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Pivot table for employee turnover analysis

introduction

PIVOT TABLE

- Pivot table is most powerful tool in Microsoft Excel that Allow you To quickly summarize, Analyze and Compare large amount of data. In HR, pivot table can be used to Analyze HR data and make more informed Decisions.
- Pivot table are a data analysis tool in Microsoft Excel that allow for quick Summarization, Analysis, and comparison of large amount of data.
- They work by selecting data to analyze ,dragging it into a pivot table area And defining the rows ,columns ,and values to be included . the resulting pivot table provides a clear and concise presentation of the data enabling improved data visualization ,analysis and decision making. Pivot table also automate the data analysis process ,saving time and effort . They are a valuable tool for HR professionals to gain a better understanding of key HR metrics and make more informed decision .

There are a few concepts that are essential to understanding how pivot table work

• 1.ROWS AND COLUMNS:

- Data is organized into rows and columns, with each row representing a unique record and each column representing a specific attribute or data field.
- 2.FIELD LIST:
- The field list is a list of all the data fields available to include in the pivot table. Users can drag and drop data field into the pivot table to create a desired summary.
- 3.ROW LABELS AND COLUMN LABELS:
- Row labels define the row of the pivot table and column label define the columns.by default ,pivot tables will summarize data by counting the number of occurrences of each unique value.

• 4.VALUES:

 The values area of the pivot table display the summarized data.by default, pivot tables summarize data by counting the number of occurrences of each unique value.

• 5. FILTER :

 The filter area of the pivot table allows users to filter the data based on specific criteria. This can be useful for focusing on specific data subsets.

Advantages of using pivot table

- 1.IMPROVED DATA VISUALIZATION:
- Pivot table allow you to present HR data in a clear and concise format, making it easier to understand and interpret.
- 2.IMPROVED DATA ANALYSIS:
- Pivot table allow you to easily analyze HR data by grouping amd summarizing it in different ways.
- 3.IMPROVED EFFICIENCY:
- Pivot table automate the process of analyzing HR data, reducing the time and effort required to gather and analyze HR information.

- 4.IMPROVED DECISION MAKING :
- By providing a clear and concise views of HR data, pivot tables help of HR professionals make data driven decisions.

Example of applying pivot table to hr data are

- 1. EMPLOYEE TURNOVER ANALYSIS:
- HR professionals can use pivot table to Analyze employee turnover rates by department, job function, or other attributes to identify trends and areas for improvement.
- 2. PERFORMANCE MANAGEMENT:
- Pivot table can be used to analyze performance data, such as employee ratings to identify patterns and trends in performance and to make informed decision about employee development and promotions.
- 3. RECRUITMENT AND HIRING:
- HR professional can use pivot table to analyze recruitment and hiring data , such as the source of candidates time to fill a position and diversity statistics, to identify area for improvement and to measure the effectiveness of recruitment and hiring efforts.

conclusion

 Pivot tables are a valuable tool for HR professional that can help improve the visibility, efficiency, and effectiveness of HR data and decision making. By applying pivot tables to HR data, HR professional can gain a better understanding of key HR metrics, identify area for improvement, and make more informed decision.