EMPLOYEE DATA SET USING EXCEL

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PROJECT TITLE

EMPLOYEE TYPE ANALYSIS USING EXCEL &

EMPLOYEE DEPARTMENT COUNT ANALYSIS

USING EXCEL

AJENDA

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PROBLEM STATEMENT

☐ IN TODAYS DYNAMIC BUSINESS ENVIRONMENT, ORGANIZATIONS EMPLOY A DIVERSE WORKFORCE, INCLUIDNG PERMANENT, FIXED- TERM, AND TEMPORARY EMPLOYEES. THIS VARIETY OFFERS FLEXIBILITY BUT ALSO INTRODUCES COMPLEXITIES IN WORKFORCE MANAGEMENT, RESOURCE ALLOCATION, COMPLIANCE WITH LABOR LAWS.

☐ THE PRIMARY CHALLENGE IS TO ANALYZE AND CATEGORIZE EMPLOYEES BASED ON THIS EMPLOYMENT TYPE-PERMANENT, FIXED-TERM, OR TEMPORARY. UNDERSTANDING THESE CATEGORIES IS CRUCIAL FOR OPTIMIZING HR POLICIES AND ALIGNING WORK FORCE STRATEGIES WITH BUSINESS GOALS.

PROJECT OVER VIEW

➢ THE PROJECT INVOLVED ANALYSING THE RGANISATIONS OVERALL WORKFORCE, AND FOCUSING ON MININMUM & MAXIMUM SALARY EARNEED BY THE EMPLOYEES AND HIGHLIGHTING THE SALARY.

➢ IDENTIFYING THE MAXIMUM EMPLOYEES WORKING IN EACH DEPARTMENT.

➢ HIGHLIGHTING PERMANENT, TEMPORARY AND FIXED TYPE OF EMPLOYEES.

WHO ARE THE END USERS?

➢ HUMAN RESOURCES(HR) TEAM: THEY WILL USE THE ANALYSIS TO MAKE INFORMED DECISIONS ABOUT HIRING, WORKFORCE PLANNING, AND CONETRACT MANAGEMENT.

➢ DEPARTMENT MANAGERS: THEY WILL USE THE FINDINGS INTO WORKFORCE COMPOSITION AND ITS IMPACT ON DEPARTMENTAL PERFORMANCE, HELPING THEM ALLOCATE RESOURCES MORE EFFECTIVELY.

➢ SENIOR MANAGEMENT/ EXECUTIVES: THEY WILL USE THE FINDINGS TO ALIGN WORKFORCE STRATEGIES WITH OVERALL BUSINESS GOALS AND IMPROVE OPERATIONAL EFFICIENCY.

WHO ARE THE END USERS?

➢ THE ORGANIZATION: BY OPTIMIZING THE MIX OF EMPLOYEE TUYPES, THE ORGANIZATION CAN IMPROVE PROUCTIVITY, COST MANAGEMENT, AND OVERALL EFFICIENCY.

➢ EMPLOYEES: IMPROVED WORKFORCE MANAGEMENT CAN LEAD TO BETTER JOB SATISFACTION, AS RESOURCES ARE ALLOCATED MORE EFFECTIVELY, AND WORKLOADS ARE BALACED.

➢ HR AND MANAGEMENT TEAMS: THEY BENEFIT FORM HAVING DATA-DRIVEN INSIGHTS THAT GUDIE STRATEGIC DECISIONS AND IMPROVE DEPARTMENTAL PERFORMANCE.

OUR SOLUTION & VALUE PREPOSITION

IN THIS PROJECT, EXCEL WAS USED TO ANALYZE EMPLYEE TYPES(PERMANT, FIXED TERM, AND TEMPORARY) ACROSS DEPARTMENTS.

- **Conditional Formatting**: applied color codes to quickly identify employee types and sport trends.

- **Filters**: used to isolate specific data sets, such as viewing employees by type or department.

- **Formulas**: employed formulas like countif, min, max, conditional formatting.

- **Graphs And Charts**: created visual representations like pie charts and bar graphs to clearly display and highlight key insights.

DATASET DESCRIPTION

For this project, the dataset was sourced form the IBM SKILLS BUILD DASHBOARD, containing 20 features. The analysis focused on key features:

- **User ID**: unique employee identifier.

- **Name**: employees full name.

- **Gender**: employee gender, for diversity analysis.

- **Employee Type** : employment contract type (permanent, fixed-term, temporary).

- **Employee Department**: department assignment.

Using excel, formulas were applied to analyze employee types and department distribution. Conditional formatting and visualizations(graphs and charts) were used to identify patterns and trends, providing insights for workforce planning.

MODELING APPROACH

☐ **<u>Data Acquisition</u>**: downloaded a dataset form the IBM SKILLS BUILD DASHBOARDS, which included features like USER ID, NAME, GENDER, EXPLOYEE TYPE, AND DEPARTMENT.

☐ **<u>Data Preparation</u>**: imported the dataset into excel. Cleaned the data to correct any inconsistencies or errors.

☐ **<u>Initial Exploration</u>**: review the dataset to understand its structure. Used summary statistics to gain preliminary insights.

MODELING APPROACH

6. **Pattern Identification** :Identified patterns and trends in the data regarding employee types and departmental distribution. Highlighted any anomalies or significant findings.

7. **Reporting** :Summarized key insights from the analysis. Compiled visuals into a report, providing a clear presentation of findings and recommendations for workforce planning and departmental adjustments.

RESULT & DISCUSSION

Salary
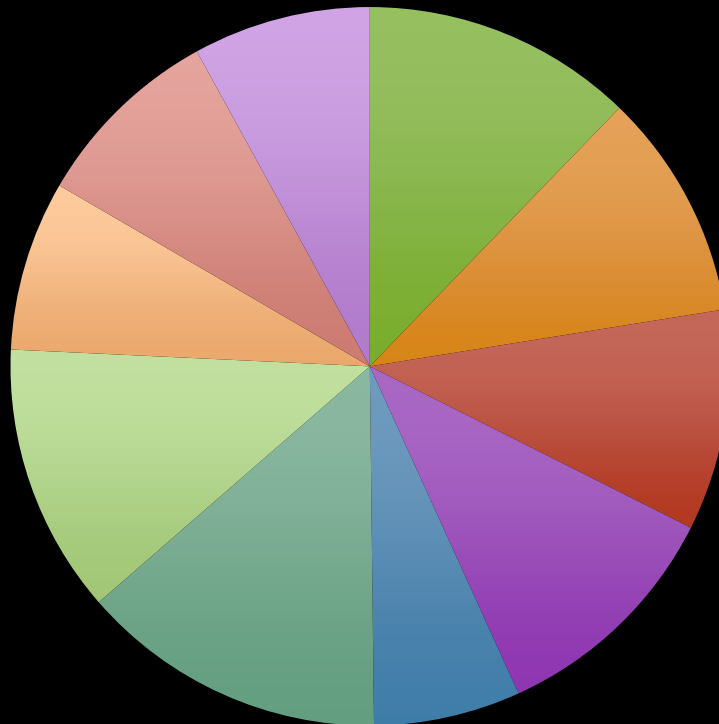
- Minerva Ricardot
- Oona Donan
- Mick Spraberry
- Freddy Linford
- Mackenzie Hannis
- Collen Dunbleton
- Nananne Gehringer
- Jessica Callcott
- Leena Bruckshaw
- Billi Fellgate

CONCLUSION

- The analysis revealed the distribution of employee type (permanent, fixed term, temporary) and departmental staffing levels. Key insights included trends such as increased fixed-term contracts and notable anomalies in staffing patterns. Recommendations include balancing staffing levels and revising employment policies to address these issues. The finding highlight areas for potential improvement in workforce management. The results have implications for organizational efficiency and performance, with suggested next steps involving further analysis and action planning. Key charts and graphs were used to visually support these conclusions and facilitate decision making.