Employee Data Analysis using Excel

STUDENT NAME: ASHWIN M
REGISTER NO: 312211346
DEPARTMENT: B.COM(GENERAL)
COLLEGE: ALPHA ARTS AND SCIENCE COLLEGE

PROJECT TITLE

Employee Performance Analysis, Employee Status, Martial 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

Bu	High	Low	Medium	Very Hiigh	Grand Total
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
Grand Total	2360	93	177	369	2999

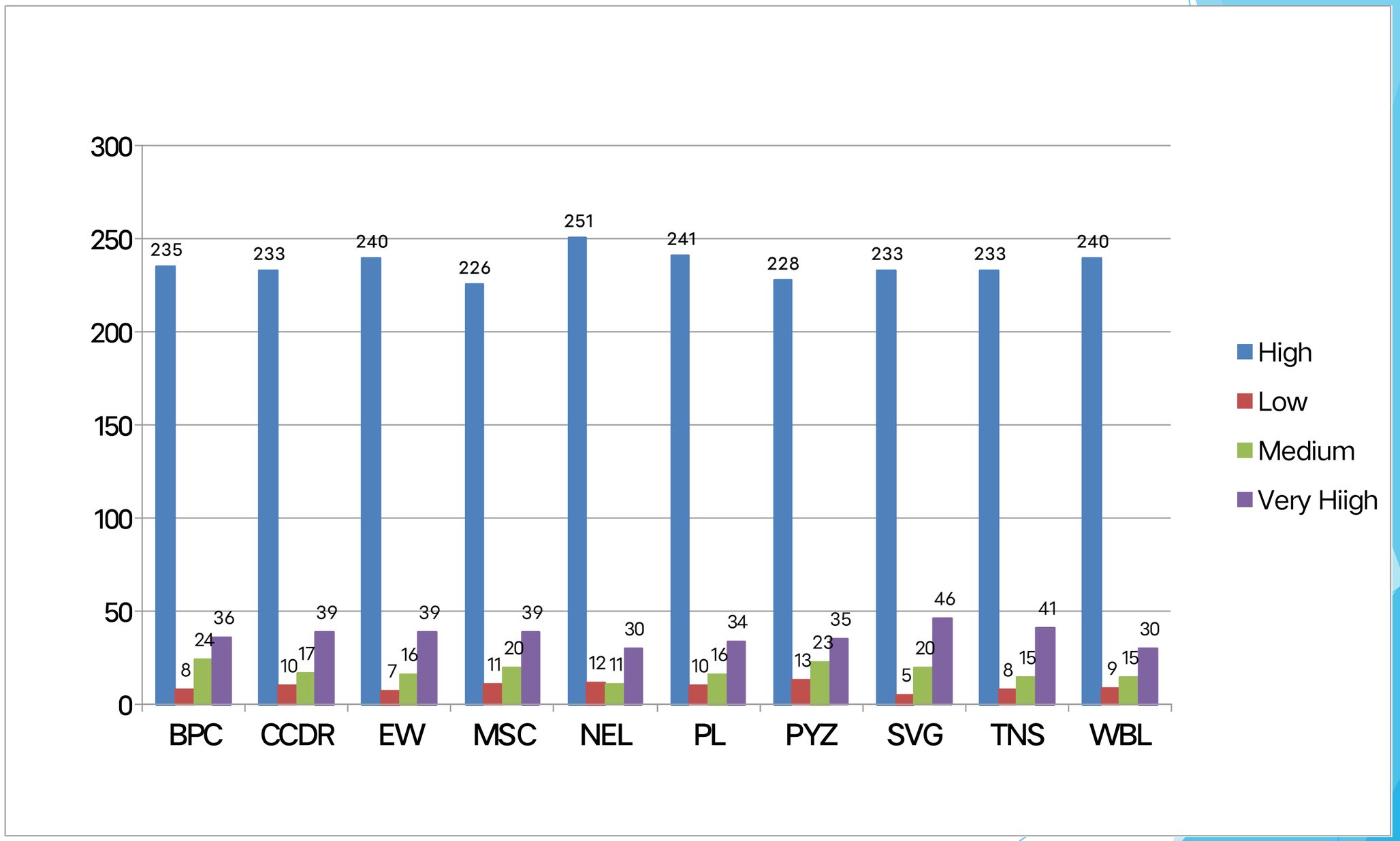
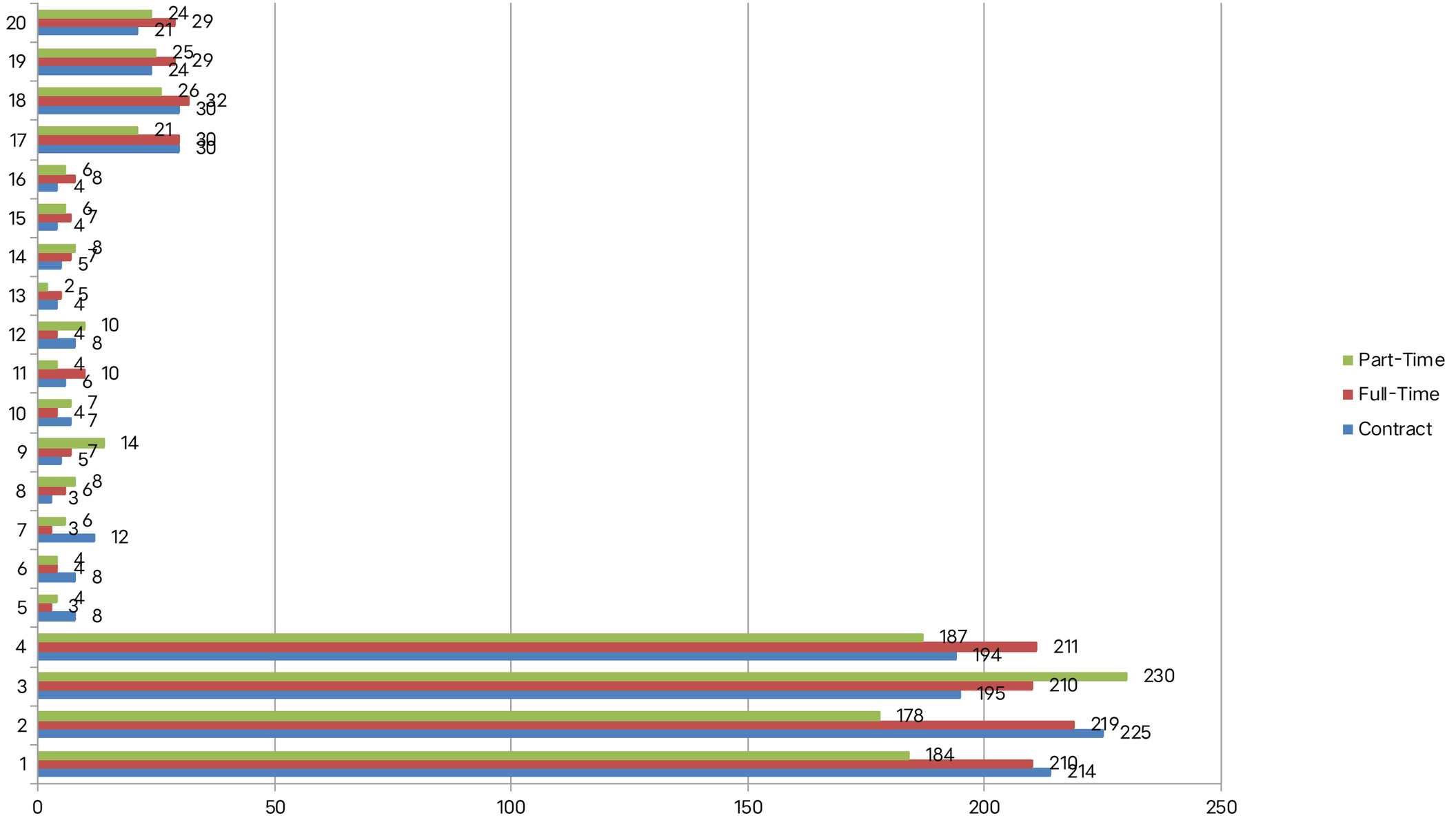

300
250
200
150
100
50
0
235
8
24
36
233
10
17
39
240
7
16
39
226
11
20
39
251
12
11
30
241
10
16
34
228
13
23
35
233
5
20
46
233
8
15
41
240
9
15
30
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
High
Low
Medium
Very Hiigh

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

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


20
19
18
17
16
15
14
13
12
11
10
9
8
7
6
5
4
3
2
1
24
29
21
25
29
24
26
32
30
21
30
30
6
8
4
6
7
4
8
7
5
2
5
4
10
4
8
4
10
6
7
4
7
14
7
5
8
6
3
6
12
3
4
4
8
4
3
8
187
211
194
230
210
195
178
219
225
184
210
214
0
50
100
150
200
250
Part-Time
Full-Time
Contract

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.