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

- For the growth of an organisation, employee's performance is crucial.
- For better performance; promotion, increments and appreciation are received.
- For lesser performance, employees are motivated to do in a better and effective manner.
- To find out the better and lesser performers, it is required to do Employee Data Analysis on the performance of the employees.

PROJECT OVERVIEW

Analysing the performance of the employee by considering various factors like gender, rating, performance core, achievements is called **Employee Data (Performance) Analysis.** It is helpful in identifying the trends and patterns of different categories of employees like high, medium and low. Employee Performance Analysis helps in identifying weak performers and motivating them to become great performers by focusing on them.

WHO ARE THE END USERS?

End users are those who get benefited from the employee data/performance analysis. Given below is a chart of end users of an organisation.
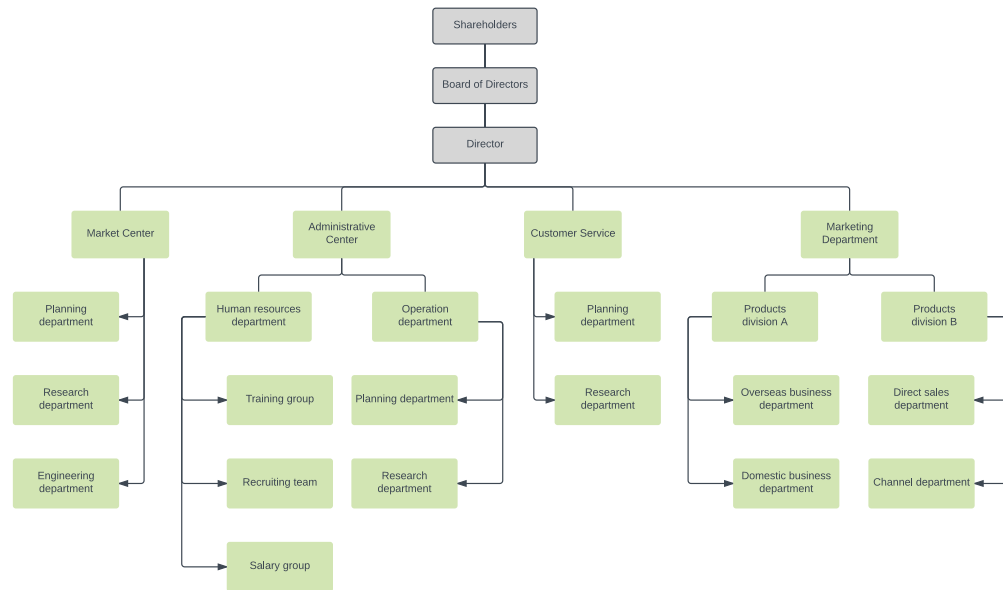
OUR SOLUTION AND ITS VALUE PROPOSITION

S.NO.	TECHNIQUES USED	EXPLANATION (WHY)
1	Conditional Formatting	To highlight the missing values
2	Filtering	To remove the missing values
3	Formula	To calculate Employee Performance Level
4	Pivot Table	To summarise
5	Graph	To present the data visually (Data Visualisation)

Dataset Description

Employee Data set – Kaggle

26 features:-
Only some of them have been considered:
1. Employee ID
2. Employee First Name
3. Employee Last Name
4. Employee Status
5. Employee Performance Level
6. Current Employee Ratings
7. Department Type
8. Division
9. Job Function

THE "WOW" IN OUR SOLUTION

New Ideas:-

Performance Level Formula = IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED","TRUE","LOW")

MODELLING

STEPS:-

1)<u>Data Collection</u>
- Go to Kaggle and download
- Download in Edunet Dashboard

2) <u>Features Collection</u>
- 9 Features

o   Employee ID
o   Employee First Name
o   Employee Last Name
o   Employee Status
o   Employee Performance Level
o   Current Employee Ratings
o   Department Type
o   Division
o   Job Function

3) <u>Data Cleaning</u>
- Missing Values identified- Conditional Formatting
- Missing Values removed – Filtering

4) <u>Performance Level Calculation</u>
Performance Level Formula =
IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED","TRUE","LOW")

MODELLING

5) Summary/Pivot Table

• Features/Techniques Used

S.NO.	TECHNIQUES USED	EXPLANATION (WHY)
1	Conditional Formatting	Missing Value highlight
2	Filtering	Missing Value Remove
3	Formula	Calculate Employee Performance Level
4	Pivot Table	Summarise
5	Graph	Data Visualisation

○ What Columns Used
1. Employee ID
2. Employee First Name
3. Employee Last Name
4. Employee Status

5. Employee Performance Level
6. Current Employee Ratings
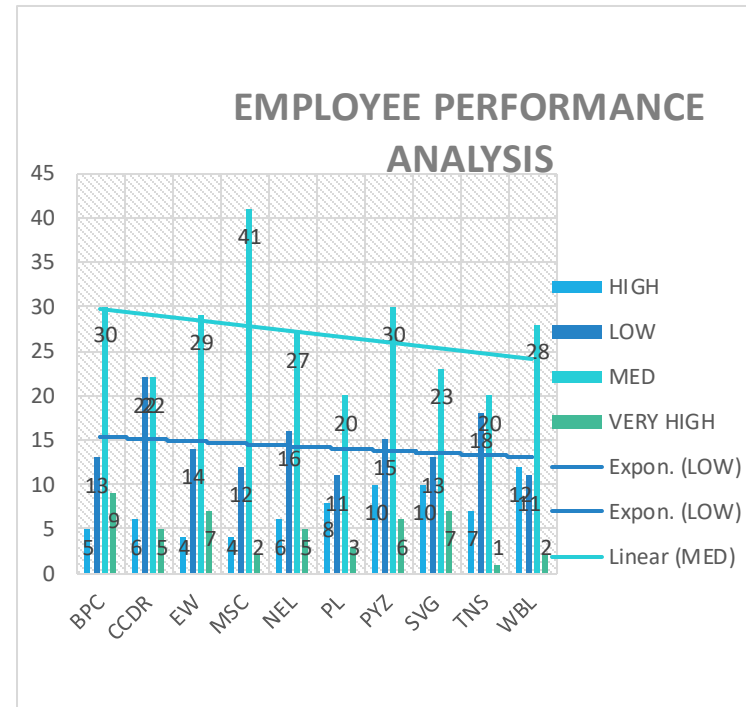7. Department Type
8. Division
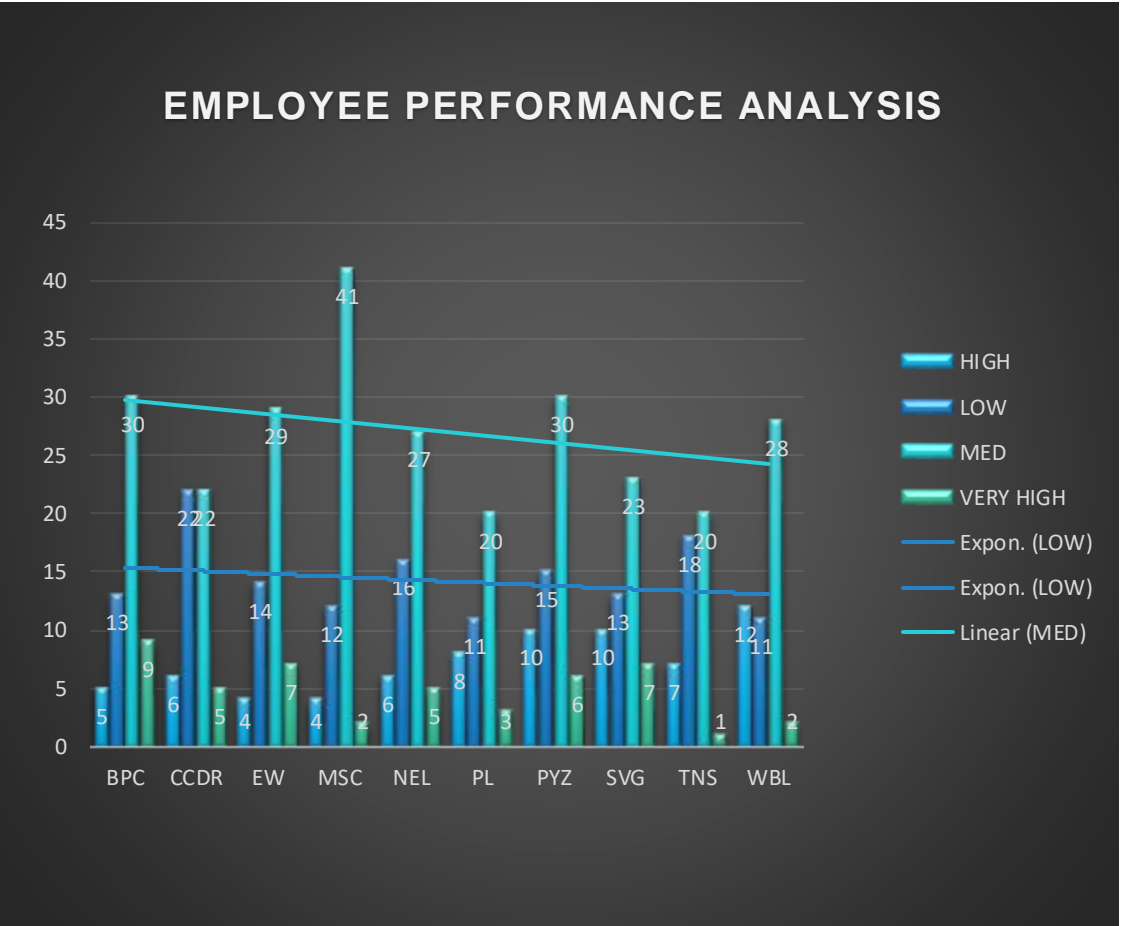9. Job Function

MODELLING

6) Graph
- ❖ Data Visualisation
- ❖ Features/Columns Used
  - o Employee Performance Level
  - o Current Employee Ratings
  - o Department Type
  - o Division
  - o Job Function
  - o Employee ID
  - o Employee First Name
  - o Employee Last Name
  - o Employee Status

RESULTS

RESULTS

HIGH

Legend: BPC, CCDR, EW, MSC, NEL, PL, PYZ, SVG, TNS, WBL
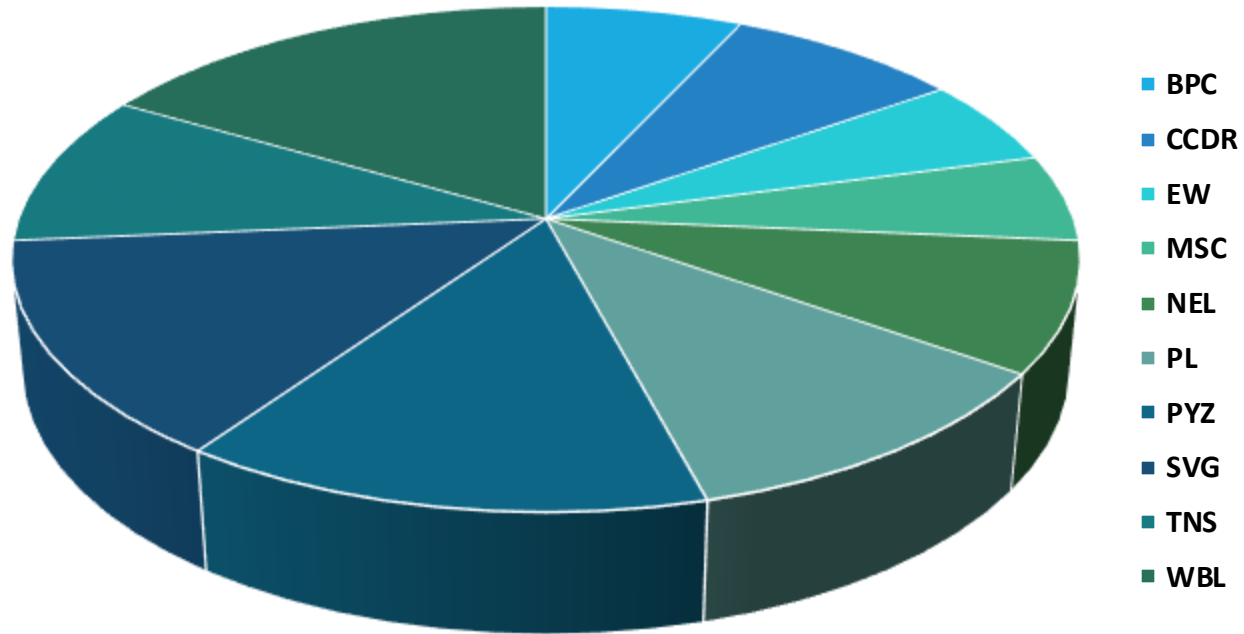
Conclusion

While comparing the performance of the employees, the number of employees are higher in number in average performing category. High level and very high level employees are very few in number. So, the management should motivate the average performing employees to perform better and be effective. They can motivate these employees by giving them different levels of tasks based on their performance and strength.

To conclude, medium performing employees are large in number. We need to motivate them for a better outcome. There are ups and downs in the performance of the employees. High Level performing employees in WBL Business Unit are more in number when compared to other departments.