EMPLOYEE DATA ANALYSIS USING EXCEL

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AGENDA

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- PROJECT OVERVIEW
- END USER
- OUR SOLUTION AND PROPOSITION
- DATASET DESCRIPTION
- MODELLING APPROACH
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PROBLEM STATEMENT

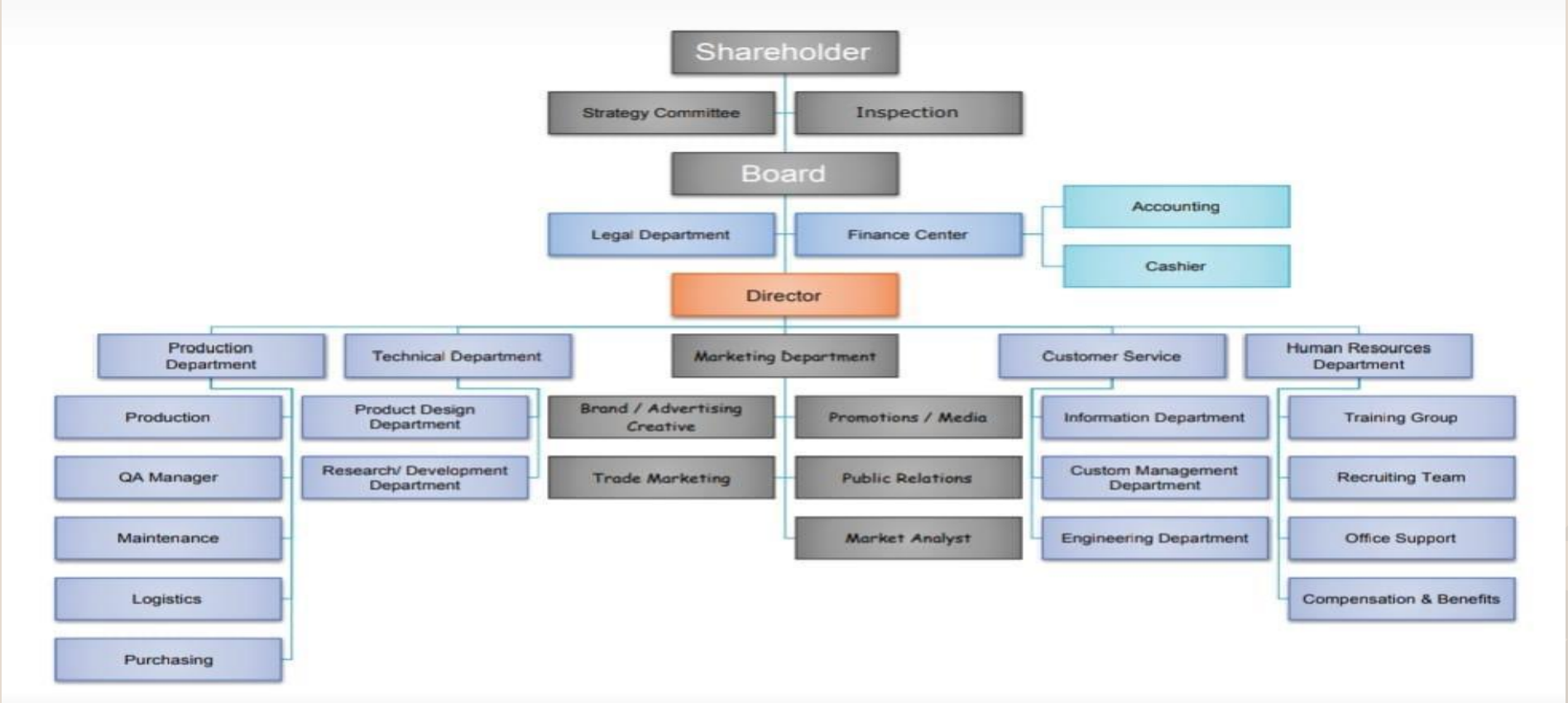
- Reviewing employee performance over time to guide strategic HR planning.
- Evaluating employee strengths, weaknesses, and trends to inform HR strategy.
- Analyzing past performance to optimize future HR decisions.
- Assessing employee performance trends to drive strategic HR initiatives.
- Examining employee performance data to shape HR strategy and improvement.

PROJECT OVERVIEW

Developing a robust performance evaluation framework to accurately assess employee performance and inform data-driven decisions. This comprehensive approach will:

- Analyze job roles, goals, and KPIs.
- Combine quantitative and qualitative methods for a holistic view.
- Produce precise performance assessments and tailored development plans.
- Drive organizational efficiency and informed decision-making.

WHO ARE THE END USERS ?



Our solution and its value proposition

- Conditional formatting-missing.
- Filter-remove.
- Formula-performance.
- Pivot-summary.
- Graph-data visualization.

DATASET DESCRIPTION

- Employee dataset from Kaggle.
- 26-features.
- We selected 9-features.

    Employee ID number

    Employee name

    Employee type

    Performance level

    Gender

    Employee rating number

THE “WOW” IN OUR SOLUTION

Using this formula we have measured the performance level of employees working in an organization.

Performance level = IF(Z2>=5,"VERY HIGH",Z2>=4,"HIGH",Z2>=3,"MED","TRUE","LOW“)

MODELLING

- Data collection

  -Download the employee dataset from Kaggle.

  -After the download, an Excel sheet will open.

  -In that sheet, we have employee data details which have 26 features.

- Features collection

  -We are selecting 9-features for our project.

  -In that feature, we have employee ID, employee name, employee type, gender, performance level, and employee rating.

- Data cleaning

  -In this method, we clear the empty rows or columns in the sheet.

  -By selecting the empty rows and clearing them using a conditional formatting tool.

- Performance level

  -Here, we calculate the performance of the employees.

  -By using a formula we can calculate the performance.

  -Using IF formula: =IF(Z2>=5, "VERY HIGH", Z2>=4, "HIGH", Z2>=3, "MED", "TRUE", "LOW“)

- Pivot table

  -After creating the performance level, click on the pivot table icon.

  -In that, an application will appear as a row, column, fields.

  -Select the required items and click ok.

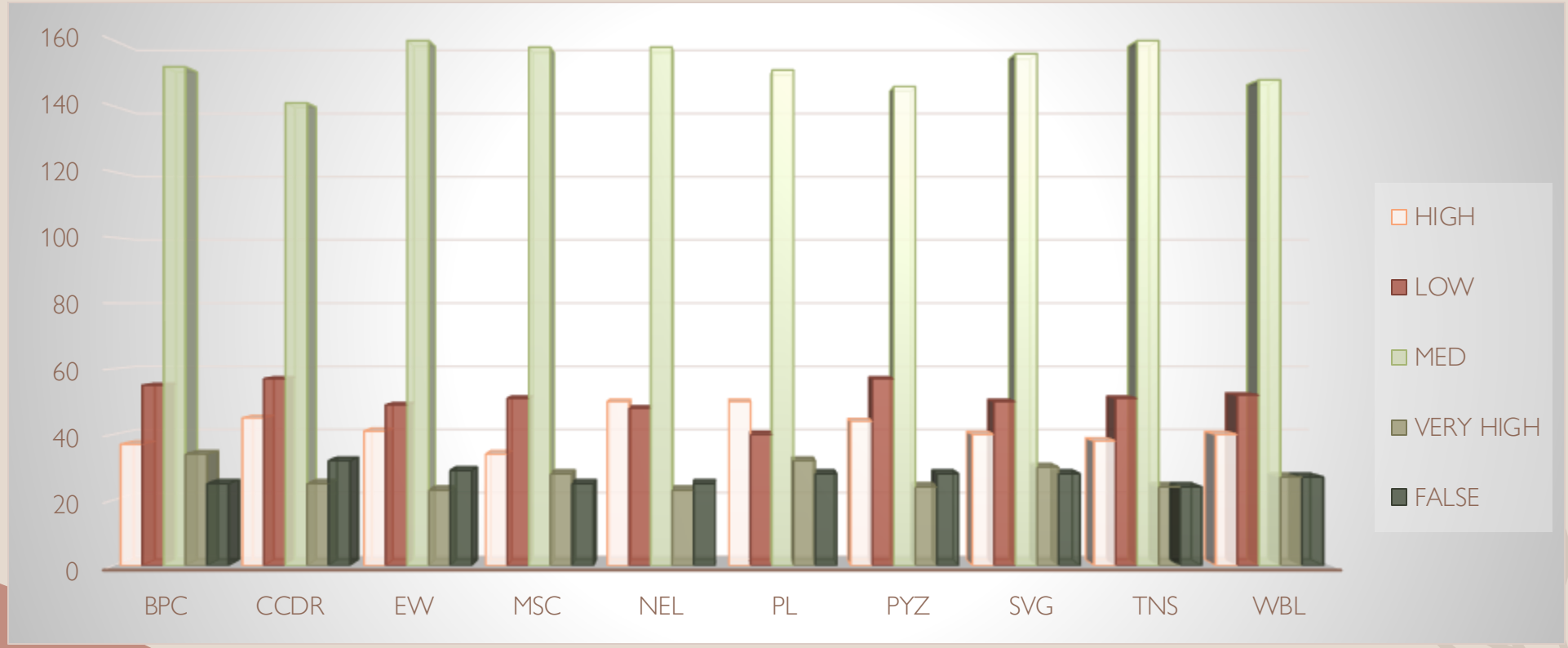
  -Then using the details create a graph.

- Summary

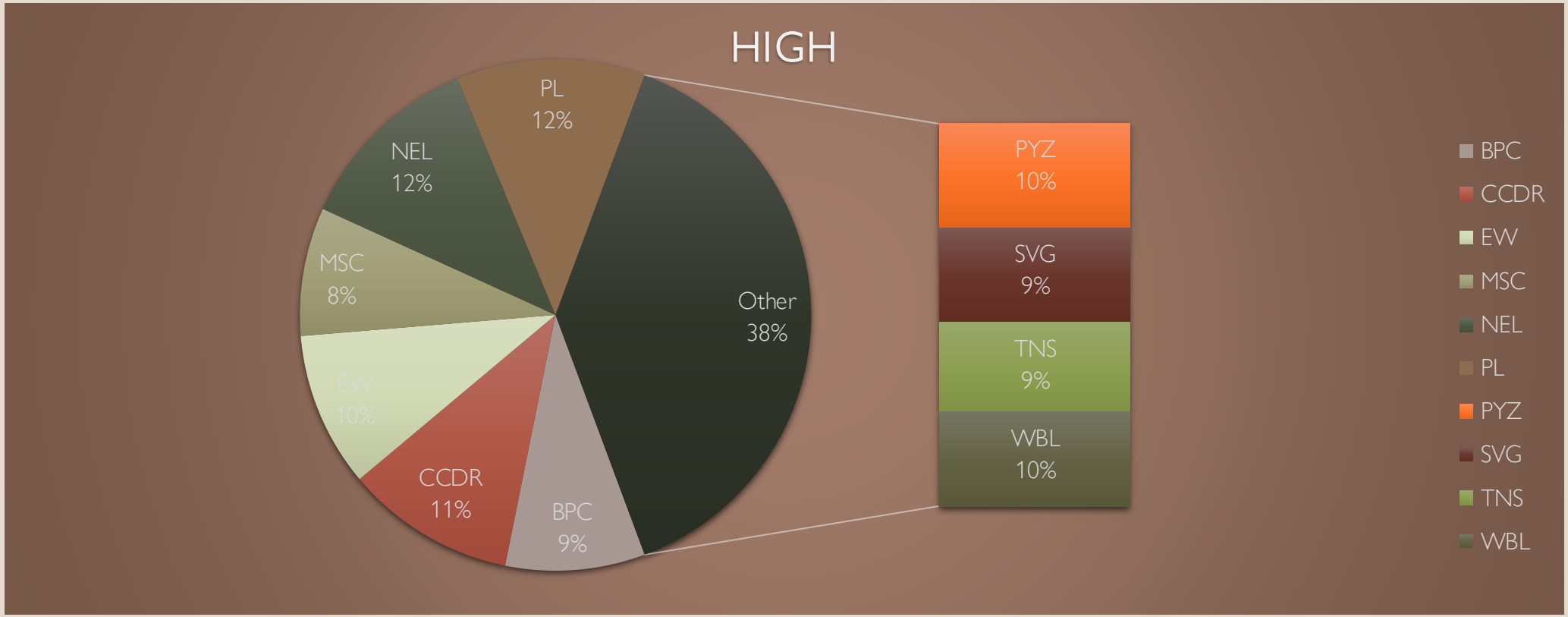
  -Using this method, we can know the performance level of the employees through the graph.

RESULTS

Employee Performance Analysis



Performance Level



CONCLUSION

Effective employee performance analysis has far-reaching benefits, including better resource allocation, enhanced accountability, improved succession planning, increased employee retention, data-driven promotions, skills gap identification, enhanced employee experience, strategic alignment, competitive benchmarking, and continuous improvement. Accurate performance assessments enable targeted development initiatives, improved employee engagement, and a culture of constructive feedback, ultimately leading to a high-performing culture that supports the organization's overall mission and objectives.