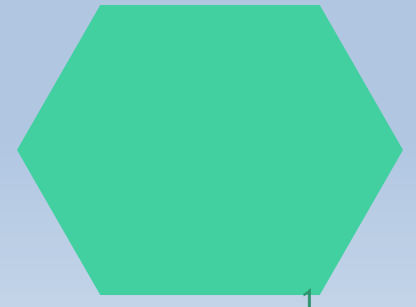# Employee Data Analysis using Excel

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PROJECT TITLE

Using Pivot Tables for Employee Turnover Analysis

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 turnover is a critical issue for organizations, as high turnover rates can lead to increased costs, decreased morale, and loss of organizational knowledge.

- To better understand and manage employee turnover, it is essential to analyse various factors such as department, tenure, age, job role, and reasons for leaving.

- Using pivot tables will allow for the dynamic organization and summarization of large datasets, enabling the organization to gain actionable insights into the factors contributing to employee turnover.

PROJECT OVERVIEW

- The goal of this project is to analyze employee turnover data using pivot tables.

- To identify trends, patterns, and potential causes of turnover within an organization.

- By leveraging pivot tables, this project aims to provide a clearer understanding of turnover rates across different departments, positions, and demographic factors.

WHO ARE THE END USERS?

- Human Resources (HR) Team

- HR Managers/Directors

- Department Heads/Team Leaders

- Senior Leadership/Executives:

- Business Analysts/Data Analysts

- Compensation & Benefits Teams

- Recruitment Teams

OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional formatting- missing

- Filter- remove

- Formula- performance

- Pivot-summary

- Graph- data visualiztion

Dataset Description

ID NO

First Name

Last Name

Start Date

Employee Status

Employee Type

Pay Zone

Employee Classification Type

Current Employee Rating

THE "WOW" IN OUR SOLUTION

- Performance level=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED", TRUE, "LOw")

MODELLING

1. **Data Collection:**
1. Gather relevant employee data
2. Job titles
3. Department.

2. **Key Metrics to Analyze:**
1. Turnover Rate
2. Turnover by Department
3. Turnover by Position.

3. Data Preparation:
1. Ensure data cleanliness
2. Missing values
3. Standardizing.

4.Pivot Table Setup
1. Create pivot tables that summarize the data for each of the key metrics
2. Use filters to drill down into specific departments
3. Roles, or time periods.

5. Analysis & Insights:
1. Analyse trends
2. Identify key periods of turnover
3. Correlate turnover with other factors.

6. Visualizations:
1. Use charts and graphs based on pivot table data
2. Create dashboards to allow easy access and understanding of the turnover patterns.

7. Recommendations:
1. Based on the analysis
2. Suggest strategies for employee retention.

RESULTS

Row Labels	Sum of ID NO	Sum of Current Employee Rating
Bartholomew	3439	3
Khimich	3439	3
2022	3439	3
Bobby	3444	3
Rodgers	3444	3
2021	3444	3
Deepa	3438	3
Nguyen	3438	3
2018	3438	3
Edward	3429	4
Buck	3429	4
2018	3429	4
Jac	3435	3
McKinzie	3435	3
2018	3435	3
Jasmine	3431	3
Onque	3431	3
2019	3431	3
Joseph	3436	5
Martins	3436	5
2022	3436	5
Kaylah	3442	2
Moon	3442	2
2019	3442	2
Kristen	3443	3
Tate	3443	3
2021	3443	3
Latia	3433	4
Costa	3433	4
2022	3433	4
Maruk	3432	3
Fraval	3432	3
2020	3432	3
Michael	3430	2
Riordan	3430	2
2021	3430	2
Myriam	3437	5
Givens	3437	5
2023	3437	5
Paula	3428	3
Small	3428	3
2023	3428	3
Prater	3441	4
Jeremy	3441	4
2019	3441	4
Reid	3445	4
Park	3445	4
2021	3445	4
Sharlene	3434	2
Terry	3434	2
2020	3434	2
Uriah	3427	4
Bridges	3427	4
2019	3427	4
Xana	3440	3
Potts	3440	3
2019	3440	3
Grand Total	65284	63

RESULTS

EMPLOYEE TURNOVER ANALYSIS
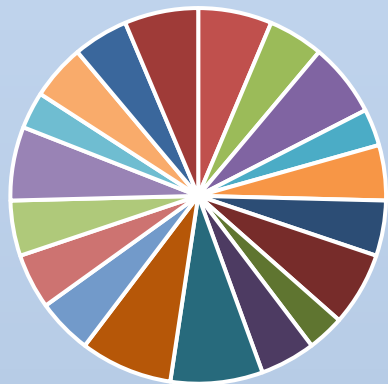
- ☐ ID NO FirstName LastName StartDate EmployeeStatus EmployeeType PayZone EmployeeClassificationType
- ☐ 3427 Uriah Bridges 20-Sep-19 Active Contract Zone C Temporary
- ☐ 3428 Paula Small 11-Feb-23 Active Contract Zone A Part-Time
- ☐ 3429 Edward Buck 10-Dec-18 Active Full-Time Zone B Part-Time
- ☐ 3430 Michael Riordan 21-Jun-21 Active Contract Zone A Full-Time
- ☐ 3431 Jasmine Onque 29-Jun-19 Active Contract Zone A Temporary
- ☐ 3432 Maruk Fraval 17-Jan-20 Active Contract Zone B Full-Time
- ☐ 3433 Latia Costa 06-Apr-22 Active Full-Time Zone B Temporary
- ☐ 3434 Sharlene Terry 06-Nov-20 Active Contract Zone C Full-Time
- ☐ 3435 Jac McKinzie 18-Aug-18 Active Contract Zone B Part-Time
- ☐ 3436 Joseph Martins 21-Jan-22 Active Part-Time Zone B Temporary
- ☐ 3437 Myriam Givens 04-Aug-23 Active Contract Zone B Temporary
- ☐ 3438 Dheepa Nguyen 10-Aug-18 Active Full-Time Zone C Temporary
- ☐ 3439 Bartholemew Khemmich 25-May-22 Active Full-Time Zone A Temporary
- ☐ 3440 Xana Potts 05-Dec-19 Active Contract Zone A Full-Time
- ☐ 3441 Prater Jeremy 28-Apr-19 Active Part-Time Zone A Part-Time
- ☐ 3442 Kaylah Moon 09-Jul-19 Active Full-Time Zone A Full-Time
- ☐ 3443 Kristen Tate 05-Apr-21 Active Full-Time Zone C Part-Time
- ☐ 3444 Bobby Rodgers 28-Nov-21 Active Contract Zone A Part-Time
- ☐ 3445 Reid Park 16-Jan-21 Active Contract Zone C Full-Time

conclusion

Using Pivot Tables for Employee Turnover Analysis:

- Pivot tables provide a powerful and flexible tool for analyzing employee turnover.
- By transforming raw data into meaningful insights, they allow organizations to easily identify trends, problem areas, and potential causes of employee exits.
- Through customized views, HR teams can monitor turnover rates by department, role, tenure, and demographics, enabling more targeted retention strategies.
- The analysis not only helps reduce the costs and disruptions associated with turnover but also supports proactive workforce planning
- One of the most critical challenges in human resource management: employee retention.