

# Employee Data Analysis using Excel



STUDENT NAME: JAYA KUMAR. K  
REGISTER NO: Unm287d22bcomge072 ,312205523  
DEPARTMENT: B.com (General)  
COLLEGE : SRI MUTHUKUMARAN ARTS AND SCIENCE COLLEGE



**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

It helps identify strength and weaknesses in employees work. Leading to better targeted training and support. Analysis allows for the employees to achieve. It provides data for making promotions, raises and terminations. Regular feedback and recognition can increase employee motivations and satisfaction. Ensures that individual performance is in line with the company's objectives.



# PROJECT OVERVIEW

**This involves setting specific, measurable goals and key performance indicators. collect relevant data on the employee's performance. Compare the collected data against the predefined objectives and KPIs. Share the analysis with the employee in a constructive manner. Work with the employee to create action plans or development programs to address weaknesses and build on strengths.**



## WHO ARE THE END USERS?

1. Managers and supervisors
2. HR professionals
3. Executives and Leadership
4. Employees Themselves
5. Team Leaders

# OUR SOLUTION AND ITS VALUE PROPOSITION



**FILTERING - REMOVE VALUES**

**PIVOT TABLE - SUMMARY OF EMPLOYEE  
PERFORMANCE**

**FLOW CHART - FINAL REPORT**

# Dataset Description

## EMPLOYEE DATA SET - KAGGLE

### 9 FEATURES IN EXCEL:

1. **EMPLOYEE ID** - ALPHANUMERIC(TEXT)
2. **NAME** - ALPHABETICAL (TEXT)
3. **GENDER** - ALPHABETICAL (TEXT)
4. **SALARY** - NUMERICAL
5. **JOB ROLE** - ALPHABETICAL (TEXT)
6. **FTE** - NUMERICAL
7. **MARITAL STATUS** - ALPHABETICAL(TEXT)
1. **REMOTE WORK** - ALPHABETICAL(TEXT)
2. **COMPANY TENURE** - NUMERICAL

### 3 FEATURES USED:

1. **COMPANY TENURE** - NUMERICAL
2. **JOB LEVEL** - NUMERICAL
3. **WORK LIFE BALANCE** - ALPHABETICAL(TEXT)



# THE “WOW” IN OUR SOLUTION

1. **Effective data visualization makes it easier to present complex data in an engaging and understandable way.**
2. **Well-presented impact on data has a significant impact on decision-makers, helping to drive change and innovation.**



# 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 THE EMPLOYEE DATASET FROM A TO Z ORDERS

## STEP-4

SELECT ENTIRE DATA AND 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**

**SELECT THE PIVOT TABLE AND CLICK ON INSERT.**

## **STEP-7**

**NOW CLICK ON THE CHART THAT YOU WANT.**

## **STEP-8**

**THE CHART IS CREATED.**

# RESULT

## SPIVOT TABLE

SUM of Company Tenure  Work-Life Balance	Job Level			Grand Total
	Entry	Mid	Senior	
Excellent	197	262		459
Fair	816	576	439	1831
Good	482	518	489	1489
Poor	183	278		461
Grand Total	1678	1634	928	4240

## 2.FLOW CHART



# conclusion

The employee performance analysis has illuminated key aspects of our team's strengths and areas needing improvement. The findings suggest that while many employees excel in their roles, there are opportunities for growth that can enhance overall productivity and effectiveness. By addressing identified weaknesses and leveraging our employees' strengths. We can develop targeted strategies for professional development, optimize team dynamics, and align individual goals with organizational objectives. Continuous monitoring and iterative feedback will be crucial in sustaining performance improvements and achieving our long-term goals.