

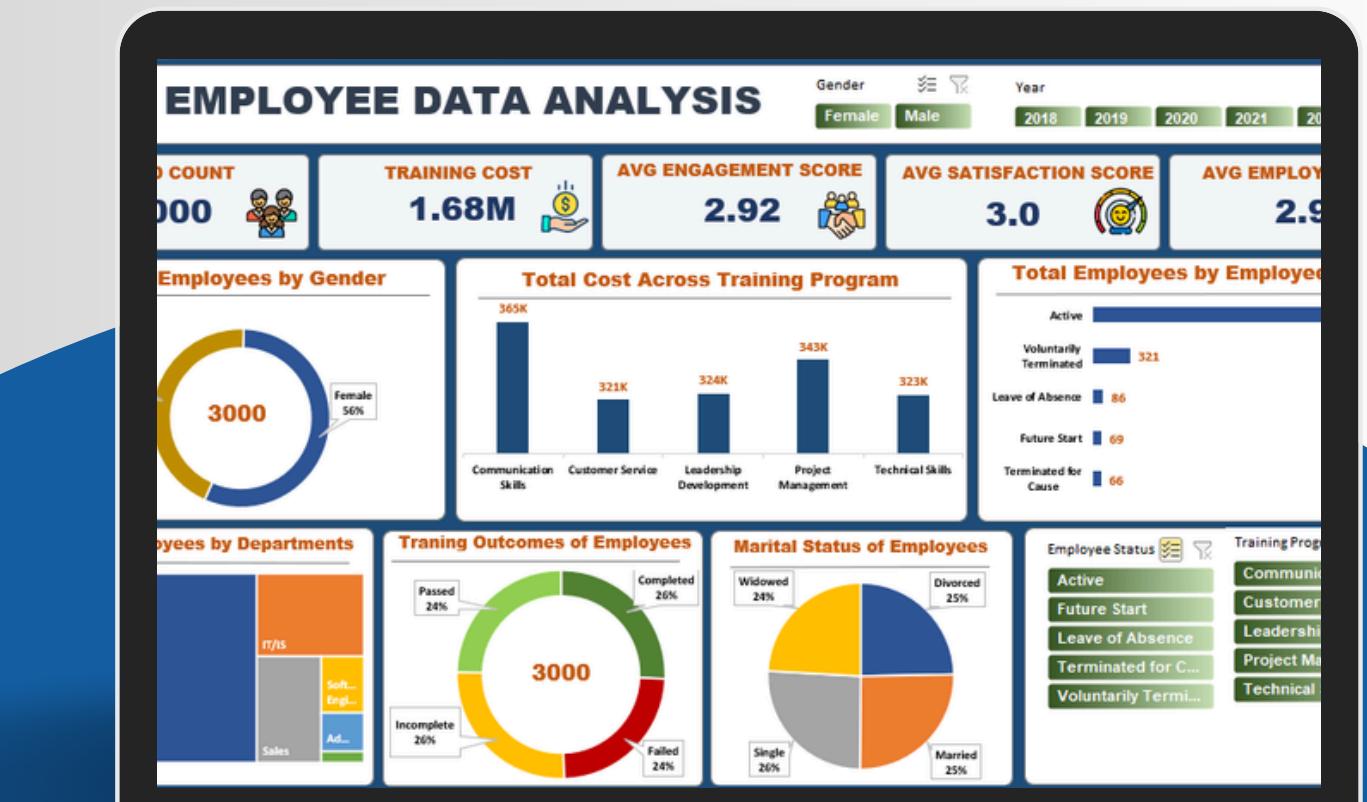
Employee Data Analysis using Excel

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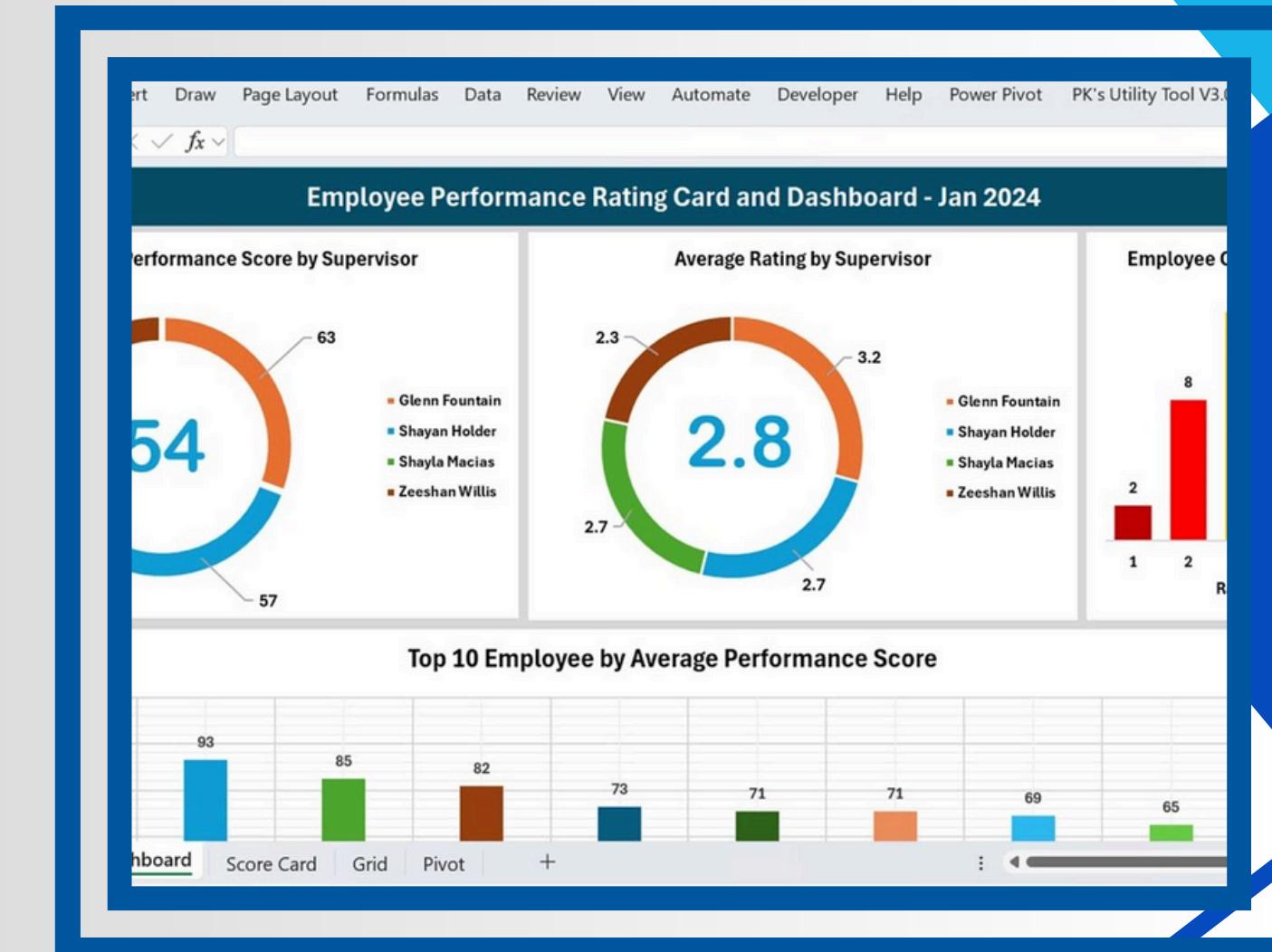
DEPARTMENT : DEPARTMENT OF COMMERCE

COLLEGE : D.R.B.C.C HINDU COLLEGE



Employee Performance Analysis using Excel

PROJECT TITLE



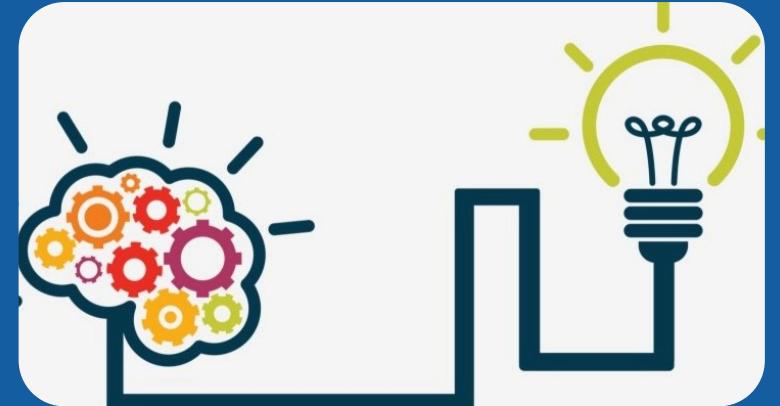


AGENDA

- 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

- The purpose of the project is to Analysis the Growth .
- This framework will objectively measure employee performance, identify areas for improvement, recognize high performers, and provide actionable insights to align individual efforts with the company's strategic goals, ultimately enhancing productivity and fostering a culture of fairness and accountability.
- The goal is to provide a comprehensive analysis of employee performance to drive decision-making and improve overall productivity within the organization.



PROJECT OVERVIEW

In this project, I used Excel to analyze and evaluate performance levels by applying various formulas to identify data trends. I ensured data accuracy and clarity by coloring blank cells and using filters to remove them, which streamlined the dataset. To gain deeper insights, I created pivot tables that allowed for effective summarization and comparison of the data.

Visual representations, such as graphs and pie charts, were developed to illustrate the distribution of performance metrics clearly. Additionally, I analyzed and highlighted trends, particularly focusing on high and medium levels of performance, by incorporating trend lines. These visual and analytical tools provided a comprehensive understanding of the data, enabling more informed decision-making and performance evaluation.

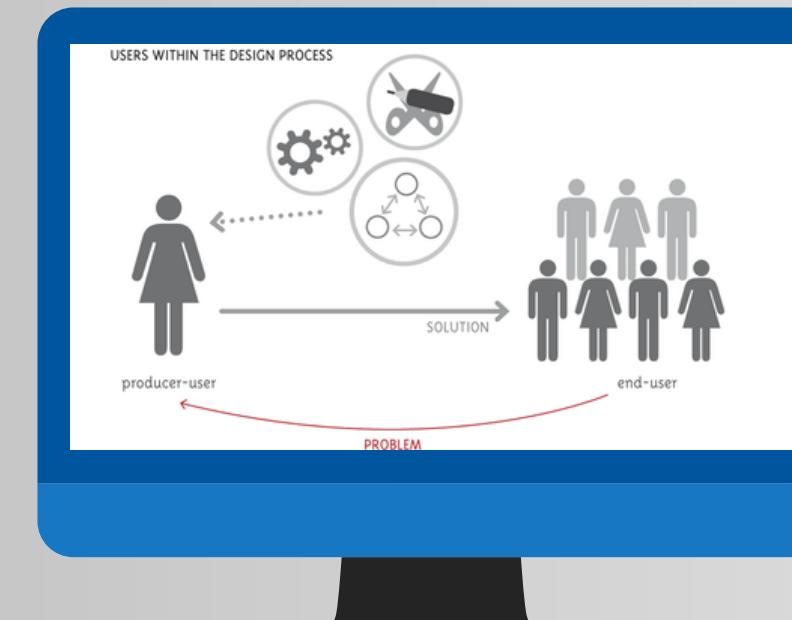




WHO ARE THE END USERS?...

- **Managers and Supervisors:** Use analysis to manage team performance effectively.
- **HR and Training Departments:** Identify training needs and support employee development.
- **Team Leads:** Understand team performance for targeted feedback

- **Data Analysts:** Extract deeper insights to aid decision-making.
- **Business Decision-Makers:** Make strategic decisions to enhance company performance.
- **Employees:** Receive better feedback and development opportunities.



OUR SOLUTION AND ITS VALUE PROPOSITION

- 1. Conditional Formatting (Missing)** - Highlighting blank cells made it easy to see which data was missing and needed attention.
- 2. Filtering (Remove)** - Filters were used to get rid of blank cells, ensuring only complete data was analyzed.
- 3. Formula (Performance)** - Formulas calculated performance levels, helping to quickly assess and compare data.
- 4. Pivot Table (Summary)** - Pivot tables summarized the data, making it easier to see trends and patterns.
- 5. Graph Data (Visualization)** - Graphs were created to show the data visually, making it simple to spot performance trends.

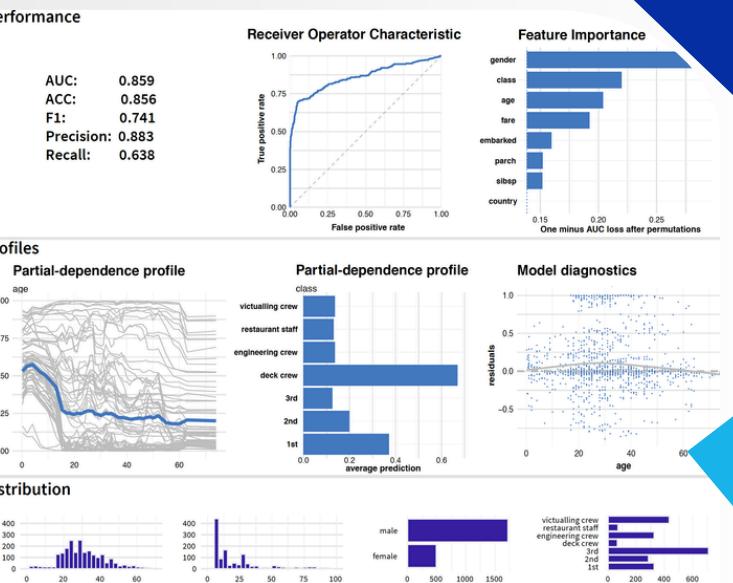


DATASET DESCRIPTION

The employee data set was downloaded from the kaggle we consider only 12 features which are listed below....

1. **Emp ID:** A unique identifier assigned to each employee.
2. **First Name:** The employee's first name.
3. **Last Name:** The employee's last name.
4. **Exit Date:** The date the employee left the organization.
5. **Business Unit:** The department or division the employee belongs to.
6. **Employee Status:** Indicates if the employee is active, inactive, or on leave.

7. **Employee Type:** Specifies if the employee is full-time, part-time, or contract.
8. **Employee Classification Type:** Categorizes the employee's role, such as permanent or temporary.
9. **Gender Code:** A code representing the employee's gender.
10. **Performance Score:** A numerical value reflecting the employee's performance.
11. **Current Employee Rating:** The latest rating given to an employee based on their performance.
12. **Performance Level:** Indicates whether the employee's performance is high, medium, or low.



THE "WOW" IN OUR SOLUTION...

Formula Performance: This refers to using Excel formulas to calculate and analyze employee performance metrics, making it easier to assess productivity and efficiency. The formulas help automate the evaluation process, providing quick and accurate insights into individual and overall team performance.

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



MODELLING

1. Data Collection

- Gathered employee data from relevant sources, such as records or databases.
- Collected details like employee IDs, names, exit dates, business units, status, type, and performance scores.

2. Feature Collection

- Identified and extracted important features for analysis.
- Included attributes like employee classification type, gender code, performance score, and current employee rating.

3. Data Cleaning

- Used conditional formatting to highlight missing values.
- Applied filters to remove blank cells and corrected inconsistencies.
- Ensured the dataset was complete and ready for analysis.

MODELLING

4. Performance Level

- Utilized formulas to calculate performance levels based on scores and ratings.
- Categorized employees into high, medium, and low performance levels.
- Identified top performers and those needing improvement.

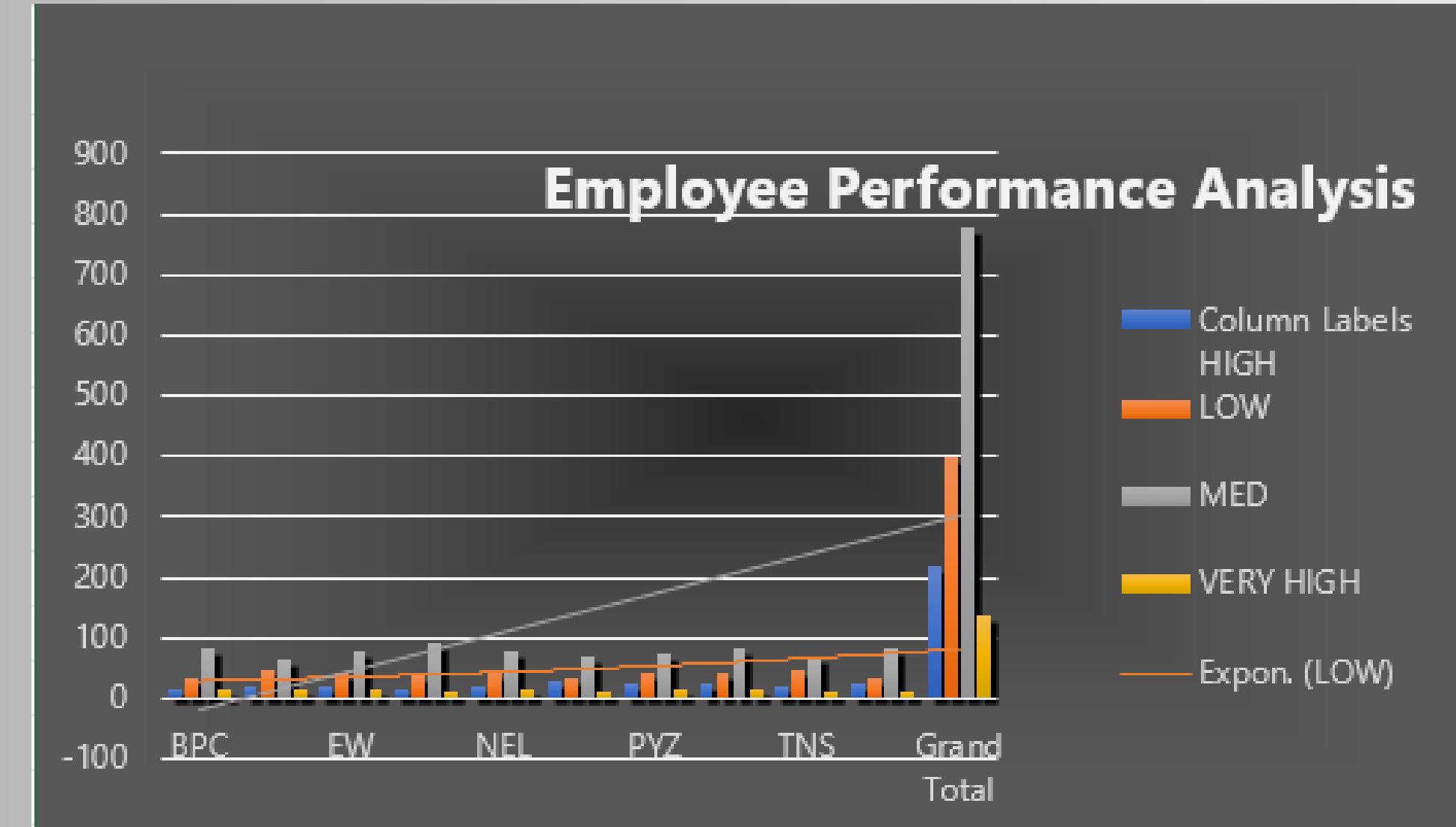
5. Summary

- Created pivot tables to summarize large amounts of data.
- Provided a structured overview of employee performance trends.
- Analyzed performance across different business units and classifications.

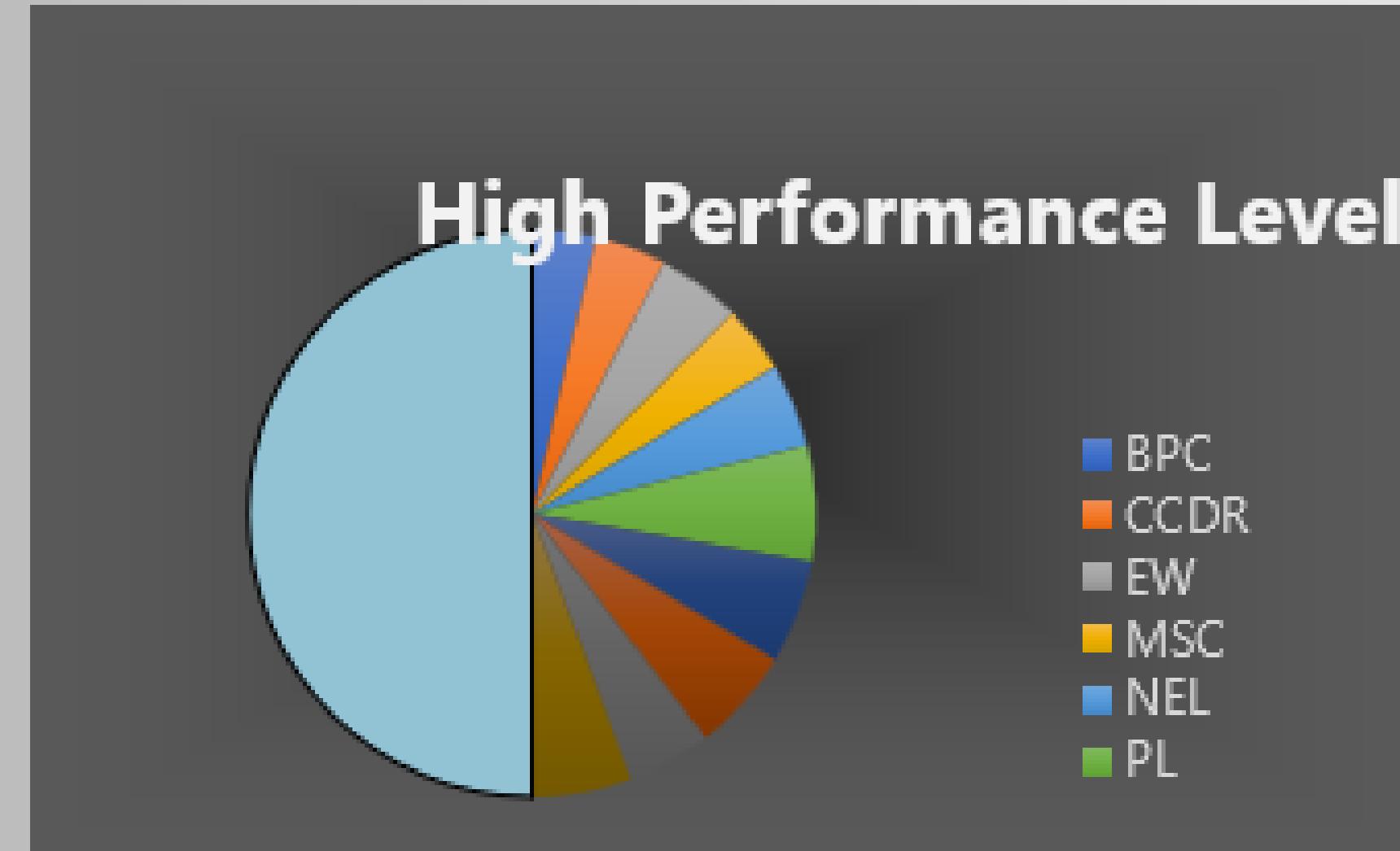
6. Visualization

- Used graphs, pie charts, and trend lines to visualize the data.
- Made it easier to interpret performance trends.
- Presented findings clearly to stakeholders for decision-making.

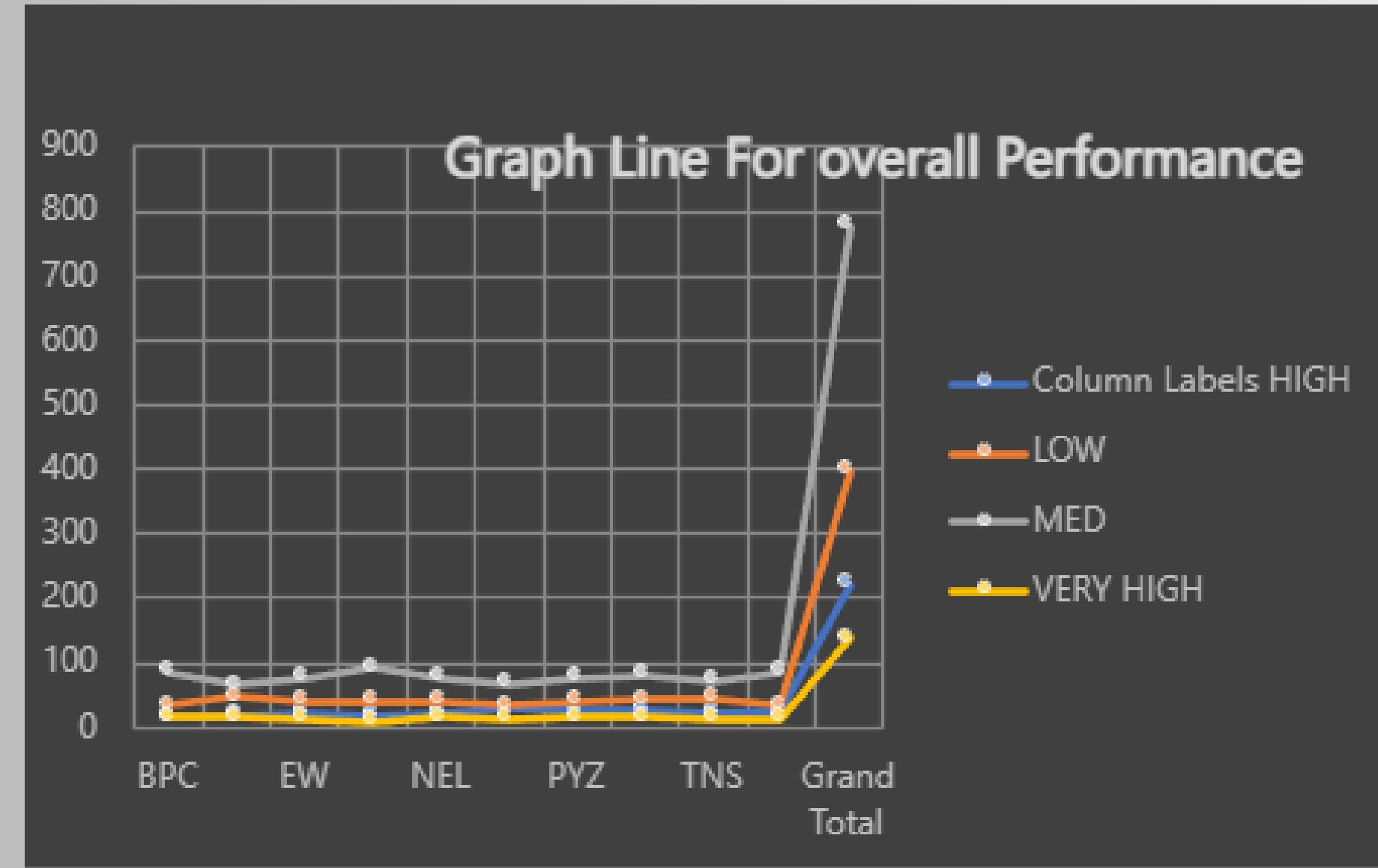
RESULTS



RESULTS



RESULTS



CONCLUSION...

This project effectively utilized Excel to analyze employee performance, ensuring accurate and reliable data handling through methods such as conditional formatting, filtering, and data cleaning. By collecting relevant features and summarizing the data with pivot tables, a clear overview of performance trends was provided. The use of formulas allowed for categorizing employees into different performance levels, which helped identify both high performers and areas needing improvement. Visualizing the data through graphs and charts further simplified understanding and communication of these insights, enabling informed decision-making. Overall, the project successfully demonstrated the power of data analysis and visualization in optimizing employee performance evaluation.

THANK YOU!...