

Employee Data Analysis using Excel

STUDENT NAME: Hariharan.R
REGISTER NO: 312211515
DEPARTMENT: Accounting & Finance
COLLEGE: Thiruthangal Nadar college.

PROJECT TITLE



Employee Performance Analysis using Excel



AGENDA

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3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion



PROBLEM STATEMENT



- ❑ WHY EMPLOYEE PERFORMANCE ANALYSIS ?
- ❑ To track the performance of Employees in an organization.
- ❑ To focus on the growth of the organization as well as the growth of the Employee.
- ❑ To motivate the employees through appreciation's, increments, promotions etc. Will make them to work more in a more effective manner.



PROJECT OVERVIEW



- ❑ This Project analyzes employee performance using Excel, focusing on sales, customer satisfaction, and productivity.
- ❑ Dashboards and reports visualize data, identifying areas for improvement and recommending enhancements to drive business growth.



WHO ARE THE END USERS?



- ③ The place where the **Employee** management categories and hierarchies will get benefits from the “Employee Performance Analysis”.
- ③ They include :
 - Employees
 - Employer
 - Managers
 - Organization
 - Various IT Sectors and Industries



OUR SOLUTION AND ITS VALUE PROPOSITION



- ❑ Conditional Formatting _ To highlight the missing values.
- ❑ Filtering _ To remove the missing values.
- ❑ Formula (IFS) _ To calculate the employee performance level.
- ❑ Pivot Table _ To summarize.
- ❑ Graphical representation _ For data visualization.

Dataset Description

- ❑ Employee Dataset Excel downloaded from Kaggle.com
- ❑ It has 26 features but we considered only 9 features such as:
 - * Employee ID (Numerical values)
 - * First name & Last name (Text)
 - * Employee type
 - * Employee Status
 - * Performance level
 - * Gender code
 - * Employee rating
 - * Business Unit

THE "WOW" IN OUR SOLUTION

PERFORMANCE LEVEL

=IFS(Z8>=5,"very high",Z8>=4
,"high",Z8>=3,"med",TRUE,"low")



MODELLING

- ❑ DATA COLLECTION _ downloaded from Kaggle.com.
- ❑ FEATURE SELECTION _ Identified each and every feature related to employee data set in Excel.
- ❑ DATA CLEANING _ Identified the missing values and filtered out the same.
- ❑ PERFORMANCE LEVEL _ Calculated the performance level of employees by considering the Current Employee Rating column in the given Excel.
- ❑ PIVOT TABLE _ To summarize the employee performance analysis.
- ❑ GRAPH _ To visualize the data through graphical representation.

RESULTS



Conclusion

- ❑ The employee performance analysis reveals varying levels of performance among Full-time, Part-time and Temporary employees, ranging from very high to low & below average.
- ❑ This insights will enable targeted interventions to improve productivity, address underperformance, and optimize workforce planning across different employee categories.