Employee Data Analysis using Excel

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PROJECT TITLE

Employee Demographic Analysis using Excel

AGENDA

PROBLEM STATEMENT

In a competitive business environment, understanding employee demographics is essential for effective workforce planning, diversity, Equity, Inclusion, initiates, and fostering an inclusive company culture. The objectives of this analysis is to utilize MS Excel to examine and visualize key Employee demographic metrics, such as gender ratios, business unit, employee type, and status (Marital and Racial). The goal is to cover patterns and trends that can inform data-driven HR Strategies, enhance Diversity, Equity and Inclusion efforts and support overall the Organizational Growth.

PROJECT OVERVIEW

The Analysis will focus on current employee demographic metrics such as Gender ratios, Employee type, Department types, Race descriptions, Martial descriptions, Job role and Business unit. The Analysis will also segment the data by gender, department, Business unit to identify any demographic disparities or trends.

WHO ARE THE END USERS?

1 **Human Resources (HR) Departments** : HR professionals use demographic analysis to understand workforce diversity, identify gaps, and plan recruitment strategies. They also use this data for compliance reporting, such as Equal Employment Opportunity (EEO) reports.

2 **Diversity and Inclusion Teams**: These teams use demographic data to assess the effectiveness of diversity initiatives, ensure inclusivity, and develop targeted programs to support underrepresented groups.

3 **Compensation and Benefits Teams** : These teams analyze demographic data to ensure equitable compensation and benefits across different employee groups.

4 **Compliance and Legal Te**ams : They use demographic data to ensure that the organization complies with legal requirements related to workplace diversity and nondiscrimination.

5 **Consultants** : External consultants may be hired to analyze demographic data and provide recommendations for improving diversity, equity, and inclusion (DEI) within the organization.

OUR SOLUTION AND ITS VALUE PROPOSITION

➤ From the Analysis on employee data, I have found that total of 1533 employees of different departments on various employee type like full time, part and contract reveals the gender preference as employees.

➤ The list of benefits from my solution is that how gender varies from on department to another and from one business unit to another unit. This solutions helps in HR for future recruitment and importance of employee for the company.

Dataset Description

Title: Employee Demographic Analysis Based on Gender Using Microsoft Excel

Summary:
- ✓ The dataset contains comprehensive employee information collected from Edunet Dash Board for the purpose of analyzing workforce demographics, performance, and retention trends. The dataset is used to explore the relationship between various employee characteristics and organizational outcomes.
- ✓ The dataset contains 1533 records of employees representation of individuals job descriptions, demographics, performance levels, Department type, Employee Type, business unit, current status of employee, and performance score.

THE "WOW" IN OUR SOLUTION

❖ I have used innovative strategy in converting Current Employee ratings into performance Level by using IFS Function.

❖ Formulawere=IFS(CurrentEmployeeRating>=5,"veryHigh",CurrentEmployeeRating

   >=4,"High",CurrentRating >=3,"Med","True","Low")

MODELLING

Step 1: Data Collection: I have collected data from Edunet Dash board as employee data set for Data Analysis using MS Excel.

Step 2: Data Cleaning: I have taken out all the missing out values using Conditional Formatting and Filter Function and Made a boarders for all the cells to look good.

Step 3: Data Arrangement: I have arranged the data according to need of the analysis like a proper heading using Bold functions, Times New Roman Font, colors to differentiate and center alignment for good look.

Step 4: Data Segmentation: There are total of 29 features available in the data collection but I have used 10 features for my analysis on demographic factors of employees. The Features were as follows;

❖ Employee ID
❖ First Name
❖ Last Name
❖ Business Unit
❖ Employee Type
❖ Department Type
❖ Gender code
❖ Job descriptions
❖ Martial status
❖ Racial Status

MODELLING

Step 5: For finding the performance level of an Employee from current employee ratings we use IFS Function (Formula: IFS(Performance Rating>=5,"Very High", Performance Rating>=4,"High","Low",True))

Step 6: next step is to prepare Pivot Table using the data available. Select all the cell by (CTRL + A) and Go to Insert Tab then click Pivot Table.

Step 7: A Pivot Table is prepared in New worksheet as "Project". I have taken Employees type as column, Business unit as Rows, and the final vales as count of Gender code. I have used filter as Martial and Racial Status.
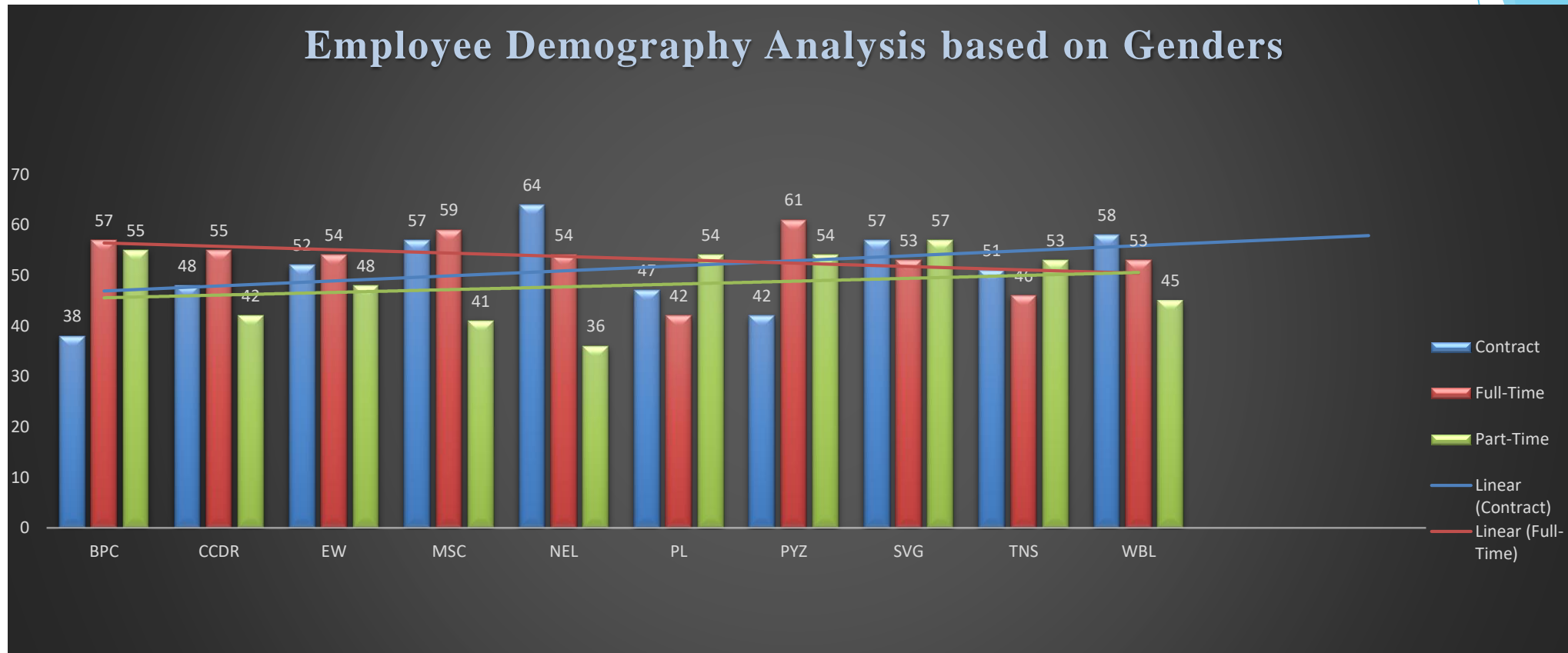
Step 8: A chart is used as Data Visualization to represent the data in a easy and convent to understand the information.

RESULTS

		PIVOT TABLE			
Race Desc	(All)				
Marital Desc	(All)				
Count of Gender Code	Column Labels				
Row Labels	Contract	Full-Time	Part-Time	Grand Total	
BPC		38	57	55	150
CCDR		48	55	42	145
EW		52	54	48	154
MSC		57	59	41	157
NEL		64	54	36	154
PL		47	42	54	143
PYZ		42	61	54	157
SVG		57	53	57	167
TNS		51	46	53	150
WBL		58	53	45	156
Grand Total		514	534	485	1533

I have used employee types as columns and Business unit as Rows in the pivot table. The results shows, that the Pivot tables were used for the analysis on demographic factors of employees were total of 1533 employees were sample and the highest employee types were Full time, and the lowest were Part time.

RESULTS

The chart was used as Data Visualization for easy understanding for data for the Analysis. The chart shows the Employee Demography Analysis Based on Genders as part of full time employers as Red color, part time employers as Yellow Color, and contract employees as Blue Color.

Conclusión

- ❖ The data analysis shows the findings that how demography increases the value of employee in a company based on gender.
- ❖ I have used Pivot table to represent data and Charts to data visualize the data using MS Excel.
- ❖ Importance of Demography Analysis are These insights are crucial for tailoring our talent management strategies, ensuring equitable opportunities, and fostering an inclusive work environment.