

# Employee Data Analysis using Excel



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# PROJECT TITLE

**Employee analysis based on  
specific department**



# 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

**The primary challenge is to identify performance gaps and satisfaction levels within specific departments. Without a clear analysis, organizations face difficulties in optimizing employee productivity, retaining talent, and ensuring balanced workloads.**



# PROJECT OVERVIEW

**Employee analysis in a specific department involves evaluating key metrics such as performance, productivity, and engagement. This includes assessing individual and team contributions to departmental goals, identifying skills gaps, and understanding workload distribution. Turnover rates, employee satisfaction, and professional development opportunities are also examined.**



# WHO ARE THE END USERS?

- **HUMAN RESOURCE DEPARTMENTS**
- **MANAGEMENT AND LEADERSHIP**
- **TEAM LEADERS AND SUPERVISORS**
- **EMPLOYEES**
- **EXECUTIVE LEADERSHIP**
- **BUSINESS ANALYSTS**
- **RECRUITERS**

# OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF  
EMPLOYEE PERFORMANCE

PIE CHART- FINAL REPORT

# Dataset Description

- **EMPLOYEE DATA SET- NAN MUDHALVAN PORTAL**  
**9 FEATURES IN EXCEL:**

**EMPLOYEE ID- ALPHANUMERIC(TEXT)**

**NAME- ALPHABETICAL(TEXT)**

**GENDER- ALPHABETICAL(TEXT)**

**DEPARTMENT - ALPHABETICAL(TEXT)**

**SALARY - NUMERICAL**

**START DATE - ALPHANUMERIC(TEXT)**

**FTE- NUMERICAL**

**EMPLOYEE TYPE- ALPHABETICAL(TEXT)**

**EMPLOYEE LOCATION- ALPHABETICAL(TEXT)**

- **3 FEATURES USED:**

**DEPARTMENT - ALPHABETICAL(TEXT)**

**FTE- NUMERICAL**

**EMPLOYEE TYPE- ALPHABETICAL(TEXT)**



# THE "WOW" IN OUR SOLUTION

❖ Our solution stands out by providing a detailed, department-specific analysis that not only highlights performance metrics but also uncovers hidden patterns and correlations.

❖ This approach empowers organizations to make informed decisions that drive tangible improvements in employee satisfaction and productivity.



# MODELLING

- **STEP-1**

**DOWNLOAD THE EMPLOYEE DATASET AND  
OPEN THE EMPLOYEE DATASET IN NAN MUDHALVAN.**

- **STEP-2**

**SELECT THE ENTIRE DATA AND CLICK ON  
DATA AND CLICK ON FILTER OPTION.**

- **STEP-3**

**SORT FROM A TO Z ORDER.**

- **STEP-4**

**SELECT THE ENTIRE DATA AND CLICK ON  
INSERT AND CLICK ON PIVOT TABLE TO CREATE  
PIVOT TABLE.**

- **STEP -5**  
**DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.**
- **STEP -6**  
**SELECT THE PIVOT TABLE AND CLICK ON INSERT.**
- **STEP-7**  
**NOW CLICK ON THE CHART THAT YOU WANT.**
- **STEP -8**  
**THE CHART IS CREATED.**

# RESULTS

## 1.TABLE

Sum of FTE	Column Labels	
Row Labels	Accounting	Grand Total
Fixed Term	4	4
Permanent	10.8	10.8
Temporary	1.6	1.6
Grand Total	16.4	16.4

## 2. PIE CHART

Sum of FTE

Accounting



Employee type ▼

- Fixed Term
- Permanent
- Temporary

Department ▼

# conclusion

**The analysis reveals key insights into employee performance and satisfaction with specific departments, highlighting areas for improvement and success.**

**By leveraging Excel for detailed data analysis, we provided actionable recommendations that can enhance productivity and employee retention. This project demonstrated the value of targeted analysis in optimizing departmental efficiency and overall organizational health.**