# 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

*The objective of this project is to develop a comprehensive Employee Performance Analysis system using Excel. This system will enable the HR and management teams to track, evaluate, and visualize employee performance data across various metrics such as productivity, efficiency, quality of work, and goal achievement. The analysis will identify top performers, highlight areas for improvement, and provide actionable insights to enhance overall workforce productivity and job satisfaction.

# PROJECT OVERVIEW

Employee performance is a critical factor in the success of any organization. High-performing employees drive productivity, innovation, and profitability, while underperforming employees can hinder progress and contribute to a negative work environment. Despite its importance, many organizations face challenges in effectively analyzing and understanding employee performance data. This can lead to poor resource allocation, misguided training efforts, and unoptimized team dynamics.

# WHO ARE THE END USERS?

- **Employers**
- **Employees**
- **Organization**

# OUR SOLUTION AND ITS VALUE PROPOSITION

- FILTERING: to find the missing data
- CHART: to get an graphical representation
- PIVOT TABLE: to summarize the data
- CONDITIONAL TECHNIQUE: used to find the missing data

# Dataset Description

EMPLOYEE DATASET:kaggle
TOTAL:26 features
USED:13 features

- Employee Id
- First name
- Last name
- Start date
- Exit date
- Business unit
- Employee Status
- Employee type
- Department Type
- Gender code
- Performance score
- Current Employee rating
- Performance level

# THE "WOW" IN OUR SOLUTION

**FORMULA:**

**=IFS(Z1>=5,"Very High",Z1>=4,"High", Z1>=3,"Medium",True,"Low")**

This formula is used to find the performance level of the employees which can be derived as medium,low and high

CONDITIONAL FORMATTING:

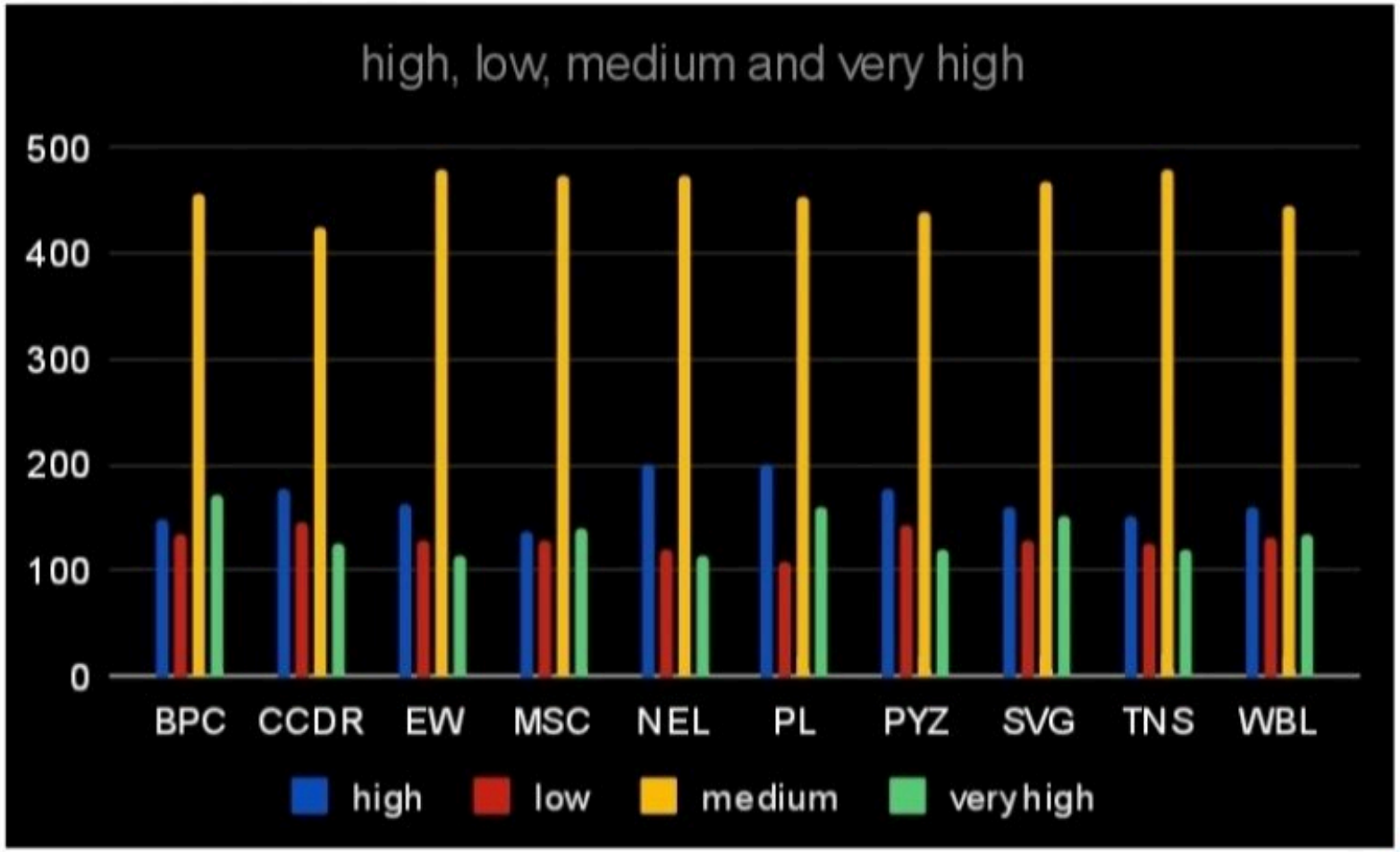
It is uesd to identify,highlight and remove the missing data in the cell

# MODELLING

- DATA SCREENING:downloaded an employee dataset from kaggle and saved the dataset in a folder then inserted it in excel
- DATA CLEANING:Using conditional formatting from home identified and removed the missing data and selected 13 datas
- DATA FORMULATING:Using IFS condition created an column of performance level using the given data
- PIVOT TABLE CREATION:Select pivot table from insert, now select the required data. A pivot table is created
- GRAPHICAL REPRESENTATION:After creating select the pivot table and go to insert icon and select recommendation chart and an visual representation is created

# RESULTS

| | high | low | medium | very high | Grand Total |
|---|---|---|---|---|---|
| BPC | 148 | 135 | 456 | 170 | 909 |
| CCDR | 176 | 146 | 423 | 125 | 870 |
| EW | 164 | 127 | 480 | 115 | 886 |
| MSC | 136 | 127 | 474 | 140 | 877 |
| NEL | 200 | 121 | 474 | 115 | 910 |
| PL | 200 | 108 | 453 | 160 | 921 |
| PYZ | 176 | 142 | 438 | 120 | 876 |
| SVG | 160 | 128 | 468 | 150 | 906 |
| TNS | 152 | 126 | 480 | 120 | 878 |
| WBL | 160 | 131 | 444 | 135 | 870 |
| Grand Total | 1672 | 1291 | 4590 | 1350 | 8903 |


high, low, medium and very high
500
400
300
200
100
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
high
low
medium
very high

# conclusion

Ultimately, this approach enables companies to better recognize and reward top performers, identify areas for development, and ensure that every employee is aligned with organizational goals. By systematically analyzing performance data, organizations can drive greater productivity, employee satisfaction, and overall business