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

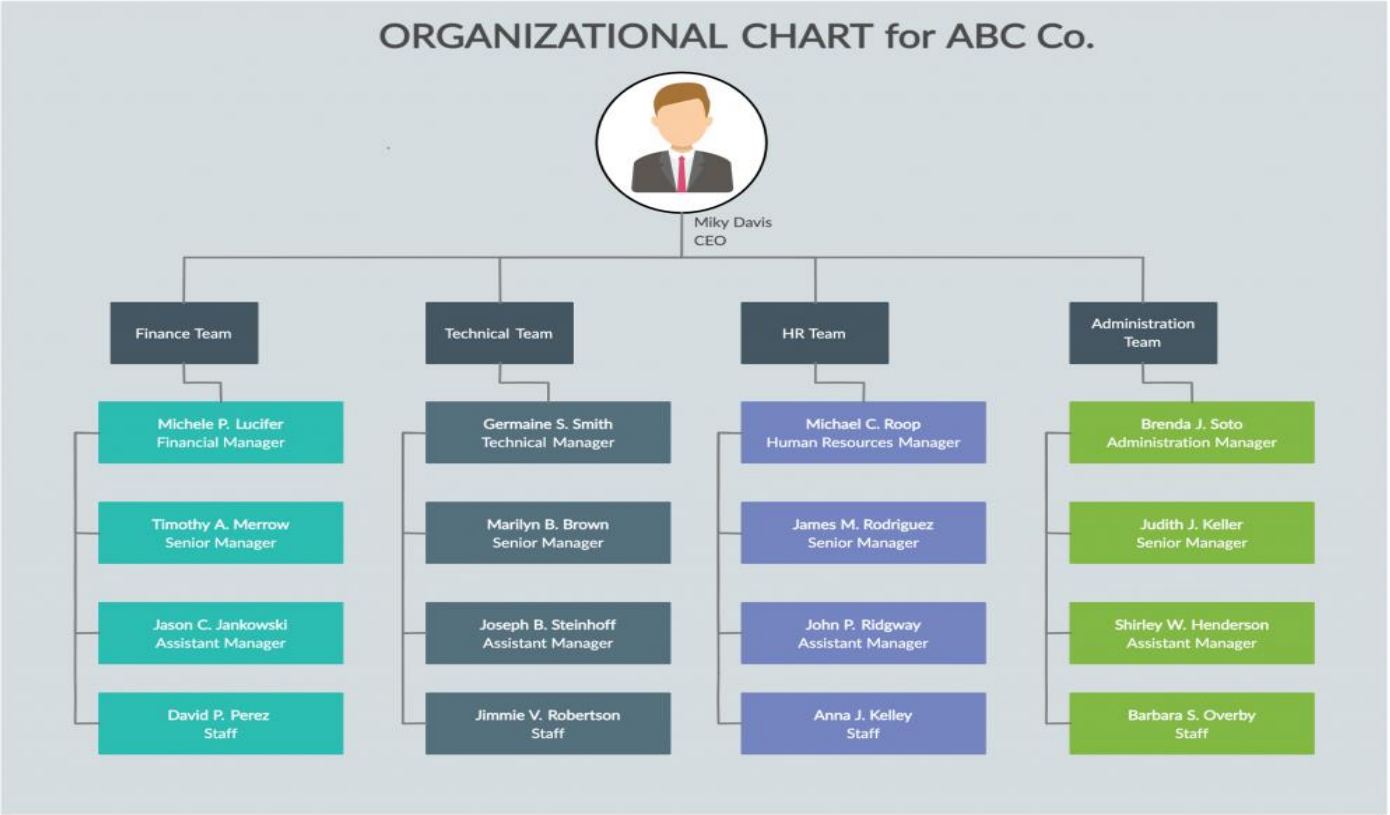
PROBLEM STATEMENT

Performance analysis of employees is essential for optimizing resources, ensuring quality, aligning employee efforts with strategic goals, and making informed decisions. It helps improve job satisfaction, reduce turnover, and maintain legal compliance. Additionally, it supports continuous improvement, accountability, effective reward systems, and resource allocation, all of which contribute to the organization's long-term success and adaptability in a dynamic business environment.

PROJECT OVERVIEW

I’ve gathered performance-related data from various sources, including performance appraisals, KPIs, employee feedback, and peer reviews. Defined/refined the metrics and criteria that will be used to evaluate employee performance. And analyzed the collected data to identify patterns, trends, and areas of improvement at both individual and team levels, which would help in identifying training needs and develop personalized development plans for employees.

WHO ARE THE END USERS?



OUR SOLUTION AND ITS VALUE PROPOSITION

conditional formatting-missing

Filter-remove

Slicer

Formula-performance

Pivoting-summary

Graphical- visual representation

Dataset Description

employee data sheet=Kaggle

26 features

9- features used

Emp id-numerical

Name-text

Employee type

Employee performance

Gender-male, female

Employee rating-numerical

THE "WOW" IN OUR SOLUTION

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

MODELLING

Data collection

- Edunet dash board
- Defined and identified metrics

Features collections

- Employee id
- Employee name
- Business unit
- Employee type
- Employee status
- Employee classification type
- Gender
- Performance score
- Current employee rating

Data cleaning

- Identifying missing values
- Clearing out missing values

Performance level

- Calculated using the following formula: =IFS(Z2>=5,"VERY HIGH",Z2>=4,"HIGH",Z2>=3,"MED","TRUE","LOW")
- Applied the above mentioned formula on current employee rating

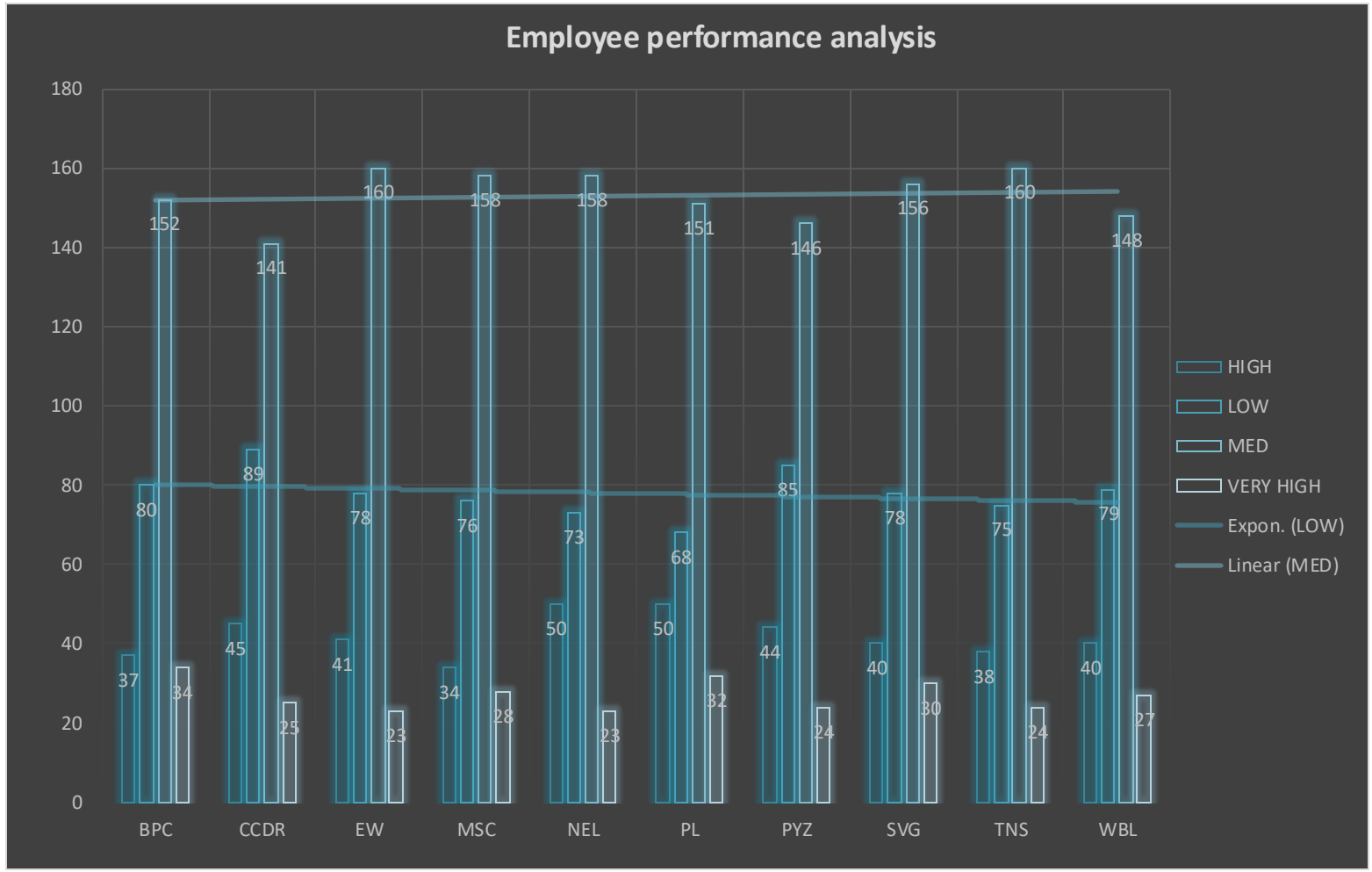
Summary

- Pivot table analysis
- Business units as rows
- Gender as filter
- Performance level as columns
- Name as value
- Filtered the data
- Sliced the data with reference to employee type

Visualization

- Drafted the summary of my analysis using a chart
- Filters involved:
- Business unit, performance level, count of first name and gender
- Chart elements used: Axis, chart title, data labels, grid lines, legend, trend lines

RESULTS


Employee performance analysis
180
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140
120
100
80
60
40
20
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BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
Expon. (LOW)
Linear (MED)
37
80
152
34
45
89
141
25
41
78
160
23
34
76
158
28
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73
158
23
50
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151
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44
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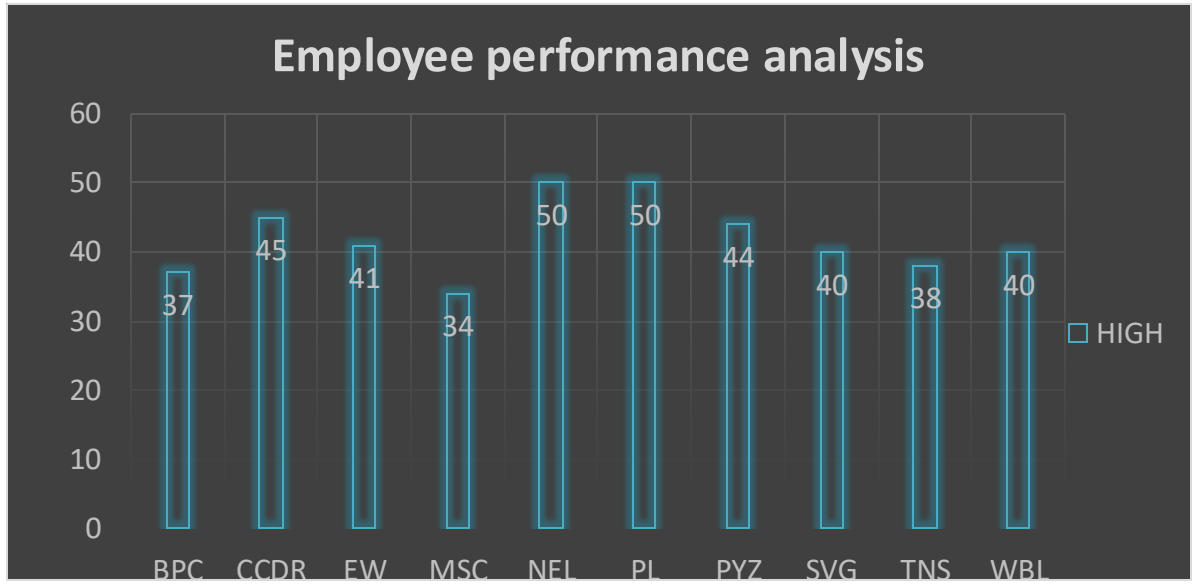
79
148
27


Employee performance analysis
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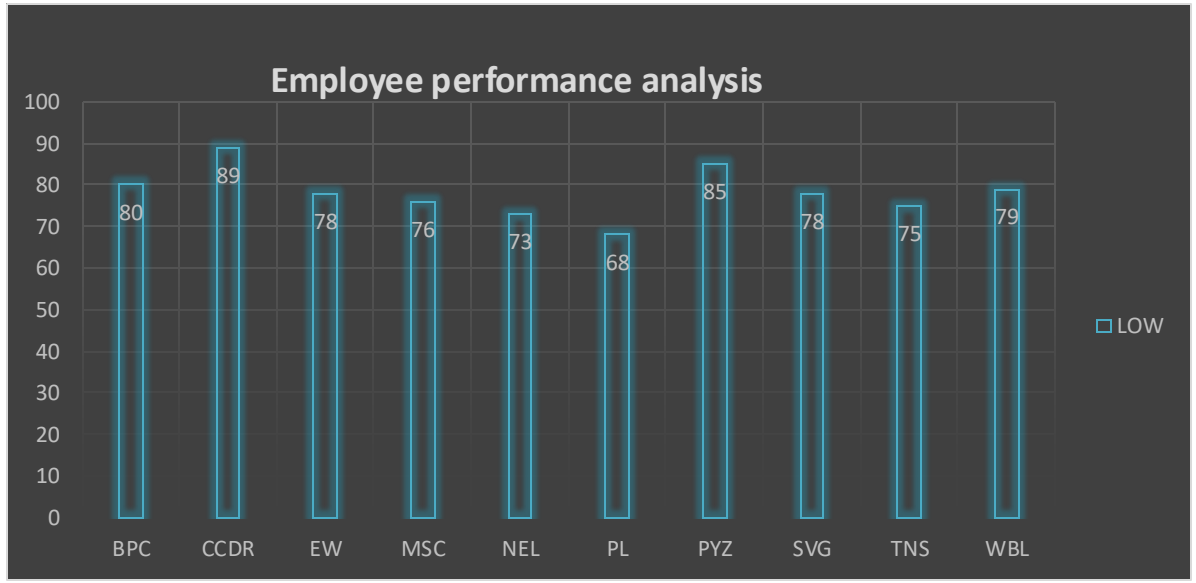
Employee performance analysis
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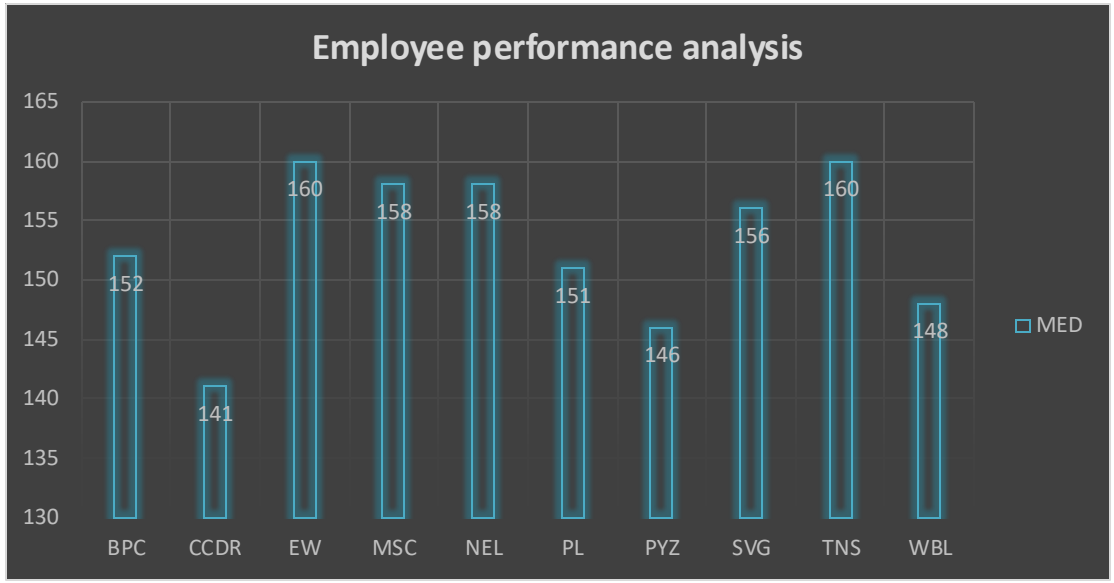
LOW


Employee performance analysis
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BPC
CCDR
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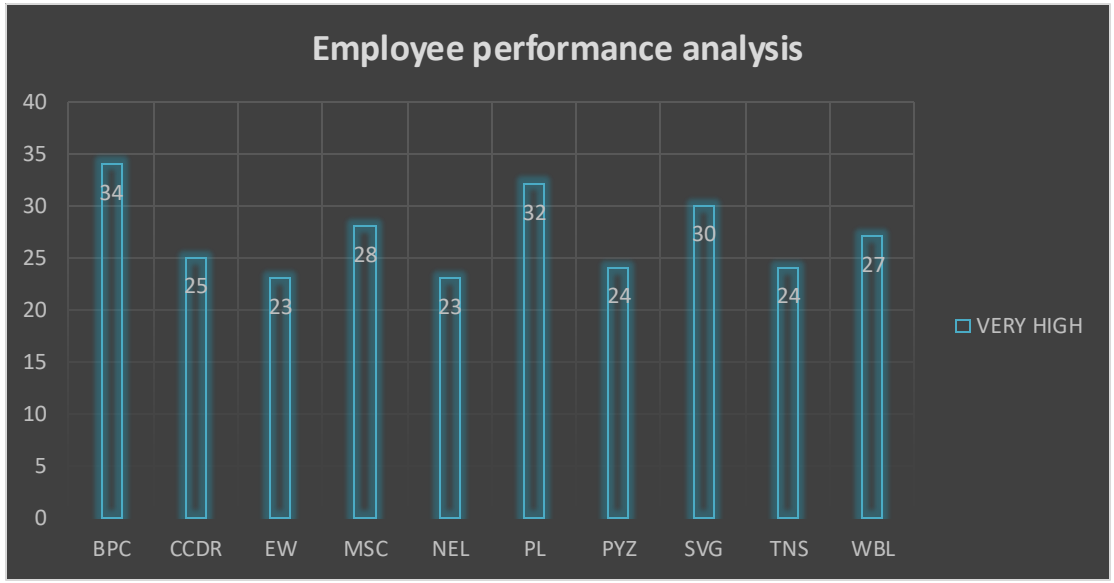
PYZ
SVG
TNS
WBL
MED


Employee performance analysis
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CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
VERY HIGH

conclusion

The performance analysis reveals a workforce distribution where medium-level performers constitute the majority, followed by high performers, low performers, and a small group of very high performers. Specifically:

•**Medium-Level Performers**: This group represents the largest portion of our employees. These individuals consistently meet job expectations and contribute reliably to the organization. While their performance is solid, there is potential for further growth and development.

•**High Performers**: A significant number of employees fall into this category. These individuals exceed expectations regularly, take initiative, and are key contributors to the organization's success.

•**Low Performers**: A smaller segment of employees are currently not meeting performance standards. This group may benefit from additional training, support, or reassignment to roles that better match their skills.

Very High Performers: The smallest group in the analysis, these employees consistently deliver outstanding results, demonstrating exceptional skills, leadership, and a significant impact on the organization.