

# 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

To analyze employee performance based on key performance indicators (KPIs), identifying patterns and areas for improvement, while taking into account factors such as productivity, efficiency, attendance, and task completion, in order to optimize overall organizational performance and decision-making.



# PROJECT OVERVIEW

To analyze the performance based on some factors like Gender of the employee, performance of the employee, employee type etc., in order to findout the trendlines of medium and low employee performance



# WHO ARE THE END USERS?

The end users of the Employee Performance Analysis project include:

- HR Managers: To evaluate employee performance, manage appraisals, and design improvement plans.
- Team Leaders/Managers: To monitor team performance and provide feedback or support.
- Executives: To make strategic decisions based on workforce efficiency and productivity.
- Employees: To gain insights into their performance and identify areas for personal growth.
- Analysts: To analyze performance data for trends and optimization opportunities.

# OUR SOLUTION AND ITS VALUE PROPOSITION



1. Conditional formatting – To identify blank  
2. Filter – to remove blank  
3. Formula – To identify employee performance level  
4. Pivot table – summary  
5. Graph – data visualization

# Dataset Description

Employee dataset – edunet dashboard 27 features

1. Empl I'd
2. First name
3. Last name
4. business unit
5. Employee status
6. Employee type
7. employee classification type
8. gender code
9. performance score
10. current employee rating
11. performance level
12. martial desc
13. race desc
14. Location code
15. Job function description
16. State
17. DOB
18. division
19. department type
20. termination description
21. termination type
22. payzone
23. start date
24. Exit date
25. Title
26. Supervisor
27. ADEmail



# THE "WOW" IN OUR SOLUTION

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



# MODELLING

Data collection 1. Collected data from edunet dashboard

Feature collection 1. Collected overall features from employee dataset excel 2. Selected particular features

Data cleaning 1. Identified blank by applying conditional formatting 2. Removed blank by applying filter

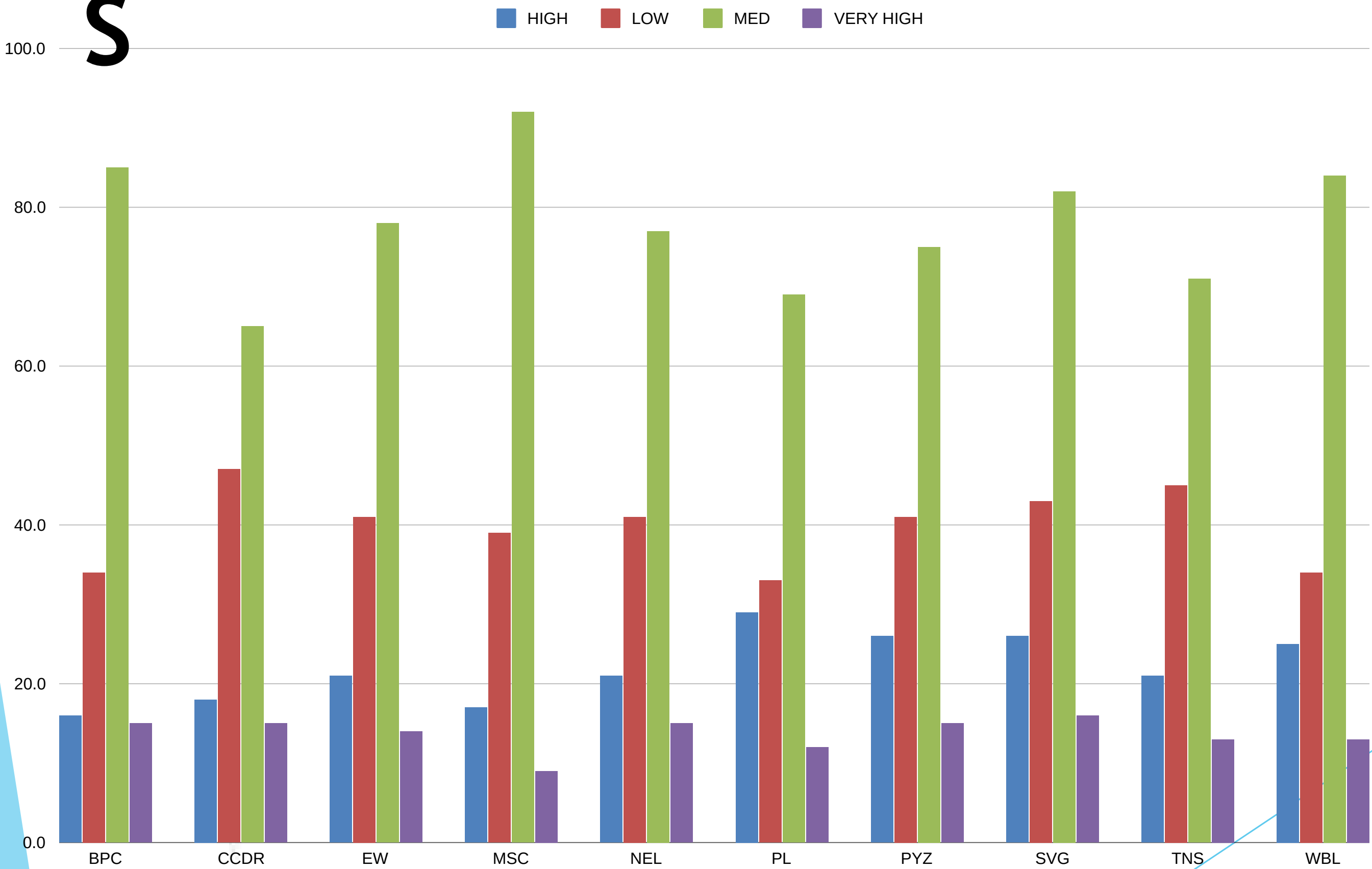
Performance level 1. Calculated performance level by using the current employee rating

Summary 1. prepared pivot table 2. Filtered pivot table

Visualization 1. Prepared a graph using pivot table data 2. prepared trendlines for medium and low performance.

# RESULT

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# conclusion

In conclusion, employee performance analysis helps identify strengths, areas for improvement, and opportunities for growth. It enables better decision-making, increases productivity, and aligns individual goals with organizational objectives. Regular performance assessments foster a culture of continuous development and contribute to overall business success