

# Employee Data Analysis using Excel



STUDENT NAME: JANET CHRISTINA J

REGISTER NO: 122203985

NM\_ID: 32100F5DE6F69CE88E645046BAE0A35C

DEPARTMENT: B.com ( Corporate secretaryship)

COLLEGE: Shri krishnaswamy 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

1. Collect data: Gather employee data, including gender (male/female/other) and other relevant information (e.g., department, job title, age).
2. Create a pivot table:
  - Select the data range.
  - Go to Insert > PivotTable.
  - Drag "Gender" to the Row Labels area.
  - Drag any other relevant fields.(e.g., department) to the Column Labels or Filter areas.
3. Analyze gender distribution:
  - Use the pivot table to view the number and percentage of male and female employees.
  - Filter by department or job title to see gender distribution in specific areas.



#### 4. Visualize with charts:

- Create a pie chart or bar chart to illustrate the gender split.
- Use conditional formatting to highlight disparities.

#### 5. Calculate gender ratios:

- Use formulas to calculate the male-to-female ratio or percentage of female employees.

#### Example

formulas:  $\text{=COUNTIF(Gender, "Female") / COUNT(Gender)}$

(percentage of female employees) =  $\text{COUNTIF(Gender, "Male") / COUNTIF(Gender, "Female")}$  (male-to-female ratio)

# PROJECT OVERVIEW

Scope:- Collect and clean employee data- Create a pivot table to analyze gender distribution- Visualize gender split using charts- Calculate gender ratios- Identify disparities and areas for improvement

## Deliverables:

1. Pivot table summarizing gender distribution by department and job title
2. Pie chart or bar chart illustrating overall gender split
3. Calculated gender ratios (male-to-female, percentage of female employees)
4. Identification of departments or job titles with significant gender disparities.



## Timeline:

- Data collection and cleaning: 1 day
- Pivot table creation and analysis: 1 day
- Chart creation and ratio calculations: 1 day
- Disparity identification and reporting: 1 day




## Tools:

- Microsoft Excel
- Employee data (including gender, department, job title, etc.)

## Benefits:

- Insights into gender distribution and potential disparities
- Data-driven decisions for diversity and inclusion initiatives
- Enhanced understanding of organizational demographics

# WHO ARE THE END USERS?

1. HR Managers: To identify gender disparities, track diversity metrics, and inform recruitment strategies. 
2. Diversity and Inclusion Teams: To monitor progress towards diversity goals and develop targeted initiatives.
3. Department Heads: To understand gender distribution within their teams and identify areas for improvement.
4. Business Analysts: To analyze gender-related trends and provide insights for data-driven decisions.
5. Organizational Leadership: To oversee diversity and inclusion efforts, set goals, and allocate resources.   




4.Compliance Officers: To ensure adherence to equal employment opportunity regulations and laws.

5.Researchers: To study gender dynamics, identify patterns, and recommend evidence-based solutions.

6.Talent Management Teams: To develop targeted development programs and address gender-related talent gaps.

These end users can utilize the insights from the Employee Gender Analysis to drive diversity, equity, and inclusion initiatives, inform business decisions, and promote a more inclusive workplace culture.

# OUR SOLUTION AND ITS VALUE PROPOSITION

## Solution:

Our Employee Gender Analysis solution uses Excel to provide a comprehensive and data-driven understanding of your organization's gender distribution. Our solution includes:

1. Customized pivot tables and dashboards to visualize gender distribution by department, job title, and location.
2. Automated gender ratio calculations and trend analysis.
3. Identification of areas with significant gender disparities and recommendations for improvement.
4. Data-driven insights to inform diversity and inclusion initiatives, recruitment strategies, and talent development programs.

## Proposition:

By leveraging our Employee Gender Analysis solution, your organization can:

1. Enhance diversity and inclusion efforts with data-driven insights.
2. Identify and address gender disparities, promoting a more equitable workplace.
3. Inform recruitment strategies to attract and retain top talent.
4. Develop targeted talent development programs to address gender-related skill gaps.
5. Demonstrate commitment to diversity and inclusion, enhancing your employer brand.

# Dataset Description

Dataset Name: Employee Gender

Analysis Description: This dataset contains employee data for [Company Name], including demographic information and job details.

Fields:

1. Employee ID (unique identifier)
2. Name
3. Gender (male/female/other)
4. Department
5. Job Title
6. Location
7. Hire Date
8. Age (optional)
9. Job Category (e.g., management, technical, administrative)

Dataset Structure:

- One row per employee
- Data is anonymized and aggregated for analysis.

### Data Type:

- Categorical (Gender, Department, Job Title, Location)
- Numerical (Age, Hire Date)
- Text (Name, Job Category)

Data Quality:- Data is sourced from [HR system/payroll system]- Data is cleaned and processed for analysis

### Analysis Goals:

- Identify gender distribution by department, job title, and location
- Analyze gender ratios and trends
- Inform diversity and inclusion initiatives

# MODELLING

## 1. Data Preparation:

- Import employee data into Excel
- Clean and preprocess data (handle missing values, data formatting)
- Create a pivot table to summarize data

## 2. Descriptive Analytics:

- Calculate gender distribution by department, job title, and location
- Create charts and tables to visualize gender split
- Calculate gender ratios (male-to-female, percentage of female employees)

## 3. Inferential Analytics:

- Conduct statistical tests (e.g., chi-squared test) to identify significant gender disparities
- Analyze trends and patterns in gender distribution over time

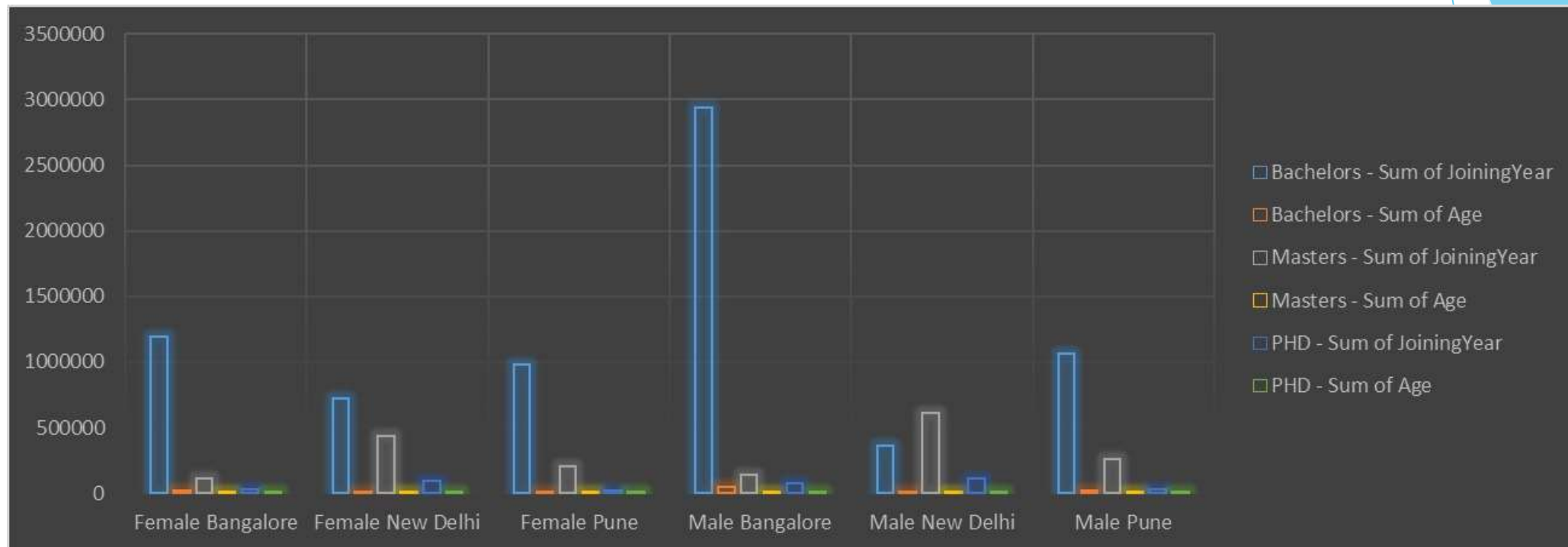
## 4. Predictive Analytics:

- Use regression analysis to model the relationship between gender and job title/department
- Predict gender distribution based on job title/department

## 5. Prescriptive Analytics:

- Identify areas for improvement based on analysis results
- Develop recommendations for diversity and inclusion initiatives

# RESULTS



# Conclusion

The Employee Gender Analysis using Excel has provided valuable insights into the gender distribution and diversity within [Company Name].

The analysis revealed:

- Gender disparities in certain departments and job titles
- Areas for improvement in recruitment and talent development strategies
- Opportunities to enhance diversity and inclusion initiatives