Employee Data Analysis using Excel

STUDENT NAME:R.priya

REGISTER NO: 312216585

DEPARTMENT:B. Com(G)
COLLEGE: R. B . Gothi Jain College For Women

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

Analyzing employee performance using exel invovels several
Step to collect ,organize ,and evalute data effectively. Here
a step -by-step guide to help you with this process:
1. Difine key performance indicators (KPIs)
2. Enter data
3. Collect data
4. Set up your exel spreedsheet
5. Calculate performance scores
6. Conditional format
7. Use pivot table
8. create chart
9. Analyze the data
10. Generate report

PROJECT OVERVIEW

Objective:

To develop a comprehensive performance analysis system using Microsoft Excel that allows for the effective evaluation of employee performance based on predefined Key Performance Indicators (KPIs). This system aims to identify top performers, track performance trends, and provide actionable insights to support decision-making and improvement strategies.

WHO ARE THE END USERS?

The end users of an empoyee performance analyse
to tool typically include :
   1. Hr professionals
   2. managers/supervisor
   3. empoyees
   4. department heads
   5. senior leadership
   6. it teams

OUR SOLUTION AND ITS VALUE PROPOSITION

conditional formatting – to high light to the missig value

filtering – for removing missing value

pivot table –summary

graph –data visualize

Dataset Description

employee= edunet dash board

26 features

Emp id-num

Name-text

Emp department

High light the missing value thorugh conditional format

Performance level

Gender- male female

Employee rating -num

THE "WOW" IN OUR SOLUTION

- performance level = IF (Z8>=5,"VERY HIGH "
- Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

MODELLING

To visualize employee performance data using a bar chart in
exel , follow these steps after setting up your data and creating a
employee performance :
1. collection of data :
 collection of data using edunet dash board
2. select data:
 select and highlight data like employe id , name , gender ,
department ,
 performance score .
 3. filtering missing value:
 filtering missing value is the use conditional format to highlight the
 the blank value and filter it

MODELLING

4. Entering formula :

entering formula for the Z8 value to compute the very high
,high , mid, true , low
the formula is = IF (Z8>=5,"VERY HIGH "
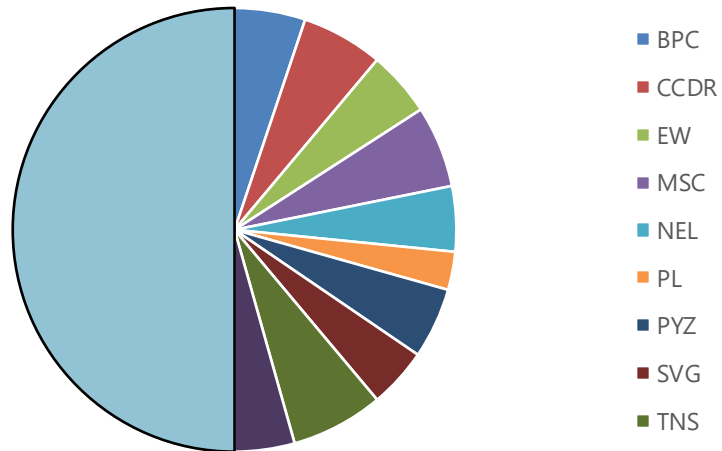Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW

5. pivot table:

using pivot table for showing the result through bar chart

6. bar chart :

bar chart is used for this data is 3D clustered chart

RESULTS

employee performance analysis

- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS

conclusion

Utilizing Excel for analyzing employee performance through PivotTables and bar charts provides a robust method for gaining insights into data. PivotTables enable dynamic data summarization, allowing you to organize and filter performance metrics by different dimensions such as employee names, departments, or roles. This facilitates detailed analysis and helps in identifying trends and patterns.