# EMPLOYEE DATA ANALYSIS USING EXCEL

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# PROBLEM STATEMENT

- In today's dynamic business environment, organizations employ a diverse workforce, including permanent, fixed-term, and temporary employees. This variety offers flexibility but also introduces complexities in workforce management, resource allocation, and compliance with labour laws.
- The primary challenge is to analyse and categorise employees based on their employment type- permanent, fixed- term, or temporary. Understanding these categories is crucial for optimising HR policies and align

# PROJECT OVERVIEW

- This project involved analysing the organization's workforce, focusing on categorizing employees by type- permanent, fixed-term, and temporary and assessing their distribution across departments. The analysis aimed to understand how these employment types impact departmental performance and overall productivity.
- Key findings revealed that a balanced mix of employee types leads to better adaptability and efficiency, while imbalances can create challenges in workload management and continuity. The project concluded with recommendations to optimize workforce composition and align it with departmental needs and organizational goal's.

# DATASET DESCRIPTION

- For the project, the dataset was sources from  the IBM Skills Build Dashboard, containing 20 features. The analysis focused on key features :
- User Id: Unique employee identifier
- Name: Employee's full name.
- Gender: Employee gender, for diversity analysis.
- Employee Type: Employment contract type( permanent, fixed-term, temporary )
- Employee Department :Department assignment
- Using Excel, formula's were applied to analyse employee types and department distribution. Conditional formatting and visualization (graphs and charts) were used to identify patterns and trends, providing insight's for workforce planning.

# WHO ARE THE END USERS?

- Senior Management /Executives :They will use the findings to align workforce strategies with overall business goals and improve operational efficiency.
- Employees: Improved workforce management can lead to better job satisfaction, as resources are allocated more effectively, and workloads are balanced.
- HR and Management Teams: They benefit from having data-driven insights that guide strategic decisions and improve departmental performance.

# MODELLING APPROACH

- 1.Data Acquisition:
- Downloaded a dataset from the IBM Skills Build Dashboard, which included features like User Id, Gender, Employee, Type and Department.
- 2. Data Preparation:
- Imported the dataset into excel.
- Cleaned the data to correct any consistencies or errors.
- 3. Initial Exploration :
- Reviewed the dataset to understand it's structure
- Used summary statistics to gain preliminary insight's.

- 4. Feature Analysis :
- Employee Type: Analysed the distribution of employee types(Permanent, temporary)by applying filters and using excel formula's like CONTIF to count each type. Applied conditional formatting to visually distinguish between different employee types.
- Department :Examined the distribution of employees across departments. Calculated the number od employees in each department and used conditional formatting for emphasis.
- 5. Data Visualization :
- Created visualizations to illustrate the data:
- Pie charts:
- Bar/Column charts
- Graphs

# CONCLUSION

- The Analysis revealed the distribution of employee types(Permanent, temporary and departmental staffing levels. Key insights included trends such as increased fixed term contracts and notable anomalies in staffing patterns. The results have implications for organizational efficiency and performance, with suggested next steps involving further analysis and action planning . Key charts and graphs were used to visually support these conclusions and facilitate decision making.