Employee data analysis using excel

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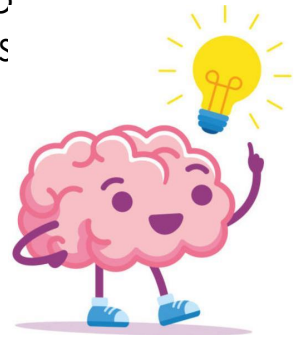
► Employee performance analysis using excel

Agenda

- ▶ 1. Problem statement
- ▶ 2. Project overview
- ▶ 3.End user
- ▶ 4. Our solution and proposition
- ▶ 5. Data set description
- ▶ 6. Modelling approach
- ▶ 7. Result and discussion
- ▶ 8. Conclusion

PROBLEM STATEMENT

This project aims to analyze employee performance based on satisfaction levels using Excel. The goal is to identify patterns and correlations within the data to help improve employee satisfaction and performance across different demographics and business units.

PROJECT OVERVIEW

The "Employee Performance Analysis Using Excel" project focuses on evaluating employee performance by analyzing key factors such as satisfaction levels, gender, and business unit. The project involves collecting and organizing employee data in Excel, followed by detailed analysis using statistical functions and data visualization tools. By identifying trends and correlations, the analysis will provide insights into how different factors impact performance across various demographics and departments. The findings will support data-driven decision-making to enhance employee satisfaction and optimize performance within the organization.

1.HR Manager

2. Department manager

3. Executives

4. Data analytics

5. Employee

OUR SOLUTION AND ITS VALUE PROPOSITION

CONDITIONAL FORMATTING

Highlighting cells that are blanks or have no value

FILTER

Focusing on blank cells and removing them

FORMULA

For identifying the age category from late 20s to early60s

PIVOT TABLE

Summarizing data and analyzing relationship and generating report

SLICER

Filtering data for enhancing user experience and highlight clear view of specific data

GRAPH

For data visualization

DATASET DESCRIPTION

Dataset Name: Employee Performance Analysis Data

Description: Contains performance metrics for employees, including satisfaction scores, performance ratings, and demographic details.

Source: Kaggle.com

Variables/Columns:

Name: First name

Gender: Male and Female

 ~Business Unit: BPC, CCDR, EW, MSC, NEL, PL, PYZ, SVG, TNS, WBL~

Employee Type: contract, Full time, Part time

Performance Rating: Very high, High, Medium, Low
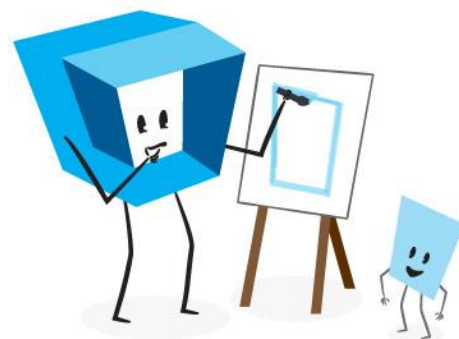
Satisfaction Score: 1-5

Data Types: Numeric and Text

Units of Measurement:

Satisfaction score: Scale of 1-5

Performance rating: Very high, High, Medium, Low

Size: 26 records, 5 fields

THE "WOW" IN OUR SOLUTION

FORMULA:

Performance level =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH", Z8>=3,"MED", TRUE, "LOW")

INSIGHTS: Used to evaluate the scores as levels from low to very high

MODELLING

DATA COLLECTION

Data source: Edunet Foundation Dashboard

Basis: Employee dataset

DATA PREPARATION

Feature selection: Selected based on Performance

Features: First Name, D**epartment, Gender code, performance level, Employee type**

DATA CLEANING

Conditional Formatting: Missing values was identified

DATA AGGREGATION

Excel function: IFS function used for categorizing employees on the basis of their performance level

Performance level categories

 5 – Very high

4 – High

3 – Medium

2 &1 – Low

DATA ANALYSIS

Pivot table: Pivot table was generated to summarize data and cross tabulation (performance level by department; Filtered by Gender)

Slicer: To filter/ slice the data to scrutinize and sort particular information (Employee type)
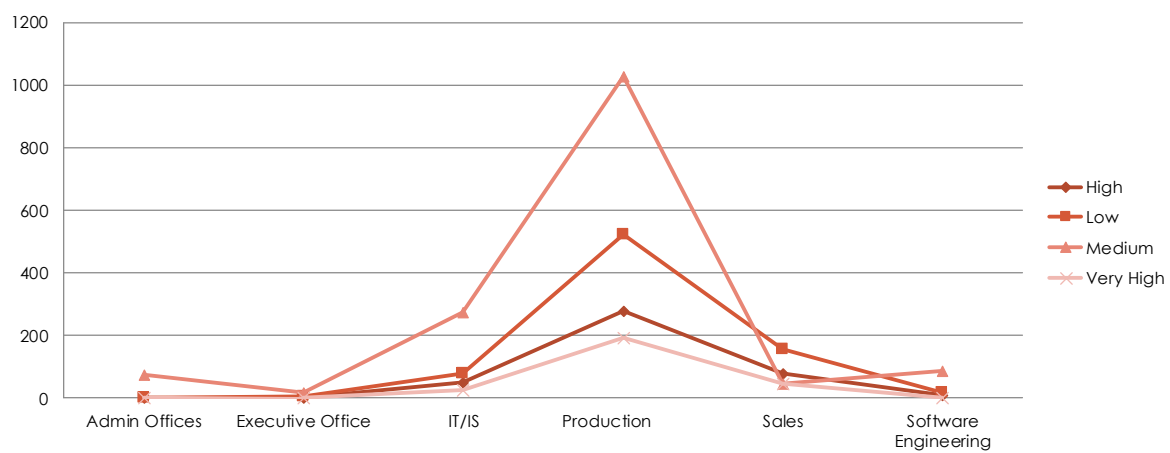
VISUALIZATION OF DATA

Chart: Recommended charts (Column chart) was used
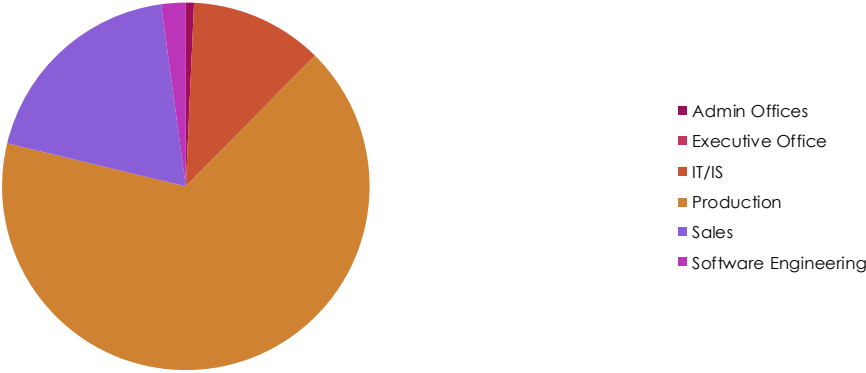
Chart Element: Chart title was added

Trendline: Linear and exponential line was used

Employee Performance Analysis

Employee Performance Analysis

- Admin Offices
- Executive Office
- IT/IS
- Production
- Sales
- Software Engineering

CONCLUSION

This project focuses on employee performance analysis conducted using Excel, it is evident that key performance indicators such as productivity, efficiency play a crucial role in overall performance. The analysis highlights top-performing employees and areas needing improvement. Recommendations include targeted training and better resource allocation. This approach can help enhance employee performance and achieve organizational goals more effectively.

Thank you!