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

Employee performance analysis using Excel can help you to track.
Evaluate individual performance, identify areas for improvement, and make data driven decision.
Employee performance analysis system in Excel to support informed decision making and drive business success.

PROJECT OVERVIEW

T.h.is project provides a structured approach to creating an employee performance analysis dashboard in Excel, helping you to effectively track, analyze, and present performance data

WHO ARE THE END USERS?

1. HR Manager
2. Supervisors and Team leads
3. Department Heads
4. Operation managers
5. Business Analysts
6. Business owners and Executives
7. Employee development specialists

OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING- REMOVE VALUES

PIVOT TABLE- SUMMARY OF EMPLOYEE PERFORMANCE

CHART LINE – FINAL REPORT

Dataset Description

- **EMPLOYEE DATA SET- NAN MUDHALVAN PORTAL**
- **9 FEATURES IN EXCEL :**

EMPLOYEE ID- ALPHANUMERIC(TEXT)
NAME - ALPHABETICAL(TEXT)
GENDER-ALPHABETICAL(TEXT)
DEPARTMENT-ALPHABETICAL(TEXT)
SALARY-NUMERICAL
START DATE-ALPHANUMERIC(TEXT)
FTE-NUMERICAL
EMPLOYEE TYPE-ALPHABETICAL(TEXT)
EMPLOYEE LOCATION-ALPHABETICAL(TEXT)

- **3 FEATURES USED:**

DEPARTMENT -ALPHANUMERIC(TEXT)
FTE-NUMERICAL
EMPLOYEE TYPE-ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION

- Automate data collection and updates using Excel's power query and macros.
- Real-time performance tracking and alerts for timely intervension.
- Regular updates and refreshes to ensure data accuracy and relevance.

MODELLING

- **STEP-1**
  DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.
- **STEP-2**
  SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.
- **STEP-3**
  FILTER FTP FROM A TO Z ORDER.
- **STEP-4**
  SELECT THE ENTIRE DATA QAND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE
- **STEP-5**
  DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE
- **STEP-6**
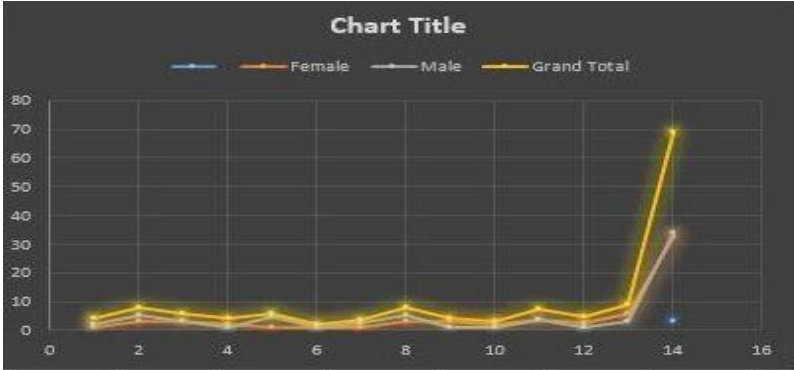 SLECT THE PIVOT TABLE AND CLICK ON INSERT
- **STEP-7**
  NOW CLICK ON THE CHART THAT YOU WANT
- **STEP-8**
  THE CHART IS CREATED

Gender	Accounting	Business Development	Engineering	Human Resources	Legal	Marketing	NULL	Product Management	Research and Development	Sales	Services	Support	Training	Grand Total
	0.9			1								1		2.9
Female	1	3	3	2		1	1	3	3.2	2	3.8	2.8	5.7	32.5
Male	2.3	5	3	1	4.5	1	2.6	5	1	1	3.4	1	3	33.8
Grand Total	4.2	8	6	4	5.5	2	3.6	8	4.2	3	7.2	4.8	8.7	69.2

(Caption at top of table: SUM of FTE / Department)

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conclusion

Excels capabilities , such as Automation, visualization, and analysis, make it an ideal tool for employee performance management . By leveraging Excel, organization can create a streamlined, accurate, and informative performance Analysis system that benefit both employees and the company.