EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

AGENDA

- Problem Statement
- Project Overview
- End User
- Our Solution and Proposition
- Dataset Description
- Modelling Approach
- Results and Discussion
- Conclusion

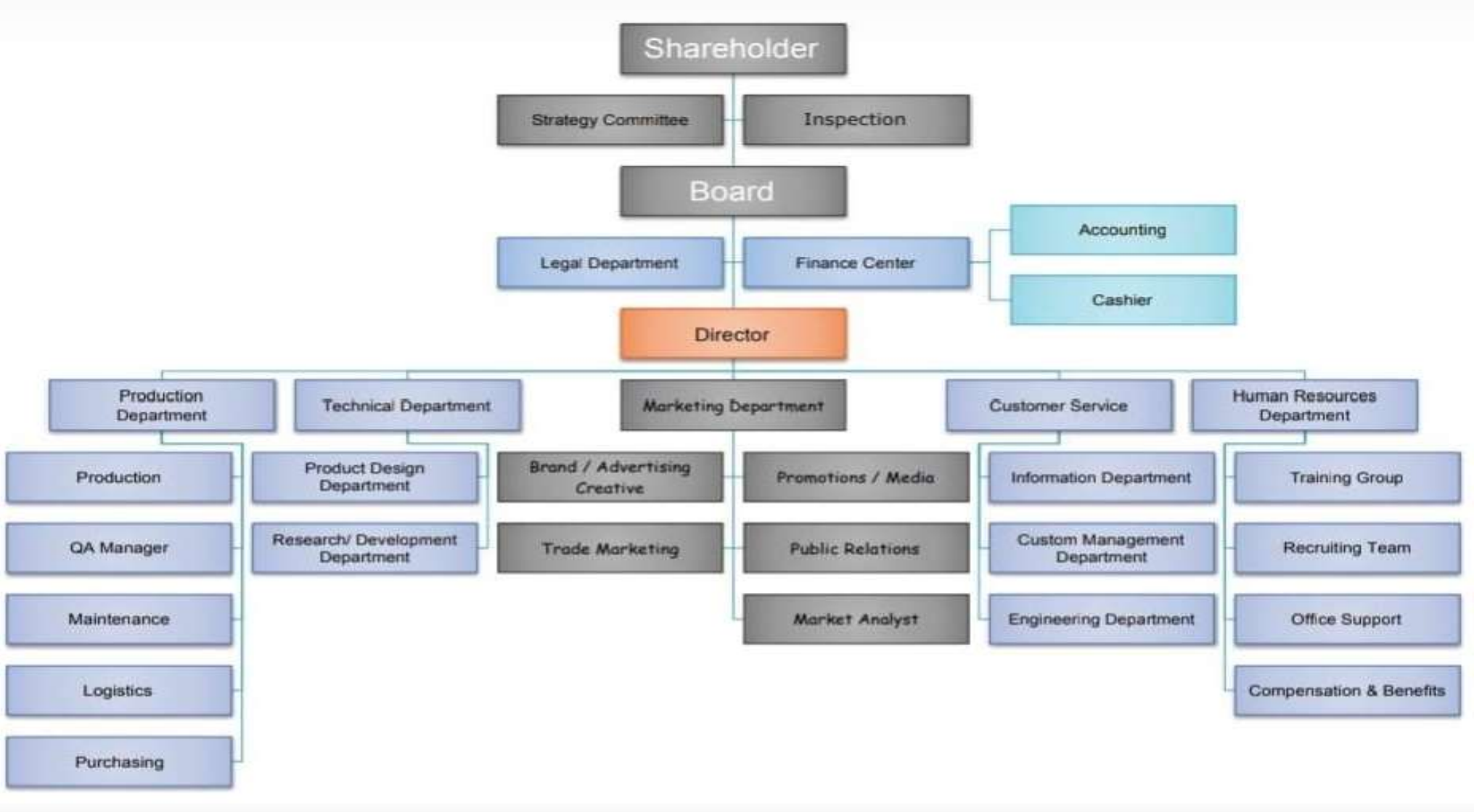
PROBLEM STATEMENT

Analyzing and evaluating the performance of employees over the past years to identify strengths, areas for improvement, and overall trends that can inform strategic HR decisions.

PROJECT OVERVIEW

It aims to develop a comprehensive framework for evaluating employee performance. The scope includes analyzing job responsibilities, goals, and key performance indicators. A combination of quantitative and qualitative approaches will be used to assess performance. The expected outcome is accurate performance assessments and targeted development plans. This will enable data-driven decision-making to enhance organizational efficiency.

WHO ARE THE END USERS



Our solution and its value proposition

- Conditional formatting-missing
- Filter-remove
- Formula-performance
- Pivot-summary
- Graph-data visualization

DATA SET DESCRIPTION

- Employee dataset from Kaggle
- 26-features
- We selected 9-features

  Employee ID number
  Employee name
  Employee type
  Performance level
  Gender
  Employee rating number

THE “WOW” IN OUR SOLUTION

Using this formula we have measured the performance level of employees working in an organization

Performance level = IF(Z2>=5,"VERY HIGH",Z2>=4,"HIGH",Z2>=3,"MED","TRUE","LOW“)

MODELLING

- **Data collection**

-Download the employee dataset from Kaggle
-After the download, an Excel sheet will open
-In that sheet, we have employee data details which have 26 features

- **Features collection**

-We are selecting 9-features for our project
-In that feature, we have employee ID, employee name, employee type, gender, performance level, and employee rating.

- **Data cleaning**

-In this method, we clear the empty rows or columns in the sheet
-By selecting the empty rows and clearing them using a conditional formatting tool

- **Performance level**

-Here, we calculate the performance of the employees
-By using a formula we can calculate the performance
-Using IF formula: =IF(Z2>=5, "VERY HIGH", Z2>=4, "HIGH", Z2>=3, "MED", "TRUE", "LOW“)

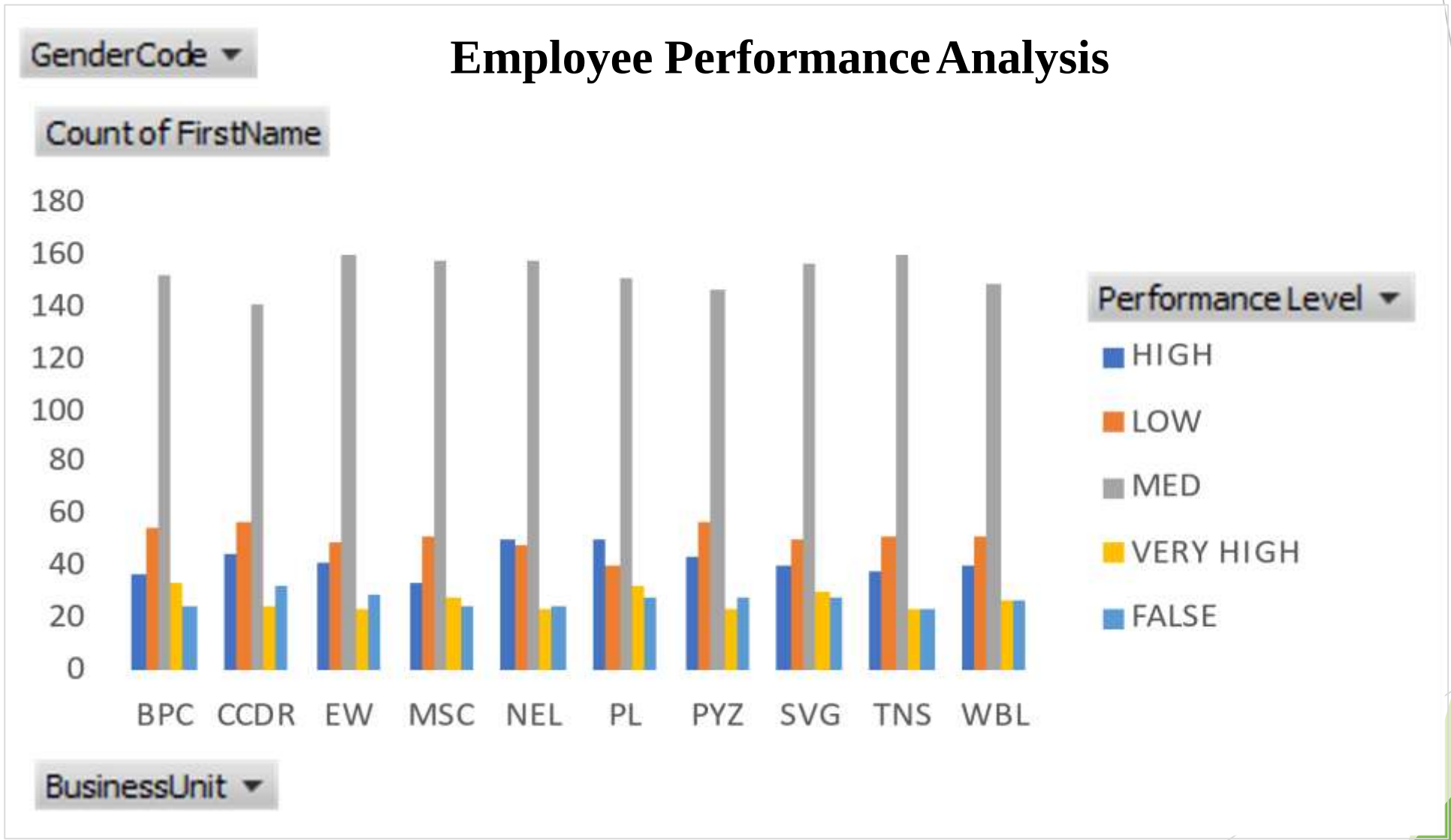
- **Pivot table**

-After creating the performance level, click on the pivot table icon
-In that, an application will appear as a row, column, fields
-Select the required items and click ok
-Then using the details create a graph

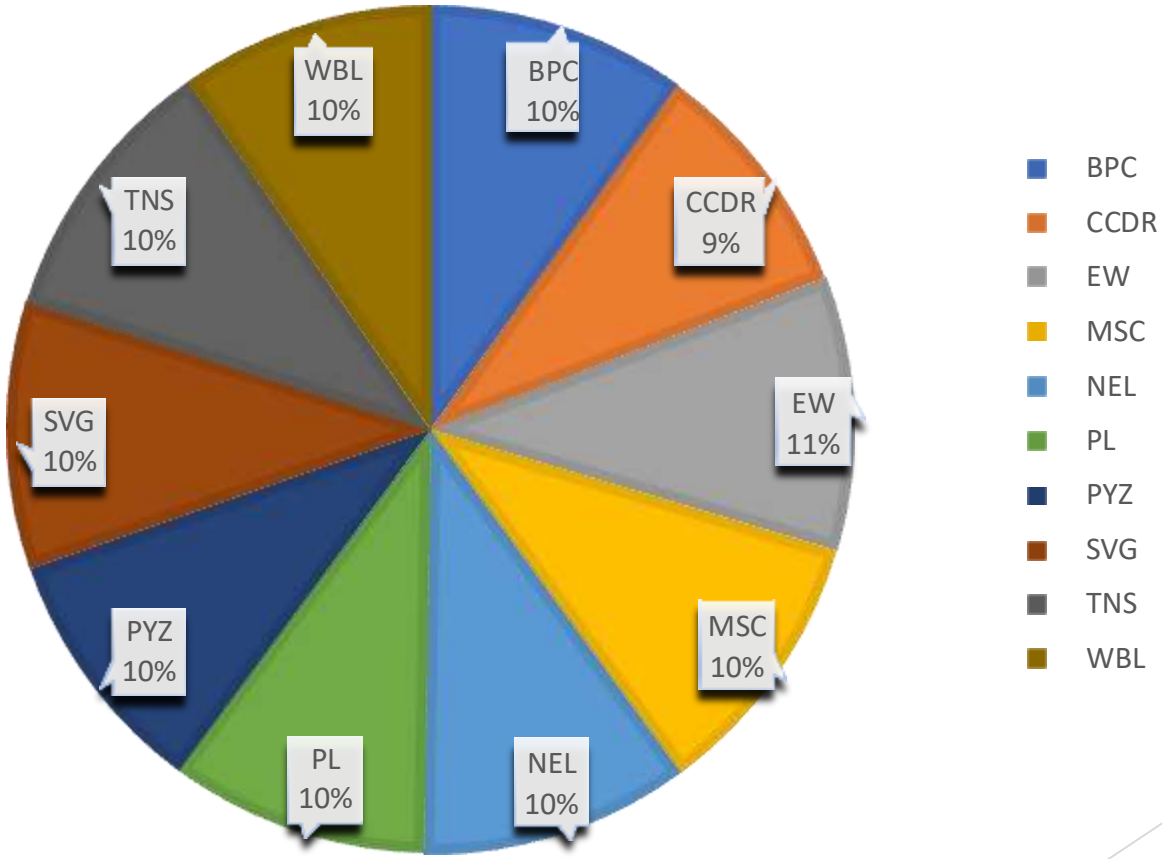
- **Summary**

-Using this method, we can know the performance level of the employees through the graph

RESULTS


GenderCode
Employee Performance Analysis
Count of FirstName
180
160
140
120
100
80
60
40
20
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
Performance Level
HIGH
LOW
MED
VERY HIGH
FALSE
BusinessUnit

Performance Level



CONCLUSION

Effective employee performance analysis has far-reaching benefits, including better resource allocation, enhanced accountability, improved succession planning, increased employee retention, data-driven promotions, skills gap identification, enhanced employee experience, strategic alignment, competitive benchmarking, and continuous improvement. Accurate performance assessments enable targeted development initiatives, improved employee engagement, and a culture of constructive feedback, ultimately leading to a high-performing culture that supports the organization's overall mission and objectives.