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

This project aims to analyse employee performance data using Excel to gain insights into individual and team productivity, identify key performance trends, and highlight areas for improvement. By leveraging Excel's analytical tools, the project will provide a comprehensive and data-driven evaluation of employee performance, enabling better decision-making for talent management and organizational growth.

PROJECTOVERVIEW

Employee performance analysis is a critical process for understanding and improving workforce productivity and efficiency. Using Excel as a tool for this analysis provides a cost-effective and versatile approach to managing and evaluating employee performance data. This project focuses on utilizing Excel's data management, analytical, and visualization capabilities to assess employee performance metrics, identify trends, and support data-driven decision-making. By doing so, organizations can better understand their employees' strengths and areas for improvement, leading to more effective talent management and enhanced

WHO ARE THE END USERS?

- ✔ **HR Managers and Personnel:** They can use the analysis to make informed decisions about employee development, training needs, and p

- ✔ **Department Heads and Team Leaders:** These users can utilize the insights to manage their teams effectively, identify high performers, and provide targeted support where needed.

- **Senior Management and Executives:** They can leverage the data to align employee performance with strategic business goals, make high-level staffing decisions, and drive organizational growth.
- **Employees:** Individual employees can use the feedback from the performance analysis to understand their strengths and areas for improvement, aiding in their professiona

OUR SOLUTION AND ITS VALUE PROPOSITION

DATA CLEANING

- Conditional Formating – Missing Values
- Filter – Remove Missing Values
- Formula – To Calculate Performance Category
- Pivot – Summary
- Graph – Data Visualization

Dataset Description

DATA COLLECTION

EMPLOYEE – KAGGLE

There are 26 Features but here I considered only 6 Features, there are as follow:

- Employee ID – In Numerical Value
- Name – In Text
- Employee Type
- Performance Level
- Gender – Male/Female
- Employee Rating – In Numericals

THE "WOW" IN OUR SOLUTION

PERFORMANCE LEVEL

IFS(Z8>=5,”VERY HIGH”,Z8>=4,”HIGH”,Z8>=3,”MED”,TRUE,”LOW”)

New idea concept in Formula’s presented in this excel project.

MODELLING

1. DATA COLLECTION
2. FEATURE COLLECTION
3. DATA CLEANING
4. PERFORMANCE LEVEL
5. SUMMARY – PIVOT TABLE
6. GRAPH – DATA VISUALIZATION

- **DATA COLLECTION**

Excel sheets were taken from the Kaggle (Employee data set sheets), where 26 features are available but I considered only 9 of them. There as follow:

i. Employee Id – In Numerical
ii. Name – In Text
iii. Employee Type
iv. Performance Level
v. Gender – Male/Female
vi. Employee Rating – In Numerical

- **DATA CLEANING**

    i. Condition formating – Missing Values

    ii. Filter – Missing values (REMOVE)

    iii. Formula – To calculate Performance category

    iv. Pivot – Summary

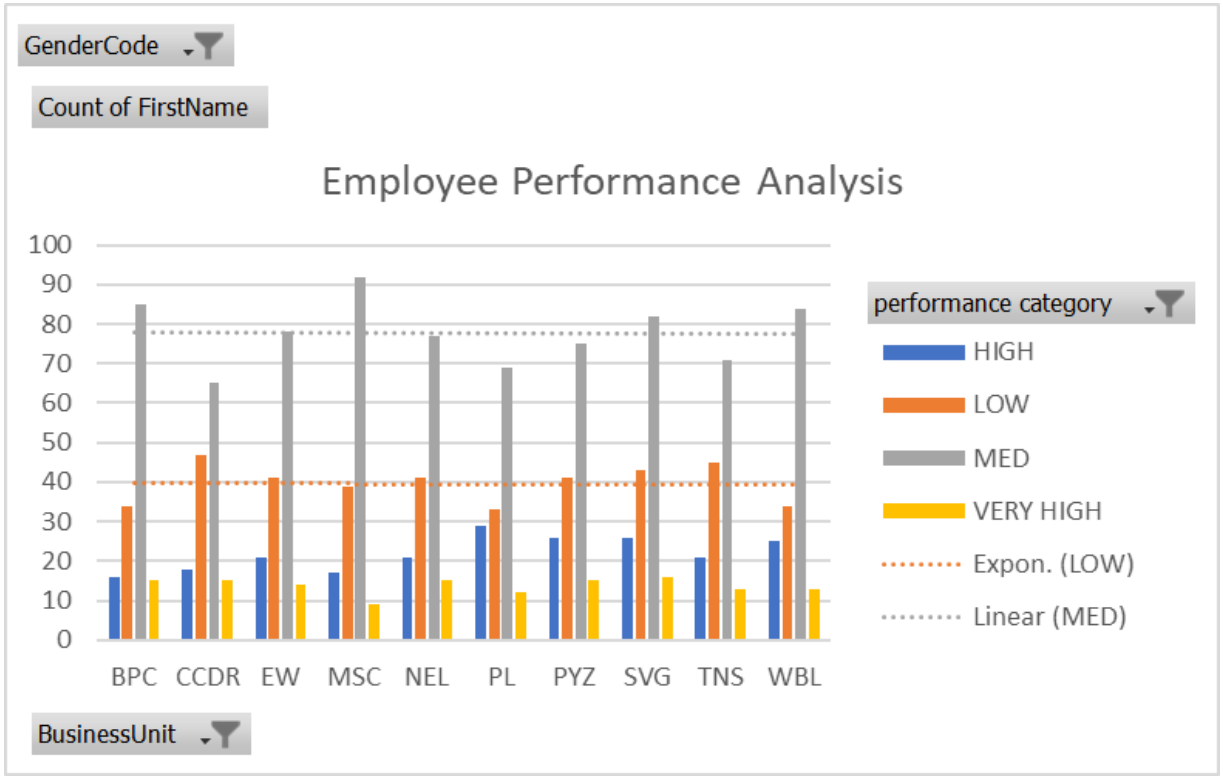
    v. Graph – Data Visualization

- **PERFORMANCE LEVEL**

    New idea concept in formula’s

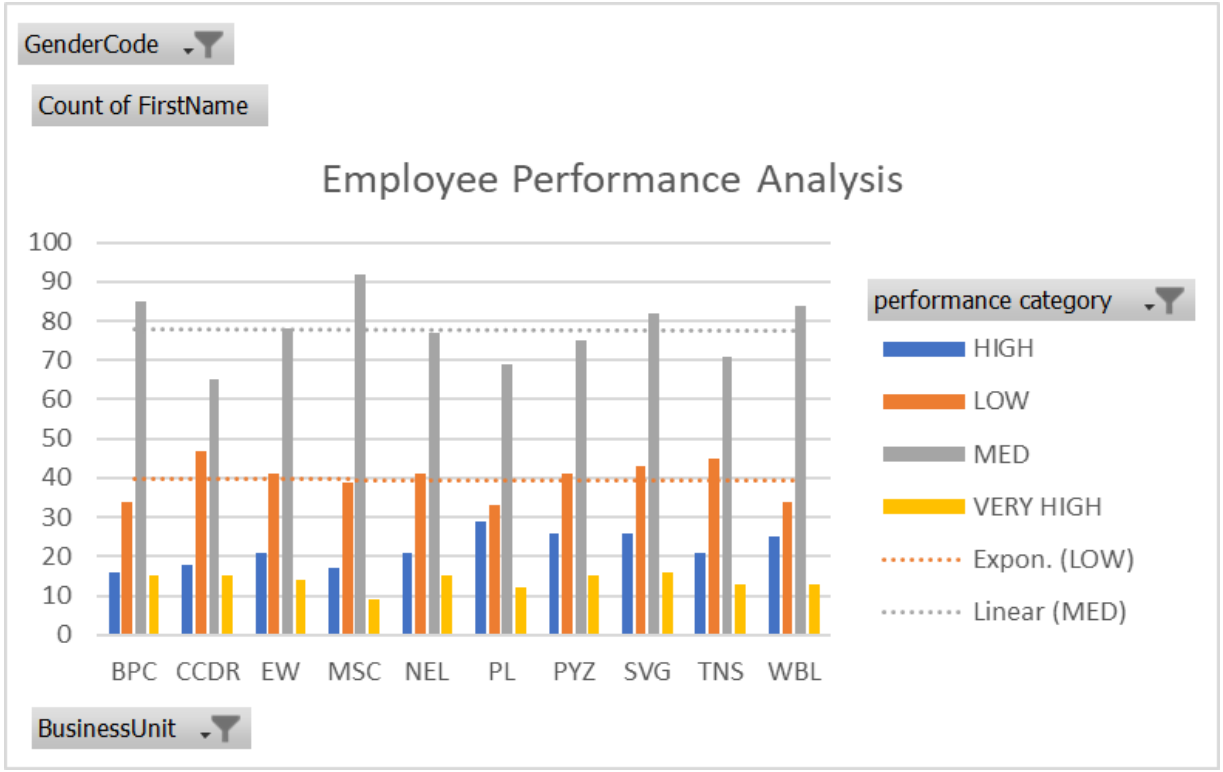
IFS(Z8>=5,”VERY HIGH”,Z8>=4,”HIGH”,Z8>=3,”MED”,TRUE,”LOW”)

- **GRAPH – DATA VISUALIZATION**



RESULTS

GRAPH (DATA VISUALIZATION)



conclusion

The employee performance analysis using Excel effectively identified key performance metrics, highlighted areas of strength, and pinpointed opportunities for improvement. By leveraging Excel's data analysis and visualization capabilities, the project provided clear, actionable insights to enhance individual and team performance, facilitating data-driven decision-making for future training, development, and resource allocation.