

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

This 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
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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 intervention.
- 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**

DRAW THE NEEDED DATA AND CREATE A PIVOT TABLE

- **STEP-6**

SLECT THE PIVOT TABLE AND CLICK ON INSERT

- **STEP-7**

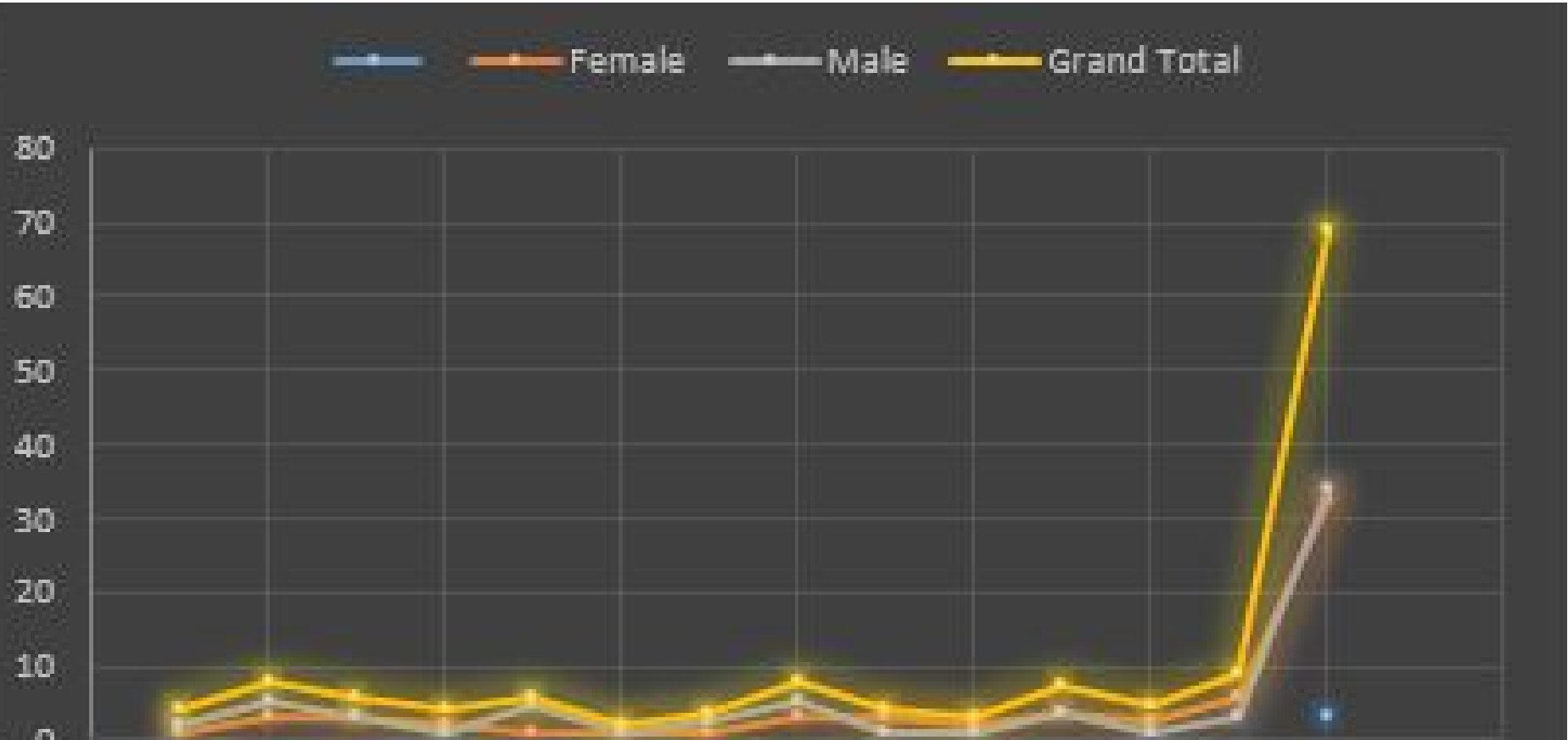
NOW CLICK ON THE CHART THAT YOU WANT

- **STEP-8**

THE CHART IS CREATED

RESULT

FTE	ent													
	Accounting	Business Development	Engineering	Human Resources	Legal	Marketing	NULL	Product Management	Research and Development	Sales	Services	Support	Training	Grand Total
Gender														
	0.9			1								1		2.9
Female	1	3	3	2	1	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														



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.