EMPLOYEE DATA ANALYSIS USING EXCEL

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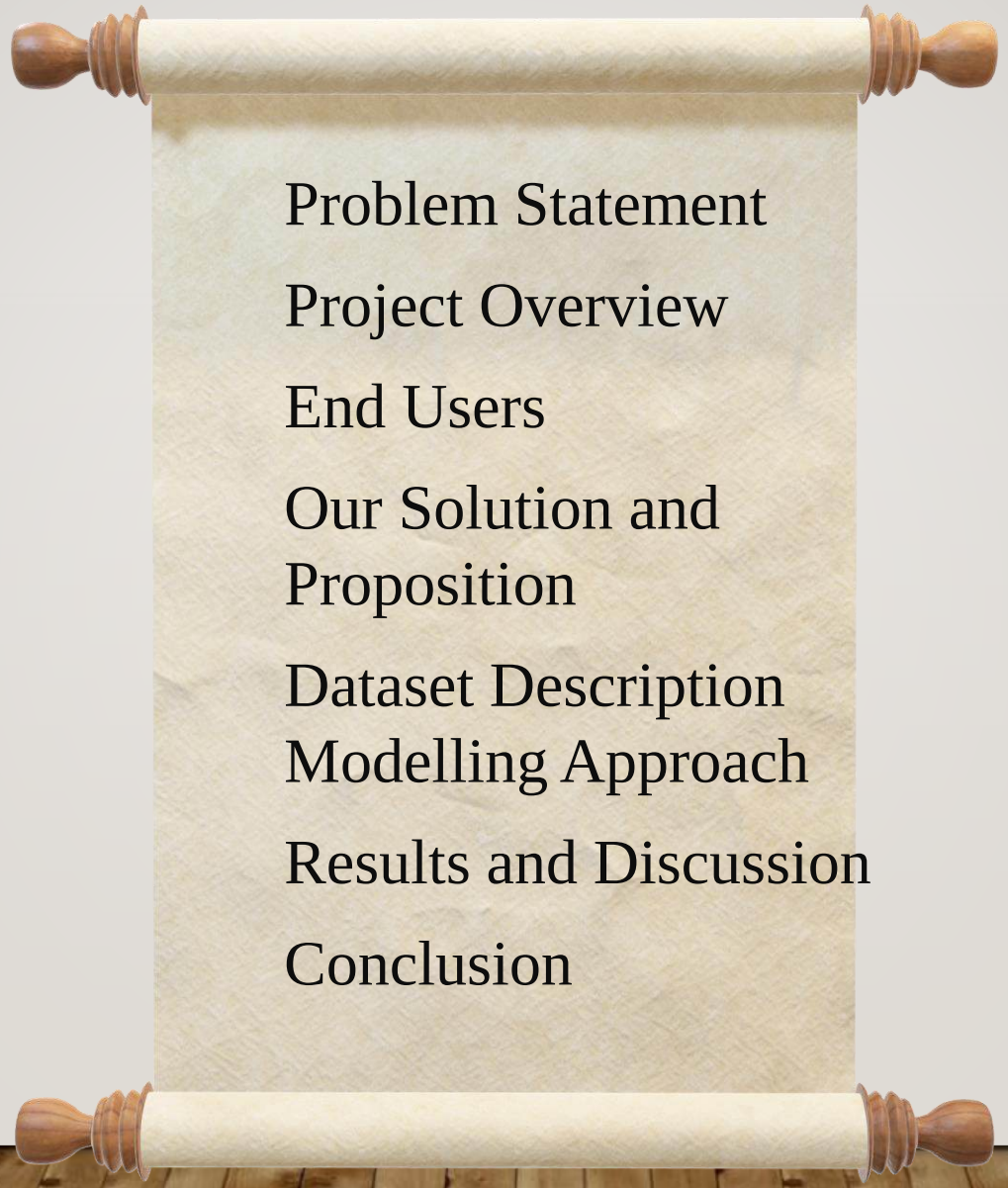
PROJECT TITLE

- ***Employee Performance Analysis Using Excel***

AGENDA



- Problem Statement
- Project Overview
- End Users
- Our Solution and Proposition
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  Modelling Approach
- Results and Discussion
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PROBLEM STATEMENT

"Our organization is experiencing challenges in assessing and enhancing employee performance effectively. Despite having various performance metrics and feedback systems in place, we are struggling to identify consistent patterns of high and low performance, understand the root causes of performance issues, and implement targeted improvement strategies. This lack of clarity is impacting overall productivity, employee satisfaction, and alignment with organizational goals. We need a systematic approach to analyze performance data, identify performance gaps, and develop actionable plans to improve individual and team effectiveness."

PROJECT OVERVIEW

Analysing the performance of the employee by considering various factors like gender, performance score, ratings and achievements of the employees.

In order to identify the trends and patterns of different categories of employees like for example “Very High, High, Medium, Low”.

WHO ARE THE END USERS?

OUR SOLUTION AND ITS VALUE PROPOSITION

CONDITIONAL FORMATTING – It automatically applies formatting like colors or icons to cells based on their values or specific criteria.

FILTER – Make it easier to focus on specific data.

FORMULA– Performance.

PIVOT – IT summarizes, analyzes, and organizes large data sets by grouping and aggregating data in dynamic table.

GRAPH – Data visualization.

DATASET DESCRIPTION

THE "WOW" IN OUR SOLUTION

=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

MODELLING

Excel tools like pivot tables, charts, and conditional formatting were utilized to categorize performance, visualize trends , and identify patterns. Key metrics were derived and grouped to highlight areas of interest.

The analysis identified trends such as performance variations across departments, top-performing individuals, and potential areas requiring further development. Charts and data visualizations offer a clear view of the performance landscape.

1. Excel tools utilized:

Conditional formatting : This was used to highlight key data points such as performance levels, identify missing data, and make trends visually clear.

Filters: Filters were applied to remove any incomplete or irrelevant data, ensuring the dataset was clean before analysis.

Formulas: Custom formulas were employed to classify employee performance into categories like “Very High”, “High”, “Medium”, and “Low”.
For instances, the formula= IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")was used to automatically label performance based on numerical values.

Pivot Tables : Pivot tables were created to summarize and group data by categories such as department and performance level, making it easier to draw insights.

Graphs and Charts : Visual representations like bar charts and pie charts were generated to convey trends and performance.

2. Steps Involved in Modeling:

Data Cleaning : The dataset was first filtered and cleaned to remove missing for incorrect entries. The step is crucial for ensuring the accuracy of the analysis.

Performance Categorization : Employee performance scores were categorized using formulas to label them as "Very High", "High", "Medium", "Low".

Trend Analysis: Pivot tables and charts were used to identify patterns, such as variations in performance across different departments, gender-based trends, and other insights.

Visualizations: The final step involved creating charts to present the data in a way that's easy for decision-makers to understand and act upon.

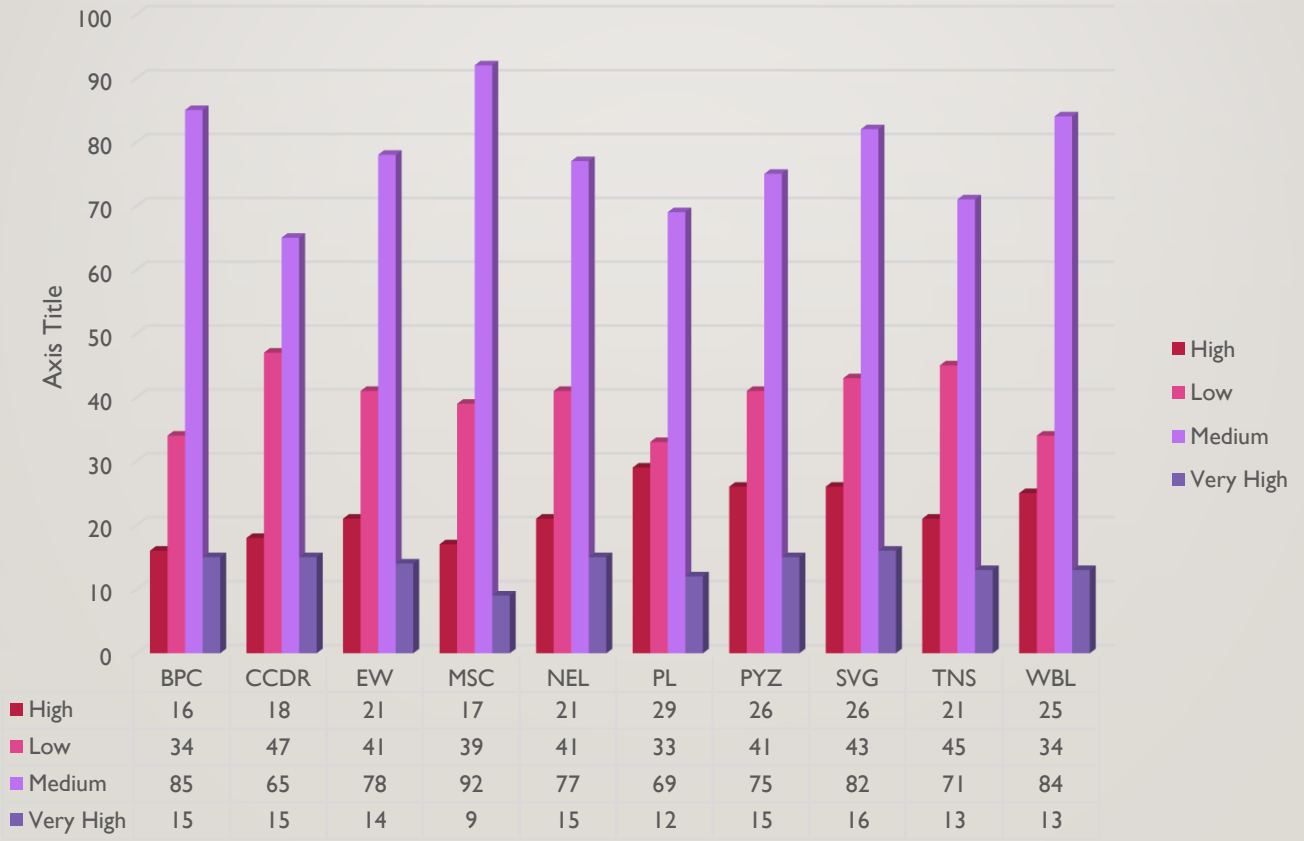
3. Outcome of the Modeling Approach:

The analysis revealed significant trends, such as:

The Medium level employees are higher and low level employees in second higher in number in an organisation.

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS



	BPC	CCDR	EW	MSC	NEL	PL	PYZ	SVG	TNS	WBL
High	16	18	21	17	21	29	26	26	21	25
Low	34	47	41	39	41	33	41	43	45	34
Medium	85	65	78	92	77	69	75	82	71	84
Very High	15	15	14	9	15	12	15	16	13	13

RESULTS

GenderCode	(All)

Count of FirstName	Column Labels				
Row Labels	**High**	**Low**	**Medium**	**Very High**	**Grand Total**
BPC	16	34	85	15	150
CCDR	18	47	65	15	145
EW	21	41	78	14	154
MSC	17	39	92	9	157
NEL	21	41	77	15	154
PL	29	33	69	12	143
PYZ	26	41	75	15	157
SVG	26	43	82	16	167
TNS	21	45	71	13	150
WBL	25	34	84	13	156
Grand Total	**220**	**398**	**778**	**137**	**1533**

CONCLUSION

The employee performance analysis indicates that overall productivity has improved, with notable gains in key metrics such as efficiency and quality of work. However, there are areas requiring further development, particularly in team collaboration and time management. Employee feedback highlights a need for enhanced training and support. To maintain progress, targeted interventions and continuous monitoring will be essential. Future strategies should focus on addressing identified gaps and leveraging strengths to sustain and build on current achievements.