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

To analyse and optimize the performance of the employees by evaluating the key metrics such as emp id , employee status , employee level , performance level etc . The analysis aims to identify the employees with greater efficiencies

PROJECT OVERVIEW

The prime objective is to create an employee performance analysis using excel with the help of various functions such as conditional formatting , pivot table creation , chart etc..

WHO ARE THE END USERS?

Employers
Employees
organization

OUR SOLUTION AND ITS VALUE PROPOSITION

- ✓**Filtering** : To find the missing data
- ✓**Chart** : To get an graphical representation
- ✓**Pivot table** : To summarize the data
- ✓**Conditional technique** : Used to identify the missing data

Dataset Description

Employee dataset : Kaggle
Total : 26 Feature
Used : 9 features

- ✓ Employee id
- ✓ First name
- ✓ Business unit
- ✓ Employee status
- ✓ Pay zone
- ✓ Employee type
- ✓ Gender
- ✓ Performance score
- ✓ Current employee rating
- ✓ Performance level

THE "WOW" IN OUR SOLUTION

Formula :

“=IFS(Z2>=5,"VERY HIGH",Z2>=4,"HIGH",Z2>=3,"MEDIUM","TRUE","LOW")”

This formula is used to find the performance level of the employees which is derived as “medium , low and high” . And this performance level is used to get an graphical representation of the employees performance

CONDITIONAL FORMATTING :

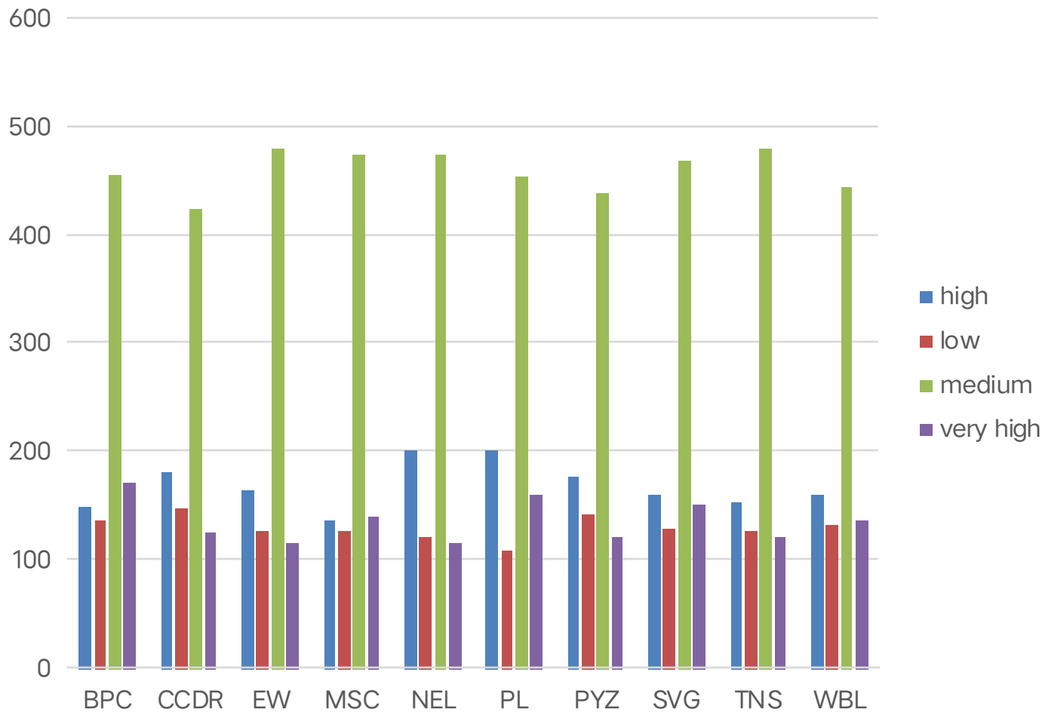
The conditional formatting is used to identify the missing data in a cell , highlight the missing cells and also to remove the missing cell

MODELLING

- ✓ **DATA SCREENING** : Downloaded an employee dataset from Kaggle , and saved the dataset in an folder then inserted the same in excel
- ✓ **DATA CLEANING** : Using conditional formatting from home identified and removed the missing data and selected 9 datas from the data set like (emp id , name , gender etc)
- ✓ **DATA FORMULATING** : Using “IFS” condition created an column of performance level using data from current employee rating which gave an output as medium , low , high
- ✓ **PIVOT TABLE CREATION** : Select pivot table from insert and an pivot table is enabled , now select the required data. An pivot table is now created , We can also create pivot table through Queries and Connection icon
- ✓ **GRAPHICAL REPRESENTATION** : After creating an pivot table select the pivot table and go to insert icon and select recommendation chart and an visual representation is created .

RESULTS

GenderCode	(All)				
Sum of Current Employee Rating	Column Labels				
Row Labels	high	low	medium	very high	Grand Total
BPC	148	135	456	170	909
CCDR	180	146	423	125	874
EW	164	127	480	115	886
MSC	136	127	474	140	877
NEL	200	121	474	115	910
PL	200	108	453	160	921
PYZ	176	142	438	120	876
SVG	160	128	468	150	906
TNS	152	126	480	120	878
WBL	160	131	444	135	870
Grand Total	1676	1291	4590	1350	8907


600
500
400
300
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BPC
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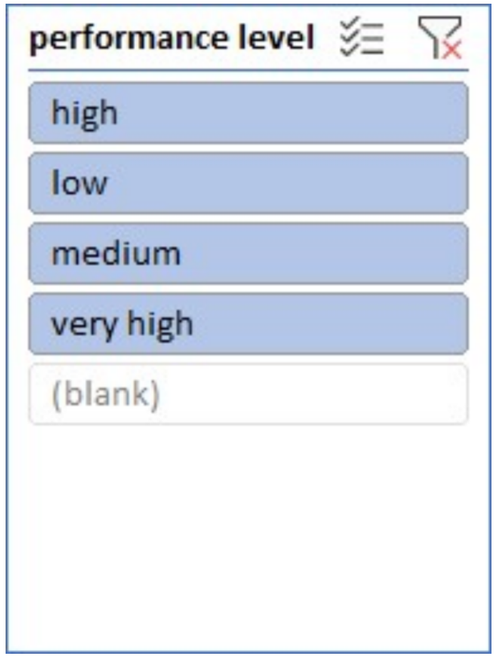
MSC
NEL
PL
PYZ
SVG
TNS
WBL
high
low
medium
very high

slicer


performance level
high
low
medium
very high
(blank)

conclusion

The end output is created as employee performance analyses using various functions such as pivot table , graph etc . This helps to easily analyse the data . This performance analysis is used to find the employees with greater efficiency