EMPLOYEE DATA ANALYSIS USING EXCEL

- STUDENT NAME: HEMA LOSHINI G
- REGISTER NO: 322200010(asunm1353222000l0
- DEPARTMENT: BCOM - HONOURS
- COLLEGE: ANNA ADARSH COLLEGE FOR WOMEN

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

TITLE: EMPLOYEE PERFORMANCE ANALYSIS.

- **The project is undertaken to understand the performance of the employees in an organization.**
- **This performance is helpful both for the organization as well as the employees.**
- **For employees, this analysis gives them insights on their performance of the assigned job and useful in knowing the areas of improvement.**
- **In the view of organization, this analysis is useful in knowing about the performance of job by employees and comparing their performance for a specific period of time.**
- **This analysis is helpful in performance appraisal, knowing job satisfaction, comparison of works and the need for employee training and development.**

PROJECT OVERVIEW

- Employee performance is the level of effectiveness, efficiency, productivity, and quality of work by an individual team member within an organization.
- It encompasses how well employees fulfill their job responsibilities, achieve set goals and objectives, and contribute to the overall success of the organization.
- Employee performance is not solely based on quantitative metrics.
- It also includes qualitative factors such as communication skills, teamwork, problem-solving abilities, and adaptability.

WHO ARE THE END USERS?

The End users of the Employee Performance Analysis are:

1. The Employees: The employees are being one of the end users of the employees performance analysis data as they use this data to find the level of performance and to compare themselves with other employees. Sometimes, they use these data to claim exclusive perks and benefits from the company.
2. The Organizations: Organizations use these data for several purposes ranging from training and development of employees to retention and performance appraisal of the employees.
3. Other Organizations: In rare cases, other organizations for the purpose of recruiting employees who were previously working in the organization. They use this data to know about the performance of the employee.

OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional Formatting: To identify the missing values and remove the blank/left spaces.
- Filtering: To filter out or to remove the identified missing values.
- Formulas: To convert employee rating points to employee performance levels (IFS and TRUE).
- Pivot Table: To summarize the complex data into a simpler one using specific criteria namely, Gender code, Performance levels, Business units and the First name.
- Graphs: Pictorial representation of Data.

DATASET DESCRIPTION

Employee dataset – Kaggle which contained 26 features, out of which only 9 features were taken into consideration. These features are as follows:

1. Employee ID number.
2. First name and Last name of the Employee.
3. Employment type.
4. Performance Level.
5. Employee Rating.
6. Gender.
7. Business Unit.
8. Performance scores.
9. Employee classification type.

THE "WOW" IN OUR SOLUTION

- The unique thing which we've added in our project is that we tried converting numerical data into text form.
- For this purpose we took Current Employment Rating ranging from (1, 2, 3, 4, 5.) and converted it into Performance Levels (Very – High, High, Medium, Low.)
- The formula used here is {=IFS(Z2>=5,"Very High",Z2>=4,"High",Z2>=3,"Medium",TRUE,"Low")}

MODELLING

1. Data Collection:

- Data can be collected from Kaggle or Edunet Dashboard.

2. Feature selection:

- Identifying the required feature form the number of features available – 9 out of 26 features were selected.

3. Data cleaning:

- Identification of missing values.
- Filtering out the missing values.

4. Performance level Calculation:

- Calculation of performance level from current employee rating in order to convert the numerical data into text form.
- Calculation using

```
=IFS(Z2>=5,"Very High",Z2>=4,"High",Z2>=3,"Medium",TRUE,"Low")
```

5. Preparation of Pivot table

- Pivot table preparation using various factors out of the chosen 9 factors namely, Name, Business unit, Gender and Performance level.

MODELLING

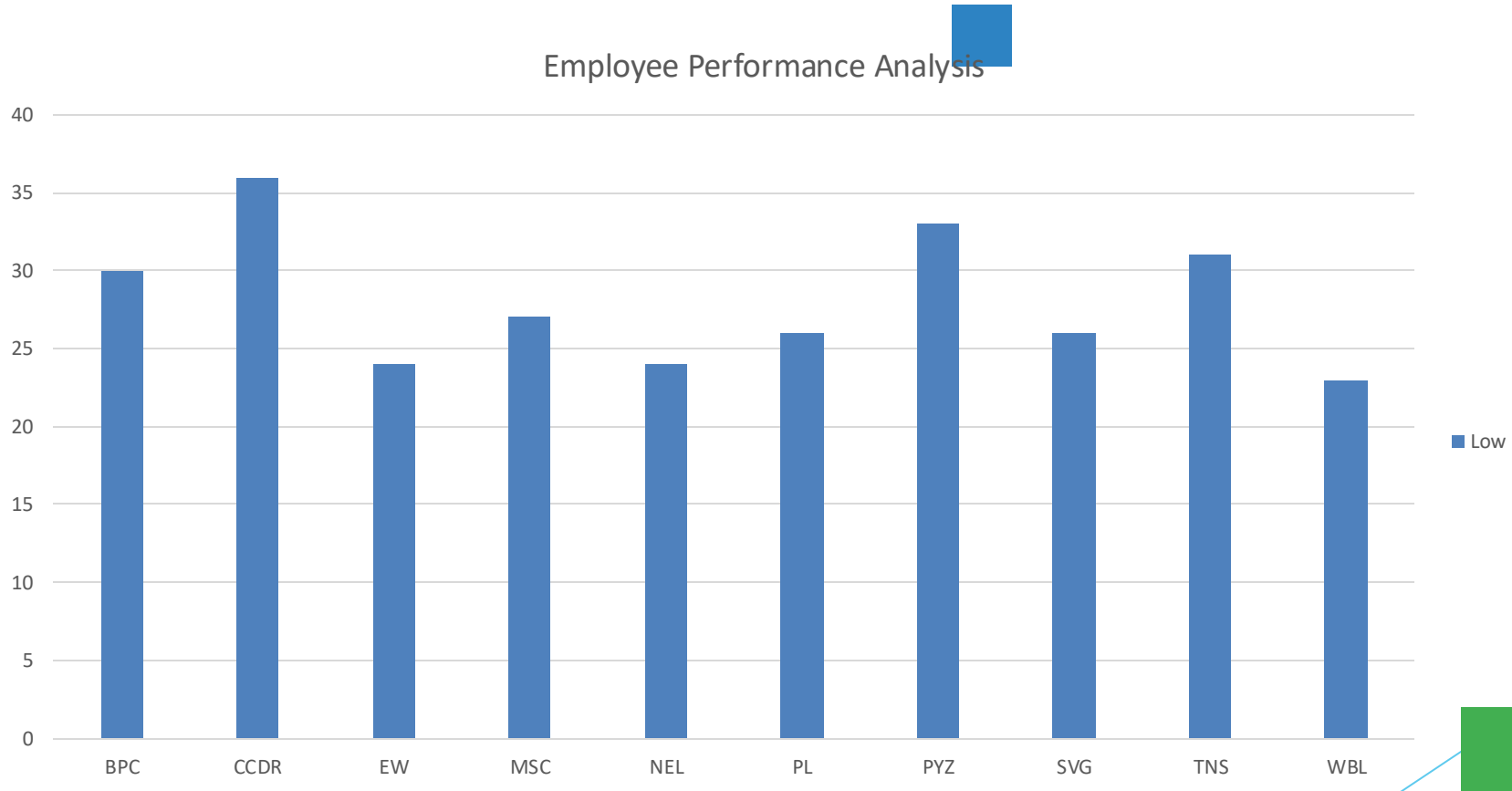
Pivot table:

- Filters : Gender Code
- Legend (Series): Performance Level
- Axis (Categories): Business Unit
- Values: Count of First Name

6. Preparation of Chart:

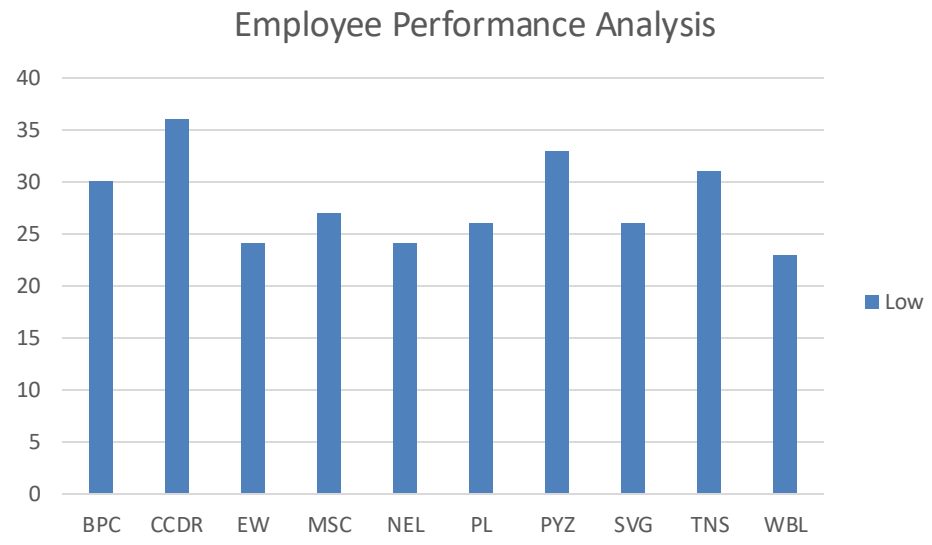
- Preparation of chart (Clustered column charts) using the data from Pivot table and naming it as Employee Performance Analysis Chart.
- Adding a trend line to the most common Trend Level (Medium).

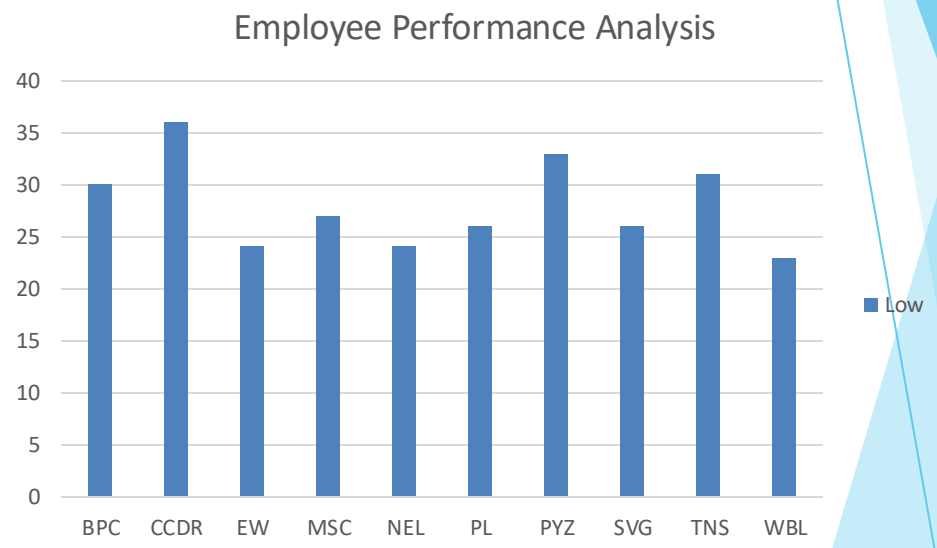
RESULTS



Overall Employee Performance Analysis

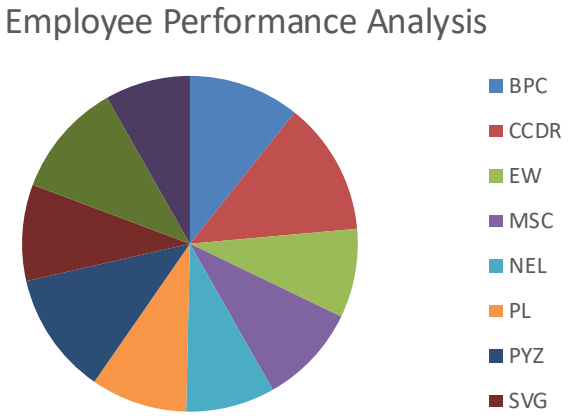
RESULTS



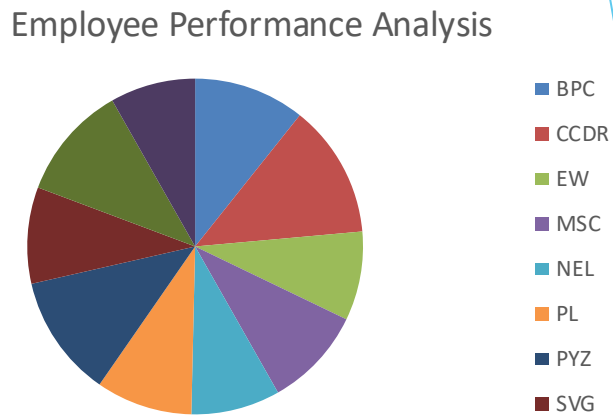


Gender based Employee Performance Analysis

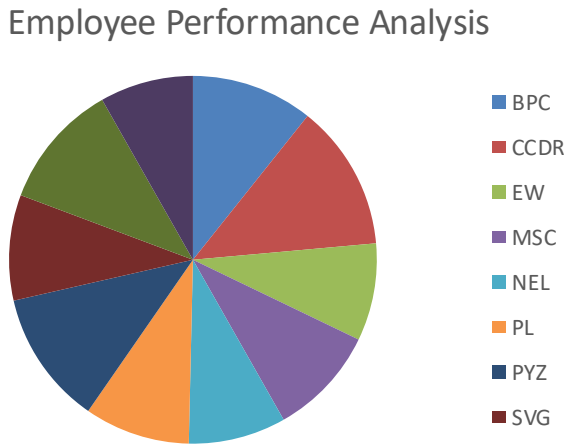
RESULTS



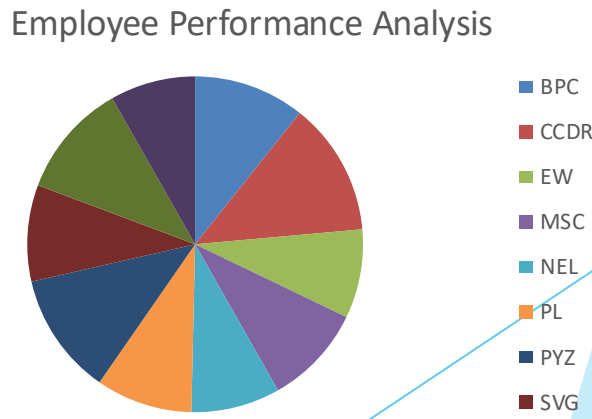
Very high level Employee Performance



High level Employee Performance



Medium level Employee Performance



Low level Employee Performance

CONCLUSION

- In conclusion, it was understood that the average performing employees are more in number, thus requiring measures to improve them to move into the category of high and very high.
- Low level performance should be giver extra concentration and proper training and other factors which are responsible for their poor performance should be considered and actions to be taken accordingly.
- Here are some ways to achieve good performance from employees:

1. Set clear goals
2. Reward and recognize your employees
3. Have open lines of communication
4. Identify and solve the root causes of poor performance
5. Provide training opportunities
6. Continuously monitor employee performance
7. Keep deadlines realistic
8. Balance accountability and authority
9. Consider remote working options
10. Enable employees with collaborative learning opportunities
11. Avoid micromanaging
12. Overcome skill gaps with reskilling and upskilling opportunities
13. Offer internal leadership opportunities and clear career paths