

Employee Data Analysis using Excel



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PROJECT TITLE

**Employee Data Analysis Based
On Job Role, Level, Gender 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

Our organization lacks a clear understanding of how employee gender distribution varies across different job roles and levels. This analysis aims to assess gender representation in various job roles and hierarchical levels to identify any imbalances or trends. By examining these factors using Excel, we seek to uncover potential disparities and areas for improvement in gender diversity and equity. The goal is to provide actionable insights *that* can guide targeted diversity and inclusion initiatives within the company.

PROJECT OVERVIEW

This project analyzes employee data to assess gender distribution across different job roles and levels using Excel. We will categorize and examine how gender representation varies by job role and hierarchical level. The analysis aims to identify any imbalances or trends in gender diversity within the organization. Insights gained will help guide targeted diversity initiatives and promote a more equitable workplace. The results will be visualized through charts and pivot tables for clarity and actionable insights.



WHO ARE THE END USERS?

- **HUMAN RESOURCE DEPARTMENTS**
- **MANAGEMENT AND LEADERSHIP**
- **TEAM LEADERS AND SUPERVISORS**
- **EMPLOYEES**
- **EXECUTIVE LEADERSHIP**
- **BUSINESS ANALYSTS**
- **RECRUITERS**

OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES

PIVOTTABLE - SUMMARY OF
EMPLOYEE PERFORMANCE

BAR DIAGRAM - FINAL REPORT

Dataset Description

- EMPLOYEE DATA SET- KAGGLE
- 7 FEATURES IN EXCEL:

Employee ID: A unique identifier assigned to each employee.

Age: The age of the employee, ranging from 18 to 60 years.

Gender: The gender of the employee
Years at Company: The number of years the employee has been working at the company.

Job Role: The department or role the employee works in, encoded into categories such as Finance, Healthcare, Technology, Education, and Media.

Number of Promotions: The total number of promotions the employee has received.

Distance from Home: The distance between the employee's home and workplace, in miles.

Job Level: The job level of the employee: (Entry, Mid, Senior)

THE "WOW" IN OUR SOLUTION

- ❖ **Effective data visualization makes it easier to present complex data in an engaging and understandable way.**
- ❖ **Well-presented data can have a significant impact on decision-makers, helping to drive change and innovation.**



MODELLING

- **STEP-1**

**DOWNLOAD THE EMPLOYEE DATASET
AND OPEN THE EMPLOYEE DATASET IN EXCEL.**

- **STEP-2**

**SELECT THE ENTIRE DATA AND CLICK
ON DATA AND CLICK ON FILTER OPTION.**

- **STEP-3**

SORT FROM A TO Z ORDER.

- **STEP-4**

**SELECT THE ENTIRE DATA AND CLICK
ON INSERT AND CLICK ON PIVOT TABLE TO
CREATE PIVOT TABLE.**

- **STEP -5**
DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.
- **STEP -6**
SELECT THE PIVOT TABLE AND CLICK ON INSERT.
- **STEP-7**
NOW CLICK ON THE CHART THAT YOU WANT.
- **STEP -8**
THE CHART IS CREATED.

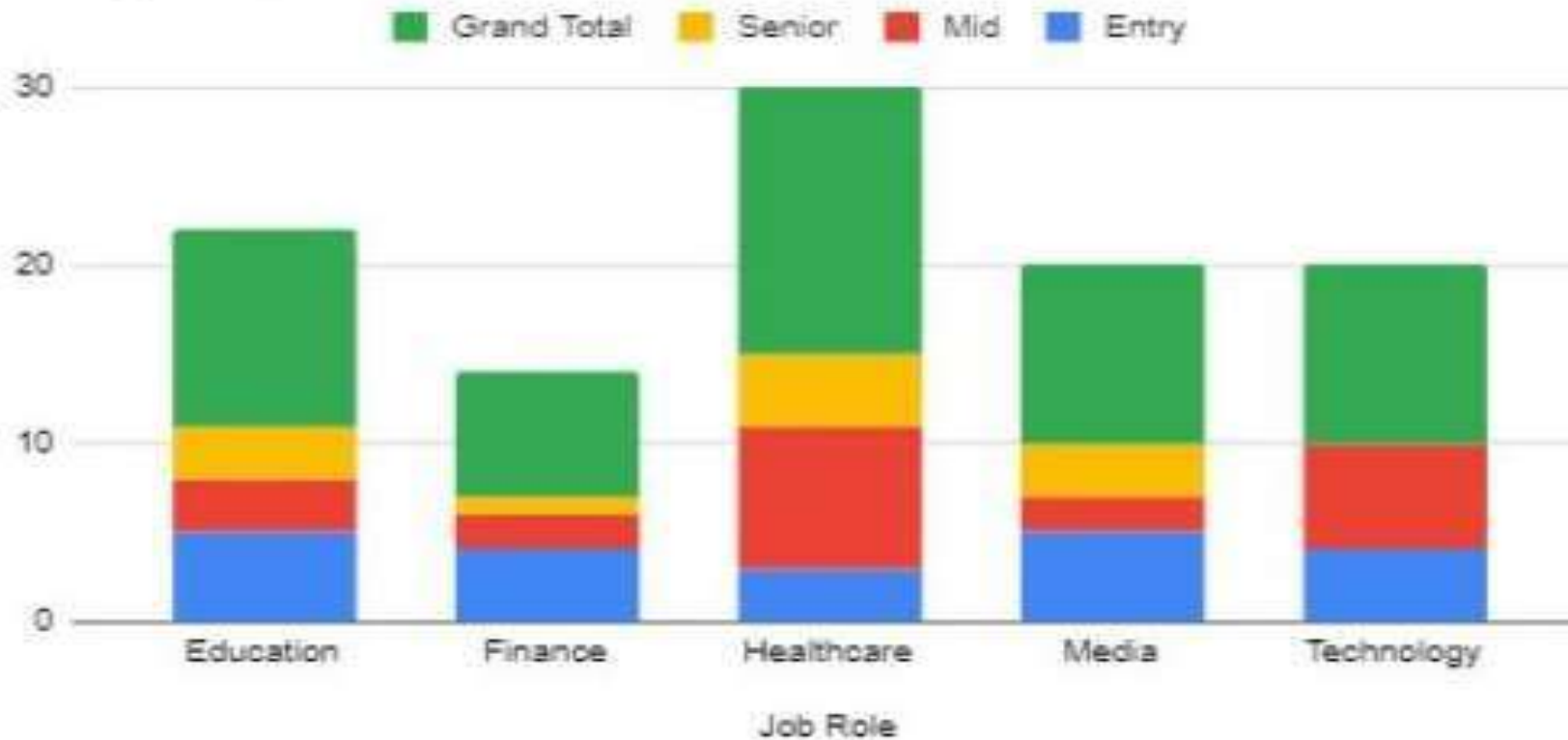
RESULTS

1. TABLE

COUNTA of Gen Job Level					
Job Role	Entry	Mid	Senior	Grand Total	
Education	5	3	3	11	
Finance	4	2	1	7	
Healthcare	3	8	4	15	
Media	5	2	3	10	
Technology	4	6		10	
Grand Total	21	21	11	53	

2. BAR DIAGRAM

Entry, Mid, Senior and Grand Total



conclusion

The analysis of employee data using Excel provided a comprehensive view of gender distribution across various job roles and levels within the organization. The findings revealed notable gender imbalances, with certain job roles and levels exhibiting skewed representation. Specifically, we observed that some roles were predominantly occupied by one gender, indicating potential disparities. This analysis underscores the importance of addressing these imbalances through targeted diversity and inclusion initiatives. By leveraging these insights, the organization can develop strategies to promote a more equitable and diverse workforce. Additionally, regular monitoring of these metrics will help ensure ongoing progress toward a more inclusive workplace.