Employee Data Analysis using Excel

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PROJECT TITLE

EMPLOYEE DATA ANALYSIS BASED ON JOB ROLE, GENDER 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

Microsoft Excel is the market leader when it comes to data analysis, both in HR and other business functions. While it is no substitute for an HR Information System and does not offer the most advanced people analytics capabilities, it is the all-time favorite for quick analysis and data visualization.

PROJECT OVERVIEW

Drag the Year column in the row field, and Performace Score in the values field. Select the pivot table, Insert a Column Chart, and then Select any cell of the pivot table after that go to the Analyze tab in the ribbon and then Insert slicer.

WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING- REMOVE VALUES
PIVOT TABLE – SUMMARY OF EMPLOYEE PERFORMANCE
BAR DIAGRAM – 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 – ALPHABETICAL(TEXT)
FTE- NUMERICAL
EMPLOYEE TYPE- ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION

•❖ Effective data visualization makes it
•easier to present complex data in an
•engaging and understandable way.
•❖ Well-presented data can have a
•significant impact on decision-makers,
•helping to drive change and innovation.

MODELLING

- STEP -1

DOWNLOAD THE EMPLOYEE PERFORMANCE ANALYSIS AND OPEN THE EMPLOYEE PERFORMANCE ANALYSIS IN EXCEL.

- STEP -2

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

- STEP -3

FILTER FROM A TO Z ORDER.

- STEP -4

SELECT THE ENTIRE DATA AND 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

SELECT THE PIVOT TABLE AND CLICK ON INSERT.

- STEP-7

NOW CLICK ON THE CHART THAT YOU WANT.

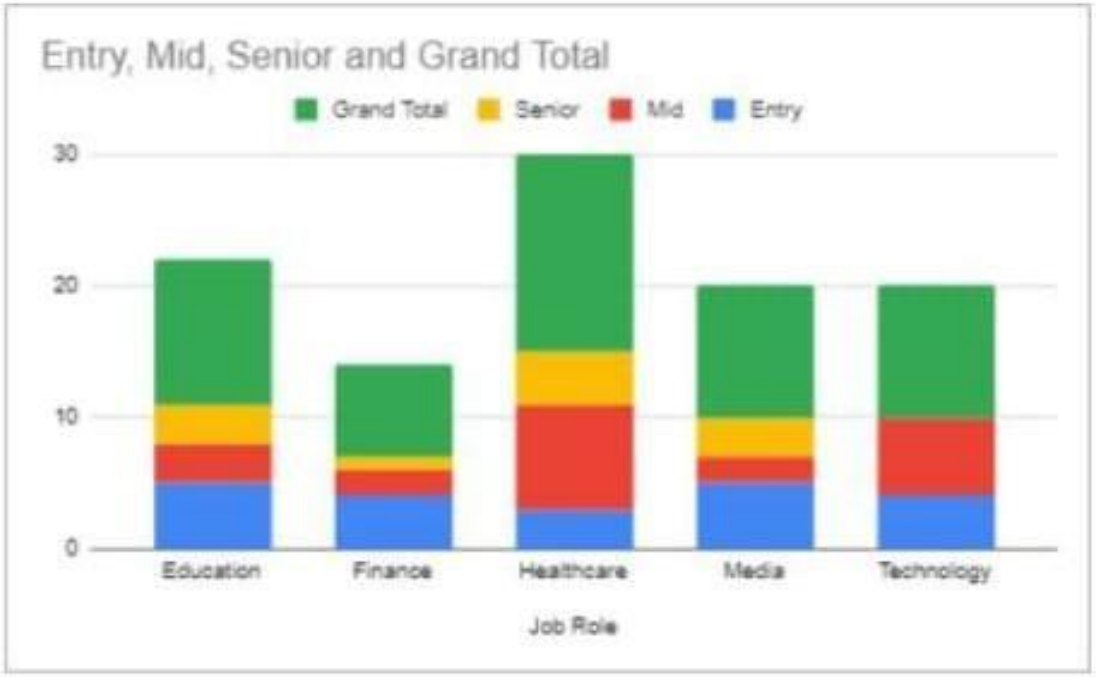
- STEP -8

THE CHART IS CREATED.

RESULTS
1 TABLE

COUNTA of Gen Job Level				
Job Role	Entry	Mid	Senior	Grand Total
Education	5	3	3	11
Finance	4	2	1	7
Healthcare	3	8	4	15
Media	5	2	3	10
Technology	4	6		10
Grand Total	**21**	**21**	**11**	**53**

BAR DIAGRAM


Entry, Mid, Senior and Grand Total
Grand Total
Senior
Mid
Entry
30
20
10
0
Education
Finance
Healthcare
Media
Technology
Job Role

conclusion

Data analytics is a powerful tool for improving employee performance measurement, enabling organizations to make better decisions, drive performance improvements, and stay ahead in today's competitive business landscape.

Employee data includes personal information such as name, address, contact details, social security number, and date of birth, as well as employment-related information like job title, salary, performance evaluations, and attendance records.