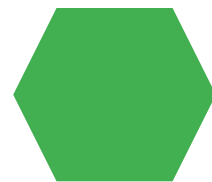# Employee Data Analysis using Excel

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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

Analyzing employee data sets is crucial for several reasons:

➤ Improving Employee Experience

➤ Enhancing Productivity

➤ Informed Decision-Making

➤ Identifying Trends and Patterns

➤ Ensuring Fairness and Compliance

➤ Strategic Planning

PROJECT OVERVIEW

Objective:

The primary objective of this project is to systematically analyze employee performance across the organization, identify key factors affecting performance, and develop strategies to improve overall productivity, engagement, and job satisfaction.

Employee performance analysis is crucial for several reasons:

➤ Feedback and improvement

➤ Goal setting

➤ Career development

➤ Increased productivity

➤ Alignment with organisational goals

➤ Employee retention

WHO ARE THE END USERS?

Employee performance analysis is valuable tool for various stakeholders within an organization. Here are some of the key end users:

➤ Human resource department

➤ Managers and team leaders

➤ Executives and senior management

➤ Employees

➤ Training and development teams

➤ Data analysts

OUR SOLUTION AND ITS VALUE PROPOSITION

SOLUTION FOR EMPLOYEE

PERFORMANCE ANALYSIS

➤ Data collection and integration

➤ Performance metrics

➤ Advanced analytics

➤ Personalised insights

➤ Continuous feedback and improvement

VALUE PROPOSITION

➤ Enhanced productivity

➤ Employee engagement and
retention

➤ Data-driven decisions

➤ Improved organizational
performance

➤ Scalability and flexibility

Dataset Description

➤ Employee ID: Unique identifier for each employee in the organization. Described in numbers

➤ First name: First name of the employee in text

➤ Last name: Last name of the employee in text

➤ Business unit: The specific business unit or department to which the employee belongs, in text.

➤ Employee status: The current employment status of the employee i.e. active, on leave, terminated.

➤ Employee type: The type of employment the employee has full-time, part-time, contract.

➤ Gender code: A code representing the gender of the employee, M for male, F for female, N for non-binary.

➤ Performance score: A score indicating the employee's performance level i.e. excellent, satisfactory, needs improvement.

➤ Current employee rating: The current rating or evaluation of the employee's overall performance.

THE "WOW" IN OUR SOLUTION

Formula used for finding the performance level of employees
=IFS(Z8>=5,"VERY
HIGH",Z8>=4,"HIGH",Z8>=3,"MED",Z8>=2,"LOW",Z8>=1,"VERY LOW")

MODELLING

DATA COLLECTION:

1. Downloaded the dataset from edunet dashboard

2. Opened the data in excel

3. Saved the file in desktop as an(.xls) file

FEATURE COLLECTION

1. Used conditional formatting

2. Used fill color option

3. Used filter option to separate blanks in the column

DATA CLEANING

1. Filtering the data according to our needs

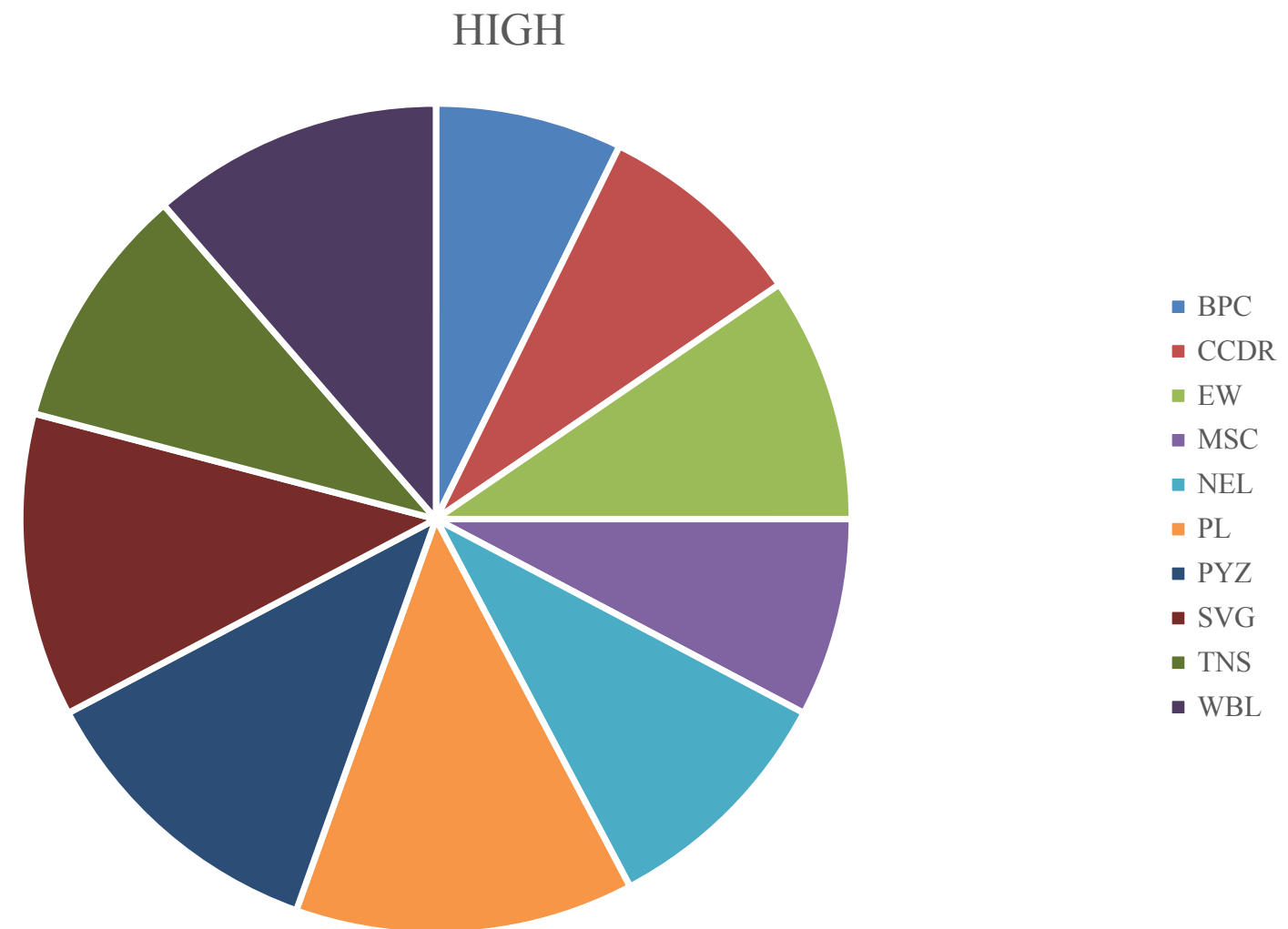2. Making the data into a structured data

3. Separating the important columns

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS

RESULTS

HIGH

- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL
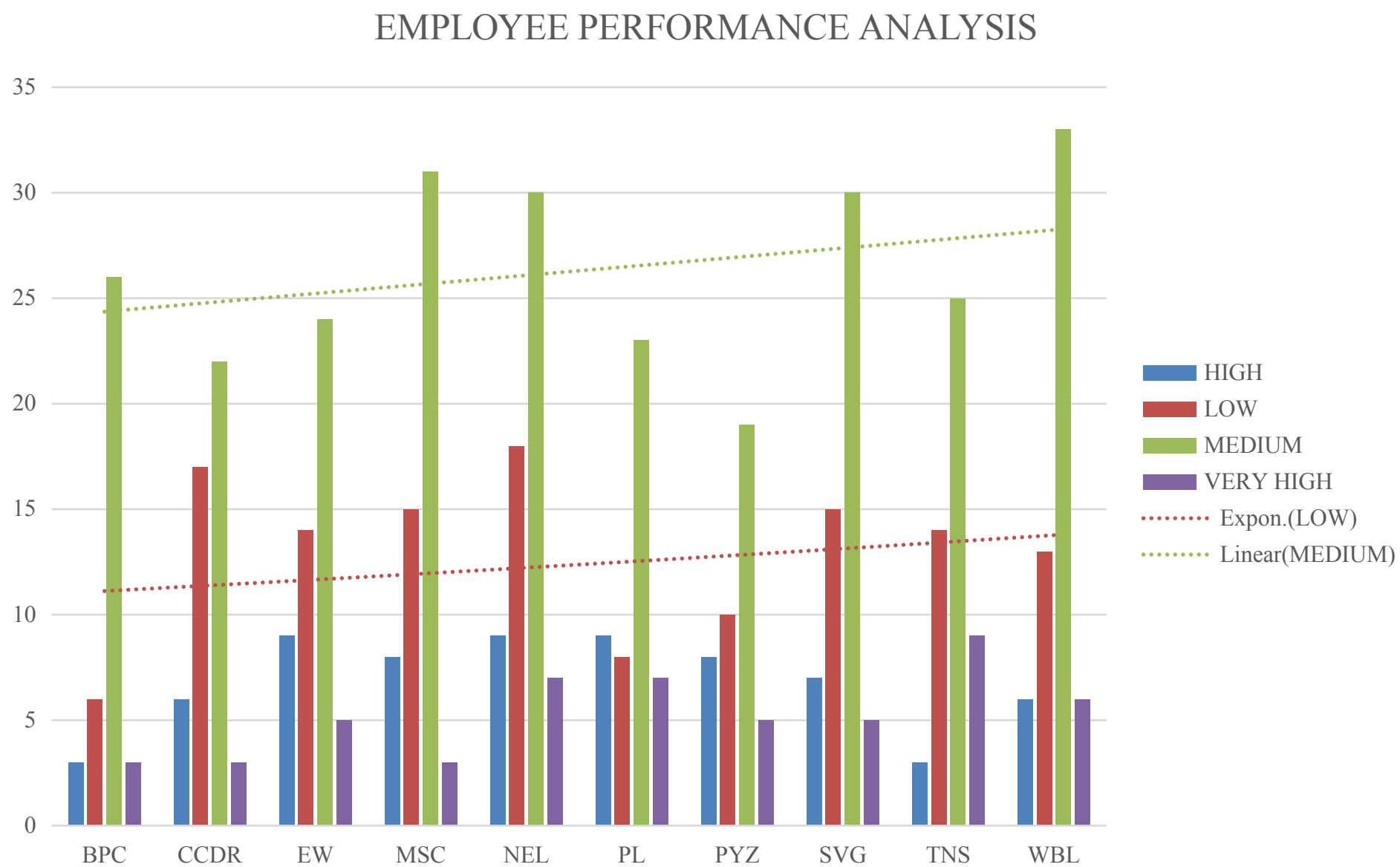
conclusion

In any organization, the main task is people handling because the main task is to manage people who are the main assets of the organization as they are the person to fulfil the ultimate goal of the company.

There is a saying that "when you are an employee, success definition for you to grow yourself but at the time when you become a leader the definition of success is to grow others. And that is where employee performance analysis plays a huge role".