

# Employee Data Analysis using Excel



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# PROJECT TITLE

**Employee Performance  
Analysis, Employee Status,  
Marital Status and Employee  
Type 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.



# PROJECT OVERVIEW

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 visualization

# 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

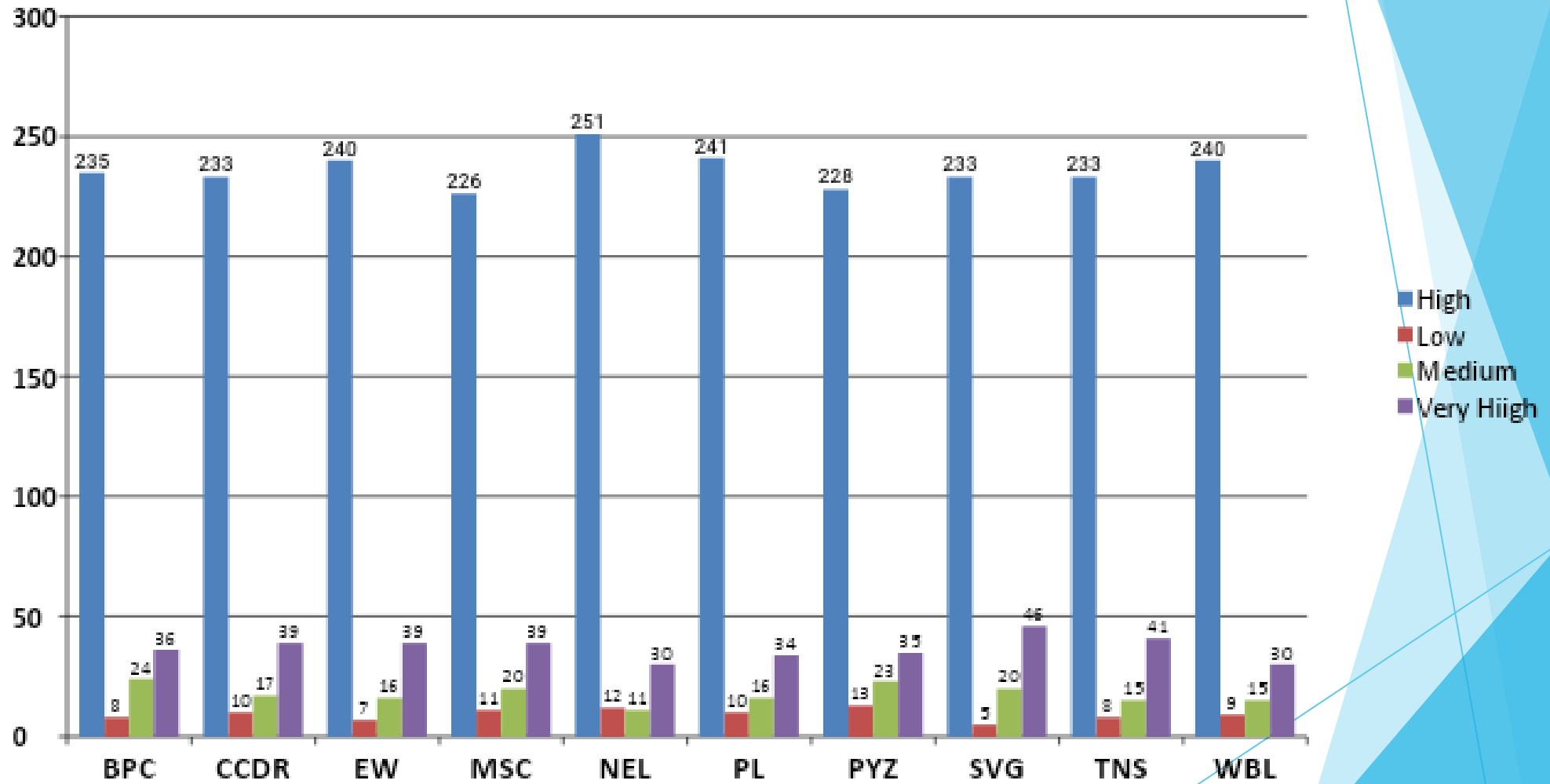
- **Pivot table** – We use the pivot table to get crisp and clear data about the employee performance . For that we used the below details :
  - Filter – Gender
  - Column -Performance level
  - Row – Business Unit
  - Value – Count of First name

## Visualization

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

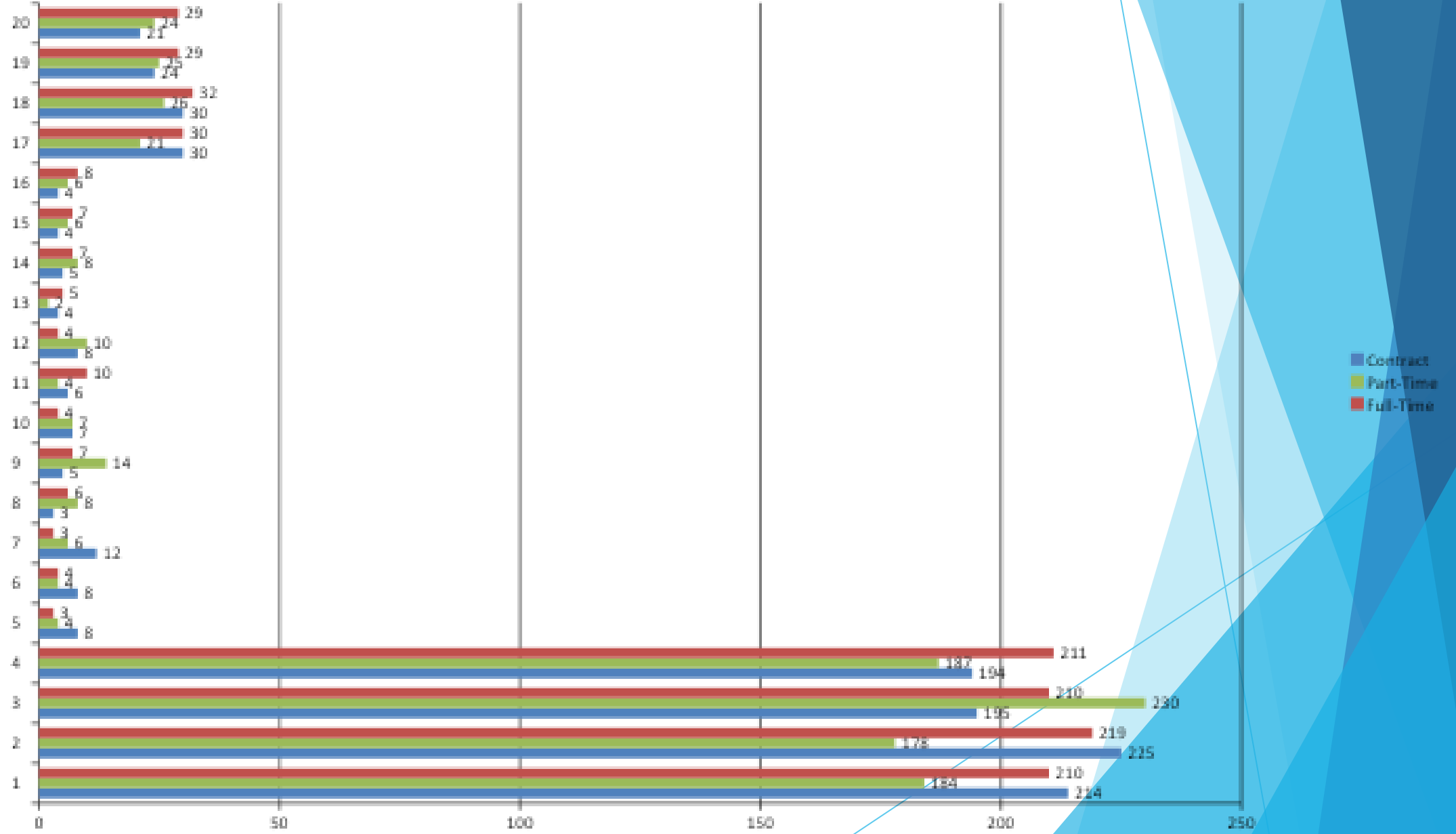
**TABLE 1- OVERALL PERFORMANCE OF EMPLOYEES IN BUSINESS UNITS**

<b>Bu</b>	<b>High</b>	<b>Low</b>	<b>Medium</b>	<b>Very Hiigh</b>	<b>Grand Total</b>
BPC	235	8	24	36	303
CCDR	233	10	17	39	299
EW	240	7	16	39	302
MSC	226	11	20	39	296
NEL	251	12	11	30	304
PL	241	10	16	34	301
PYZ	228	13	23	35	299
SVG	233	5	20	46	304
TNS	233	8	15	41	297
WBL	240	9	15	30	294
<b>Grand Total</b>	<b>2360</b>	<b>93</b>	<b>177</b>	<b>369</b>	<b>2999</b>



**TABLE 2- EMPLOYEE STATUS, EMPLOYEE TYPE & MARITAL STATUS OF BUSINESS UNITS**

Employee Status & Martial Status	Employee Type			Grand Total
	Contract	Full-Time	Part-Time	
<b>Active</b>	<b>828</b>	<b>850</b>	<b>779</b>	<b>2457</b>
Divorced	214	210	184	608
Married	225	219	178	622
Single	195	210	230	635
Widowed	194	211	187	592
<b>Future Start</b>	<b>31</b>	<b>16</b>	<b>22</b>	<b>69</b>
Divorced	8	3	4	15
Married	8	4	4	16
Single	12	3	6	21
Widowed	3	6	8	17
<b>Leave of Absence</b>	<b>26</b>	<b>25</b>	<b>35</b>	<b>86</b>
Divorced	5	7	14	26
Married	7	4	7	18
Single	6	10	4	20
Widowed	8	4	10	22
<b>Terminated for Cause</b>	<b>17</b>	<b>27</b>	<b>22</b>	<b>66</b>
Divorced	4	5	2	11
Married	5	7	8	20
Single	4	7	6	17
Widowed	4	8	6	18
<b>Voluntarily Terminated</b>	<b>105</b>	<b>120</b>	<b>96</b>	<b>321</b>
Divorced	30	30	21	81
Married	30	32	26	88
Single	24	29	25	78
Widowed	21	29	24	74
<b>Grand Total</b>	<b>1007</b>	<b>1038</b>	<b>954</b>	<b>2999</b>



# 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.