

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



The problem is to identify the Human Resources (IIR) department of XYZ Corporation aims to evaluate and improve employee performance across various departments. Currently, performance data is collected, but it is not systematically analysed to provide actionable insights. The HR team needs a comprehensive analysis of employee performance metrics to identify top performers, underperformers, and trends over time.



PROJECT OVERVIEW

- ***Analyze employee performance metrics to identify strengths, areas for improvement, and overall trends.***
- ***Implement Pivot Tables to summarize and categorize performance data.***
- ***Compare individual employee performance against benchmarks or targets.***
- ***Analyze seasonal or project-specific performance variations..***
- ***Design dashboards for easy visualization of performance metrics.***
- ***Share analysis results with management for decision-making.***



WHO ARE THE END USERS?

1. Human Resources Team

2. Managers

3. Executives

4. Training and Development Teams

5. Compensation and Benefits Teams

6. Performance Review Committees

OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting - highlights the missing values

filters - Used to remove missing values

Formula - for performance

Pivot table used to Summarize

Graph - Data visualize



Dataset Description

Employee dataset - kaggle

There are 26 features but we have analyse only 9 features, they are

Employee I'd - Numerical value

Name (first & last name) Text

Employee type

Performance level

Gender male & female

Employee rating - numerical values

THE "WOW" IN OUR SOLUTION



***Calculate performance level:
Formula***

***=Ifs(Z8>=5,"very high", Z8>=4,
"High", Z8>=3, "medium", True,
"Low")***



MODELLING

DATA SET: Kaggle, Employee dataset

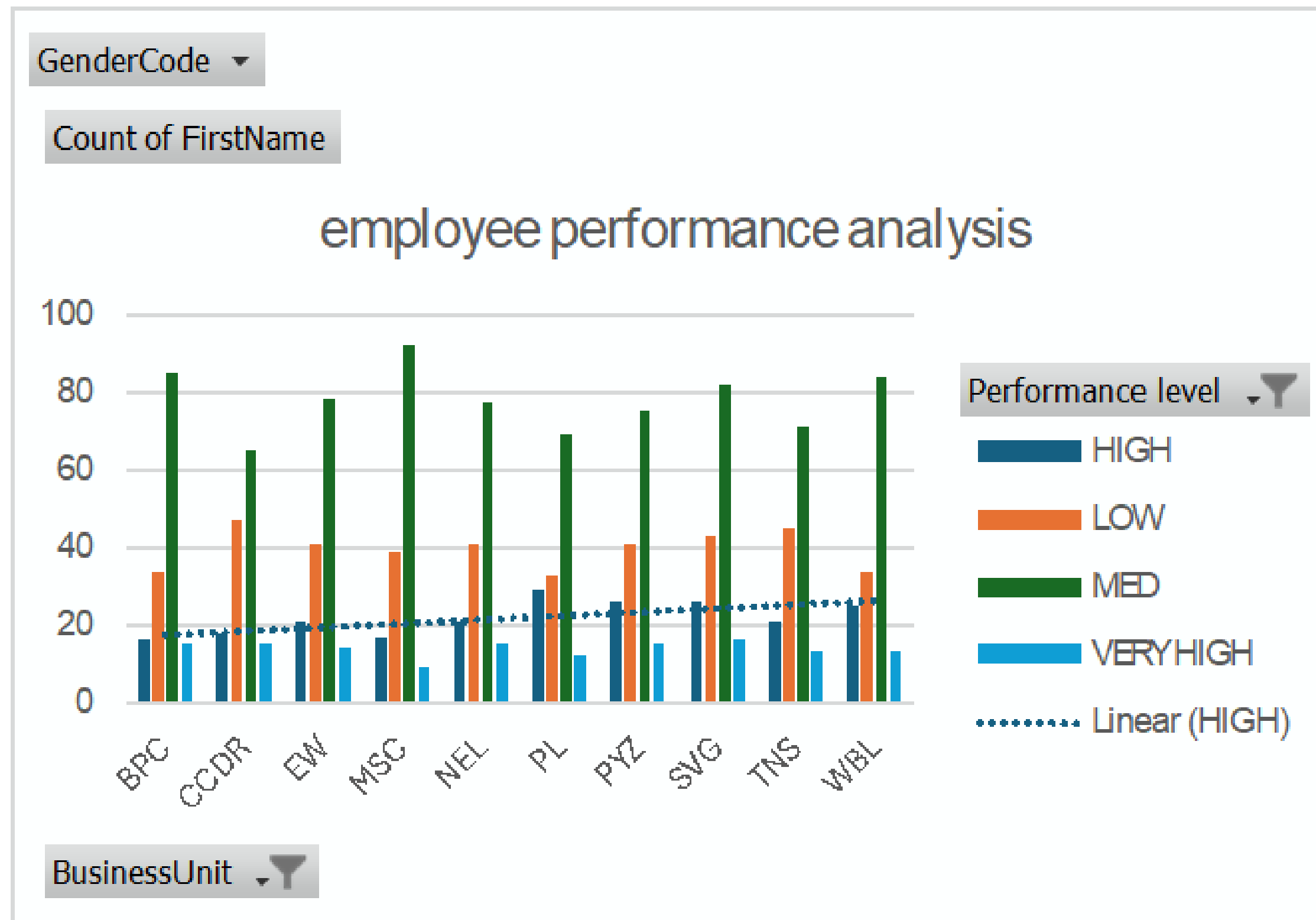
***FEATURE SELECTION: Sheer, Conditional Formatting
Designing***

***DATA CLEANING Missing values, Irrelevant data, Correct
Errors, Remove Unnecessary Columns and Rows***

***PIVOT TABLE: Employee ID, First Name, Performance
Score.***

***CHART: Report of Employee Performance based on their
Current Ratings is resented as Column Chart***

RESULTS



conclusion

In conclusion, conducting an employee performance analysis using Excel provides a structured and efficient way to evaluate and track performance metrics. Excel's versatile functions and tools, such as pivot tables, charts, and conditional formatting, allow for clear data visualization and trend analysis, supporting informed decision-making. By systematically analyzing performance data, management can identify trends, strengths, and areas for improvement, enabling targeted interventions and fostering a culture of continuous improvement. Regular updates and reviews of this analysis ensure that performance remains dynamic and aligned with organizational goals.