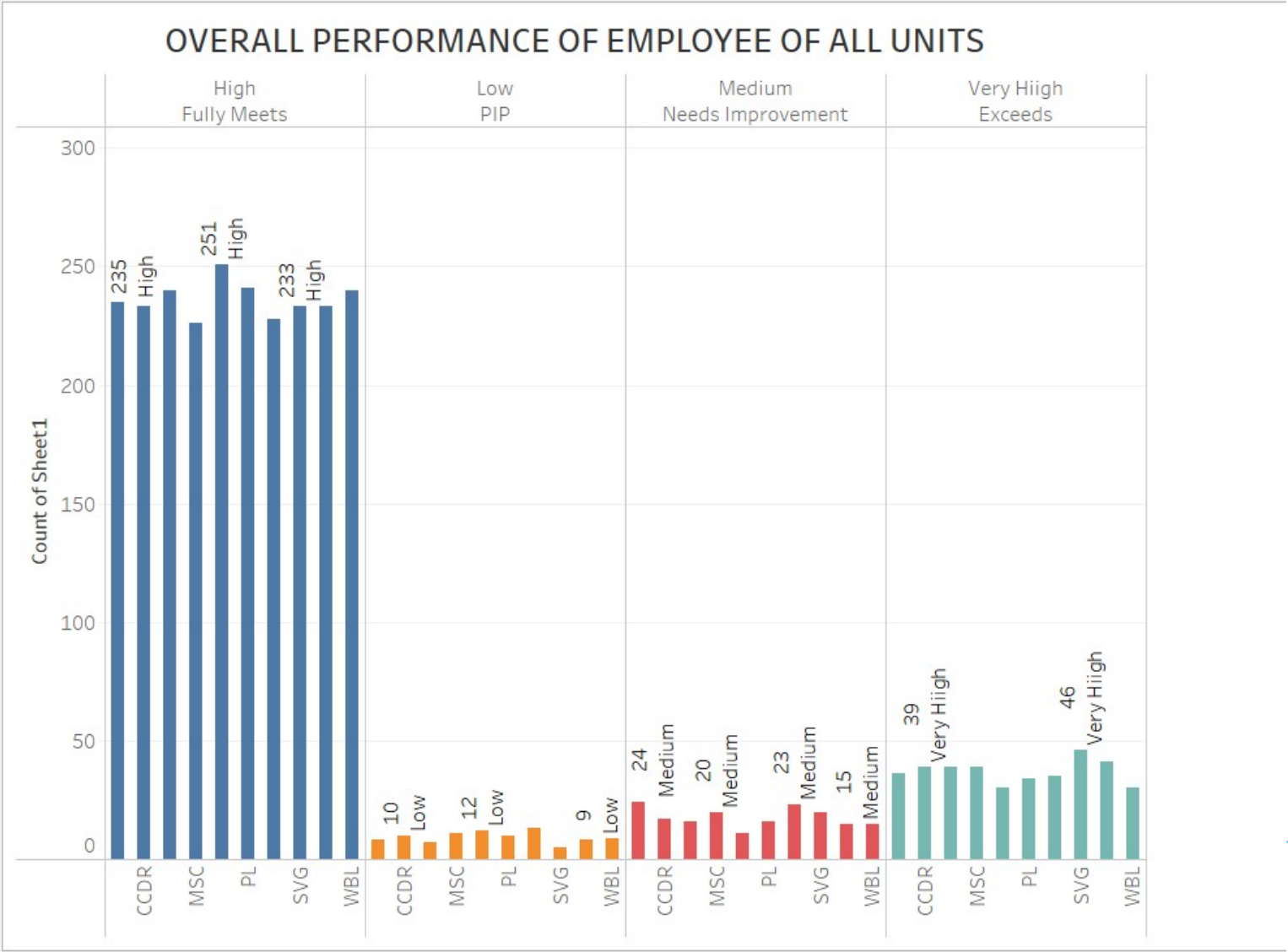 - Value – Count of First name

Visualization
- **Graph** – Graph show the result of this analysis.

RESULT

Sheet 1

RESULTS

OVERALL PERFORMANCE OF EMPLOYEE OF ALL UNITS

conclusion

✔ The employee performance analysis reveals a predominant concentration of employees in the MEDIUM performance category, indicating an average performance level across the organization. With 177 employees at this level, targeted interventions are needed to elevate performance.

✔ The LOW performance 93 category, with employees, highlights areas for potential improvement and support.

✔ Conversely, the HIGH (2360 employees) and VERY HIGH (369 employees) performance levels show a strong and exceptional workforce that drives significant organizational success.