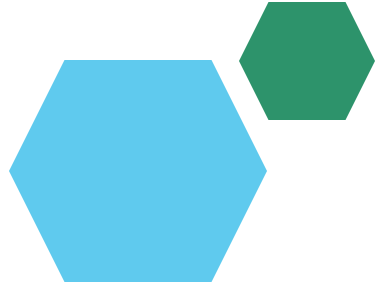# Employee Data Analysis using Excel

STUDENT NAME : G.Gokul

REGISTER NO.   :312200638

DEPARTMENT. :B.com(General)

COLLEGE   :pachayappas college for Woman. Kanchipuram

PROJECT TITLE

Using pivot tables for employee turnover analysis

AGENDA

Using pivot tables for employee turnover analysis

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

A company wants to analyze its employee turnover data to identify trends and patterns. The data includes:

1. Employee ID-
2. Department- Job Title
3. Hire Date
4. Termination Date (if applicable)
5. Reason for Termination (if applicable)

The company wants to answer questions like:

1. What is the overall employee turnover rate?
2. Which departments have the highest/lowest turnover rates?
3. What are the most common reasons for termination?
4. Is there a correlation between length of service and reason of termination?

4

PROJECT OVERVIEW

Here is a project overview for using pivot tables for employee turnover analysis:

Project Title:Using pivot tables for employee turnover analysis

Objective:
Analyze employee turnover data to identify trends and patterns
- Provide insights to management to inform retention strategies and reduce turnove

Scope:
1.Aanalyze 2-3 years of employee turnover data
2.Include data on:
3.Employee ID
4.Department
5.Job Title
6.Hire Date

WHO ARE THE END USERS?

Using pivot tables for employee turnover analysis end users

1. HR Managers: to identify trends and patterns in turnover, inform retention strategies, and measure the effectiveness of HR initiatives.

2. Department Managers: to understand turnover rates within their teams, identify areas for improvement, and optimize staffing plans.

3. Talent Acquisition Team: to analyze recruitment efforts, identify areas for improvement, and optimize hiring strategies.

4. Business Leaders: to understand the impact of turnover on business performance, inform strategic decisions, and allocate resources effectively.

OUR SOLUTION AND ITS VALUE PROPOSITION

Using pivot tables for employee turnover analysis our solution and proposition

Solution: Employee Turnover Analysis using Pivot Tables

Proposition: Unlock data-driven insights to reduce employee turnover, improve retention, and drive business success.

Key Features:

1. **Interactive Dashboards:** Easy-to-use pivot tables and charts for real-time analysis.
2. **Customizable Reports:** Tailor reports to meet specific business needs and stakeholders.

THE "WOW" IN OUR SOLUTION

Data Set Description

Using pivot tables for employee turnover analysis data set description

Fields

1. Employee ID (unique identifier)
2. Name
3. *Department* (e.g., Sales, Marketing, HR)
4. Job Title
5. Hire Date
6. Termination Date (if applicable)
7. Reason for Termination (if applicable)
8. Length of Service (calculated from Hire Date and Termination Date)

MODELLING

Using pivot tables for employee turnover analysis modeling approach

Modeling Approach:

1. Data Preparation

1. Clean and preprocess the data.
2. Handle missing values and outliers.
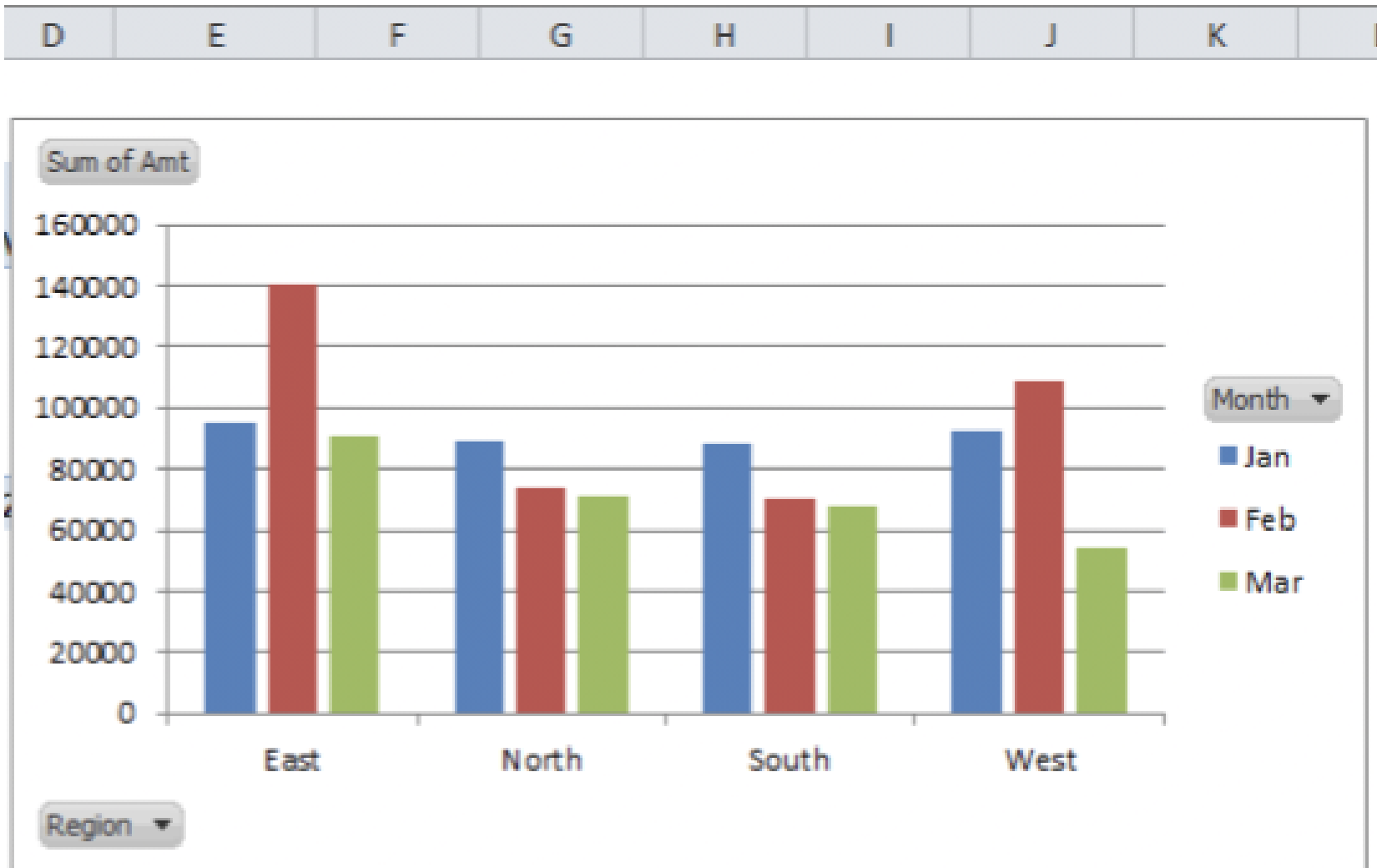3. Transform data into a suitable format for pivot tables.

*Pivot Table Creation":

1. reate pivot tables to analyze employee turnover data.
2. Use fields like Department, Job Title, Reason for Termination, and Length of Service as row and column labels.

3. Turnover Rate Analysis":

- Calculate turnover rates by department, job title, and

location.

RESULTS

conclusion

Using pivot tables for employee turnover analysis in conclusion :

conclusion

Using pivot tables for employee turnover analysis provides a powerful and flexible way to gain insights into turnover trends and patterns. By leveraging pivot tables, HR professionals and business leaders can:

1. Identify high-turnover departments, job titles, and locations
2. Analyze reasons for termination and length of service
3. Track turnover rates over time and compare to industry benchmarks
4. Inform retention strategies and talent management decisions

MODELLING

Charts
•**Purpose**: To visualize the data in an easily interpretable format, making trends and patterns more apparent.
•**Implementation**: Various types of charts (e.g., bar charts, line charts, pie charts) will be created based on the pivot table outputs. For instance, a line chart could show the trend of an employee's productivity over time, while a bar chart could compare performance across different departments.

4. Conditional Formatting
•**Purpose**: To highlight specific data points that meet certain conditions, making it easier to spot trends, outliers, or areas of concern.
•**Implementation**: Conditional formatting will be applied to cells based on rules, such as highlighting cells in red if an employee's performance falls below a certain threshold, or in green if targets are exceeded. This immediate visual cue helps in quickly identifying critical areas needing attention.