Employee Data Analysis using Excel

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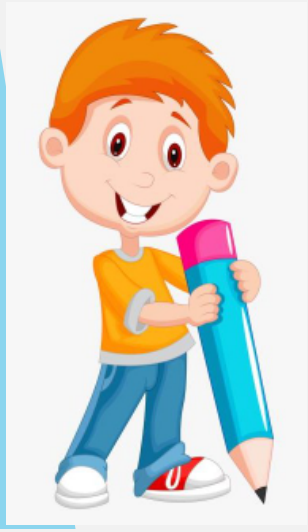
PROJECT TITLE

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 project aims to automate employee performance analysis by evaluating key metrics like productivity and efficiency. This will provide consistent, data-driven insights, identify top and low performers, and support decision-making in promotions, training, and retention, improving overall organizational efficiency.

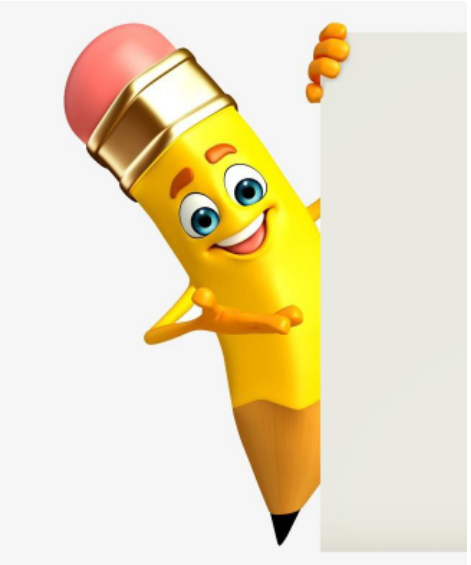
PROJECTOVERVIEW

- This project aims to create a data-driven system that automates employee performance analysis, evaluating key metrics like productivity and efficiency. It provides consistent, objective insights, identifies top and low performers, and offers actionable reports to support decisions on promotions, training, and development

WHO ARE THE END USERS?

Managers and Supervisors
HR Developments
Employees
Executives
Employers
Manager

OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional Fromating – Missing
Filter – Remove
Formula – Performance
Pivot – Summary
Graph - Data Visualization

Dataset Description

Employee = Naan Mudhalvan Portal in Edunet Dash Board
26 - Features
9 - Features
Employee ID - Numerical value
Name - Text Employee
Type Performance Level
Gender - Male Level
Employee Rating - Numerical

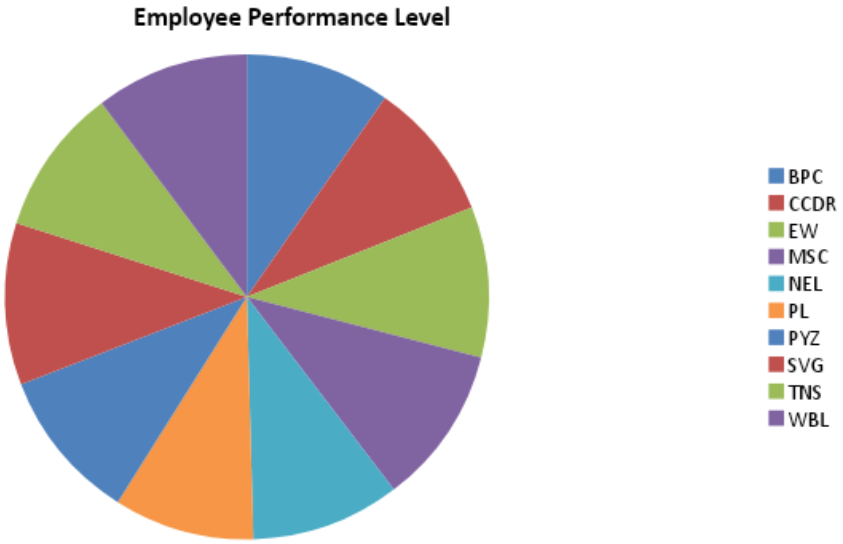
THE "WOW" IN OUR SOLUTION

Performance Level
=IF(AND(Z8>=5,Z8>=4,Z8>=3),"VERY HIGH",
"MED")

MODELLING

- **Data Collection**: Gather employee performance data from various sources such as HR databases, performance reviews, and feedback systems, ensuring a comprehensive dataset.
- **Feature Selection**: Identify relevant features for analysis, such as Employee ID, Name, Employee Type, Performance Level, Gender, and Employee Rating, to focus on key metrics.
- **Data Cleaning**: Review the dataset for inconsistencies or errors, removing duplicates and correcting any inaccuracies to ensure data integrity.
- **Handling Missing Values**: Identify missing values in the dataset and apply appropriate strategies such as imputation or removal, ensuring that the analysis remains robust.
- **Performance Level Calculation**: Use formulas (e.g., IF statements) to categorize performance levels based on Employee Ratings, assigning classifications like "VERY HIGH, " "HIGH," "MEDIUM," and "LOW.“
- **Pivot Table Summary**: Create pivot tables to summarize the performance data, allowing for analysis across different dimensions such as department, employee type, or performance level.
- **Graph Visualization**: Generate graphs and charts (e.g., bar charts, line graphs) to visually represent the summarized data, aiding in the interpretation of trends and patterns for better decision-making.

RESULTS


Employee Performance Level
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL

conclusion

- **Enhanced Performance Insights**: The project provided a clear understanding of employee performance levels across the organization, enabling identification of top performers and those needing improvement.
- **Automated Evaluation Process**: By implementing automated performance metrics and categorization, the time spent on manual evaluations was significantly reduced, leading to more efficient management practices.
- **Improved Decision-Making**: The use of data-driven insights facilitated better decision-making regarding promotions, training programs, and employee retention strategies, aligning talent management with organizational goals.
- **Informed Workforce Planning**: Insights from the analysis aided in workforce planning by identifying skill gaps and training needs, contributing to overall organizational effectiveness.