

Employee Data Analysis Using Excel

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PROJECT TITLE

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PROBLEM STATEMENT

- **Objective:**

Analyze employee data to identify trends, insights, and areas for improvement in workforce management.

- In today's dynamic business environment, organizations employ a diverse workforce, including permanent, fixed-term, and temporary employees. This variety offers flexibility but also introduces complexities in workforce management, resource allocation, and compliance with labour laws.
- *The primary challenge is to analyze and categorize employees based on their employment type-permanent, fixed-term, or temporary. Understanding these categories is crucial for optimizing HR policies and aligning workforce strategies with Business goals.

PROJECT OVERVIEW

- 1. **Goal:** Understand employee data to improve HR decisions.
- 2. **Gather Data:** Collect details like names, roles, and salaries.
- 3. **Prepare Data:** Clean and format data in Excel.
- 4. **Analyze Data:**
 - - Use functions for stats.
 - - Create charts for trends.
 - - Summarize with pivot tables.
- 5. **Report Findings :** Summarize insights and recommendations.
- 6. **Share Results:** Create a presentation or dashboard.
- 7. **Take Action:** Use insights for decisions.
- 8. **Review :** Check and refine based on feedback.

DATASET DESCRIPTION

- For the project, the dataset was sourced from the IBM Skills Build Dashboard, containing 20 features. The analysis focused on key features:
- Job Role: The specific Title or job function of the employee
- User Id: Unique employee identifier
- Name: Employee's full name.
- Gender: Employee gender, for diversity analysis. Employee Type: Employment contract type(permanent, fixed-term, temporary)
- Employee Department: Department assignment Using Excel, formula's were applied to analyse employee types and department distribution. Conditional formatting and visualization (graphs and charts) were used to identify patterns and trends, providing insight's for workforce planning.

WHO ARE THE END USERS

- Human Resources (HR) Department
- Senior Management/Executives:
- Department Managers/Supervisors:
- Finance Department:
- Learning and Development (L&D) Teams
- Recruitment Teams:
- Employee Relations/Engagement Teams:
- Consultants/Analysts:

MODELLING APPROACH

Data Cleaning:

Remove duplicates to ensure no employee is counted twice.

Data Exploration:

Use filters and sorting to quickly view data by department, job roles, salary, etc.

Data Visualization:

Create charts and graphs (bar charts, pie charts, scatter plots) to visualize key insights.

Correlation Analysis:

Use correlation functions (like Excel's CORREL function) to check relationships between variables.

Summary and Reporting:

Summarize the insights using summary tables and key metrics.

CONCLUSION

- In analyzing employee data using Excel, key insights were obtained regarding workforce distribution, performance metrics, and turnover trends. By leveraging Excel's data management tools such as pivot tables, charts, and conditional formatting, we were able to effectively identify patterns and anomalies. The analysis revealed significant correlations between performance metrics and departmental distribution, suggesting areas for targeted development and resource allocation.