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

1. Track attendance and absenteeism
2. Evaluate sales performance or revenue generation
3. Assess task completion rates or productivity
4. Analyze customer satisfaction ratings or feedback
5. Compare performance across different departments or teams

PROJECTOVERVIEW

- Collect and organize employee performance data
- Set up an Excel dashboard to visualize performance metrics
- Create formulas and charts to analyze and compare performance
- Identify areas for improvement and track progress over time

An Excel workbook with a user-friendly dashboard2. Clear and concise performance metrics and charts3. Formulas and calculations to analyze performance data4. Recommendations for future performance improvement initiatives

WHO ARE THE END USERS?

1. **HR Generalists**: To track employee performance, identify training needs, and inform talent management decisions.
2. **Team Managers**: To monitor team performance, set goals, and provide targeted feedback to team members.
3. **Department Heads**: To evaluate departmental performance, make informed decisions, and optimize resource allocation.
4. **Business Analysts**: To analyze performance trends, identify areas for improvement, and recommend data-driven solutions.
5. **Operations Managers**: To track key performance indicators (KPIs), optimize processes, and enhance overall efficiency.

OUR SOLUTION AND ITS VALUE PROPOSITION

- CONDITIONAL FORMATTING – MISSING
- FILTER- REMOVE
- FORMULA- PERFORMANCE
- PIVOT-SUMMARY
- GRAPH-DATA VISUALIZATION

Dataset Description

- Employee= **KAGGLE**
- **26-Features**
- **9-Features**
- Emp Id- Number
- Name Text
- Emp- Type
- Current Employee Rating- Number
- Gender- Male Female
- Employee Rating –Number

THE "WOW" IN OUR SOLUTION

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

MODELLING

Data Preparation

- Import and clean employee data (e.g., demographics, job info, performance metrics)
- Ensure data quality and consistencyII.

Descriptive Analytic

- Create summaries and visualizations (e.g., tables, charts, graphs) to understand
- Employee demographics (e.g., age, gender, department)
- Job characteristics (e.g., role, tenure, salary)
- Current Employee Rating (e.g., ratings, promotions, turnover)

Inferential Analytics

- Correlation analysis (e.g., between performance and salary)
- Regression analysis (e.g., predicting turnover based on demographics)
- Cluster analysis (e.g., grouping similar employees)

RESULTS

Prescriptive Analytics

- Talent development and training programs
- Diversity, equity, and inclusion initiatives
- Compensation and benefits strategies
- Employee engagement and retention plan

PivotTables

- PivotTables and Power Pivot for data summarization and analysis
- Conditional Formatting and Color Scales for data visualization-
- Regression and Correlation analysis using Excel's built-in functions
- Solver and Scenario Manager for optimization and forecasting

RESULTS

	A	B	C	D	E	F	G
1							
2	GenderCode	(All)					
3							
4	Count of FirstName	Column Labels					
5	Row Labels	1	2	3	4	5	Grand Total
6	BPC	4	15	49	10	10	88
7	CCDR	12	20	43	14	6	95
8	EW	9	18	53	13	7	100
9	MSC	7	18	52	14	7	98
10	NEL	10	17	63	26	10	126
11	PL	8	7	46	15	14	90
12	PYZ	11	13	50	13	8	95
13	SVG	11	13	60	14	8	106
14	TNS	6	14	57	10	11	98
15	WBL	10	24	53	13	12	112
16	Grand Total	88	159	526	142	93	1008
17							
18							
19							

EmployeeType

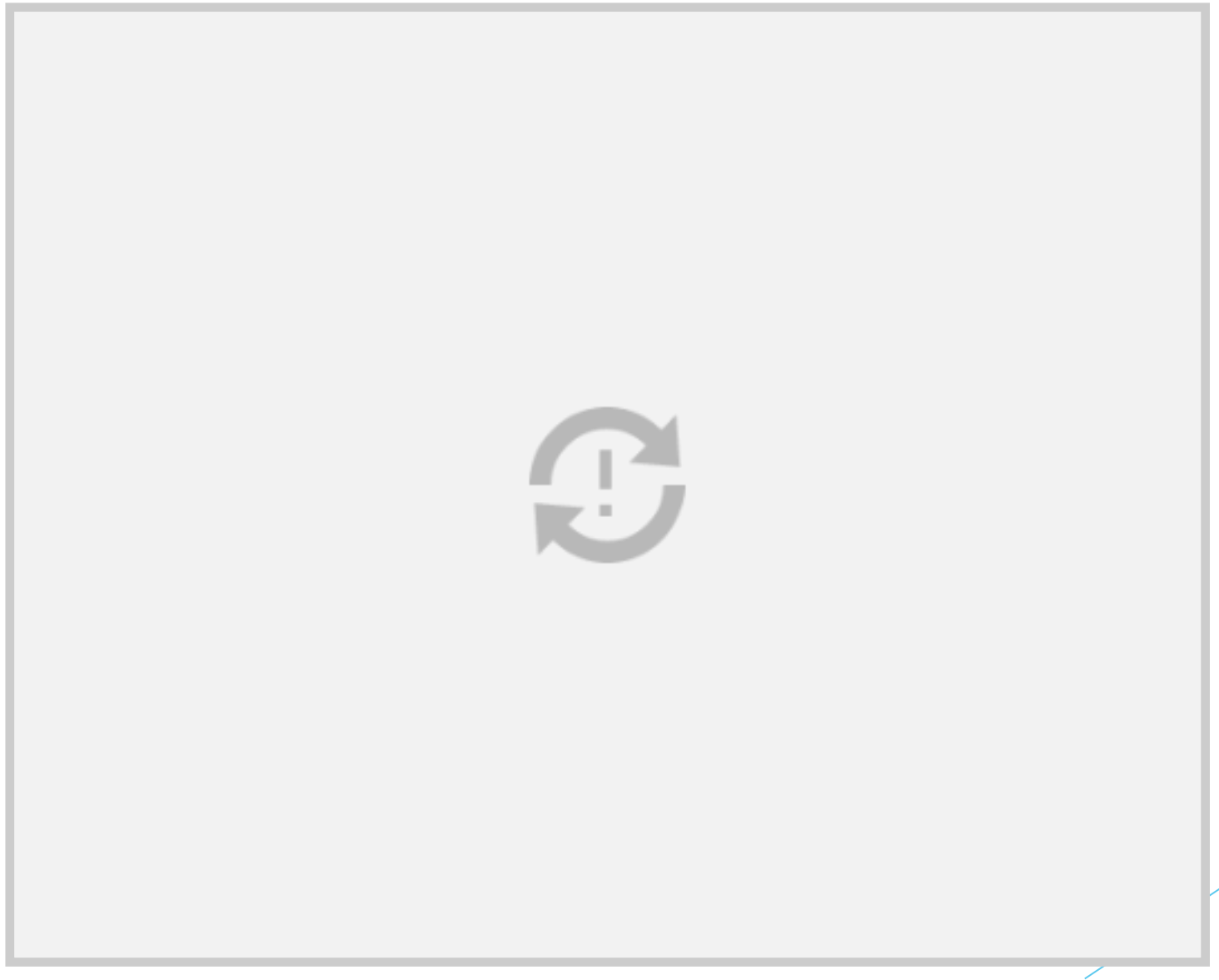
Contract

Full-Time

Part-Time

(blank)

RESULTS



Conclusion

We have identified trends, patterns, and correlations that will inform our decision-making and drive business outcomes. Specifically, we have:

- Identified areas of high employee turnover and absenteeism, allowing us to target retention strategies
- Analysed salary and benefits data to ensure equity and competitiveness
- Visualized employee performance metrics to inform development and promotion decisions
- Detected correlations between training programs and job satisfaction, highlighting areas for investment
- Created data-driven recommendations to enhance employee engagement, productivity, and overall business performance