

# 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

**Employee performance is a critical factor influencing organizational success, requiring effective assessment and management strategies. Addressing performance issues promptly can enhance productivity and employee satisfaction.**

**An employee dataset overview provides essential insights into workforce demographics, performance metrics, and engagement levels, crucial for optimizing human resource strategies. Proper analysis can reveal trends and gaps, aiding in targeted improvements.**



# PROJECT OVERVIEW

- The project involves analyzing employee data using Excel to gain insights into workforce metrics. This includes organizing data, performing statistical analysis, and creating visualizations to understand trends in employee performance, demographics, and other key indicators, thereby supporting data-driven decision-making for HR strategies.



## **PROJECT FOCUS :**

This project focuses on leveraging Excel to analyze employee data. Key tasks include;

1. **\*\*Data Organization:\*\*** Importing, cleaning, and structuring employee data for clarity and consistency.
2. **\*\*Analysis:\*\*** Applying Excel functions and formulas to assess performance metrics, filling missing values , and other key indicators.
3. **\*\*Visualization:\*\*** Creating charts, graphs, and pivot tables to visualize trends and patterns.
4. **\*\*Reporting:\*\*** Summarizing findings to inform HR strategies and decision-making.

# WHO ARE THE END USERS?



The end users in employee performance analysis typically include:

1. **\*\*Human Resources (HR) Managers:\*\*** They use the insights to make informed decisions about promotions, training, and development.
2. **\*\*Team Leaders and Supervisors:\*\*** They apply performance data to provide feedback, set goals, and manage team performance.
3. **\*\*Employees:\*\*** They benefit from feedback and performance evaluations that help them improve and advance in their careers.



# OUR SOLUTION AND ITS VALUE PROPOSITION



\*Filtering – to fill the missing values. ■

\*Conditional formatting- blank values.

\*Using- Pivot table & Chart. ■



# Dataset Description

Employee data set- Kaggle

There are 26 features

The important ten features are,

- \* Employment ID
- \*First name
- \*Last name
- \*Gender
- \*Employee status
- \*Employee type
- \*Employee classification
- \*Performance score
- \*Current employee ratings
- \* Business units

# THE "WOW" IN OUR SOLUTION



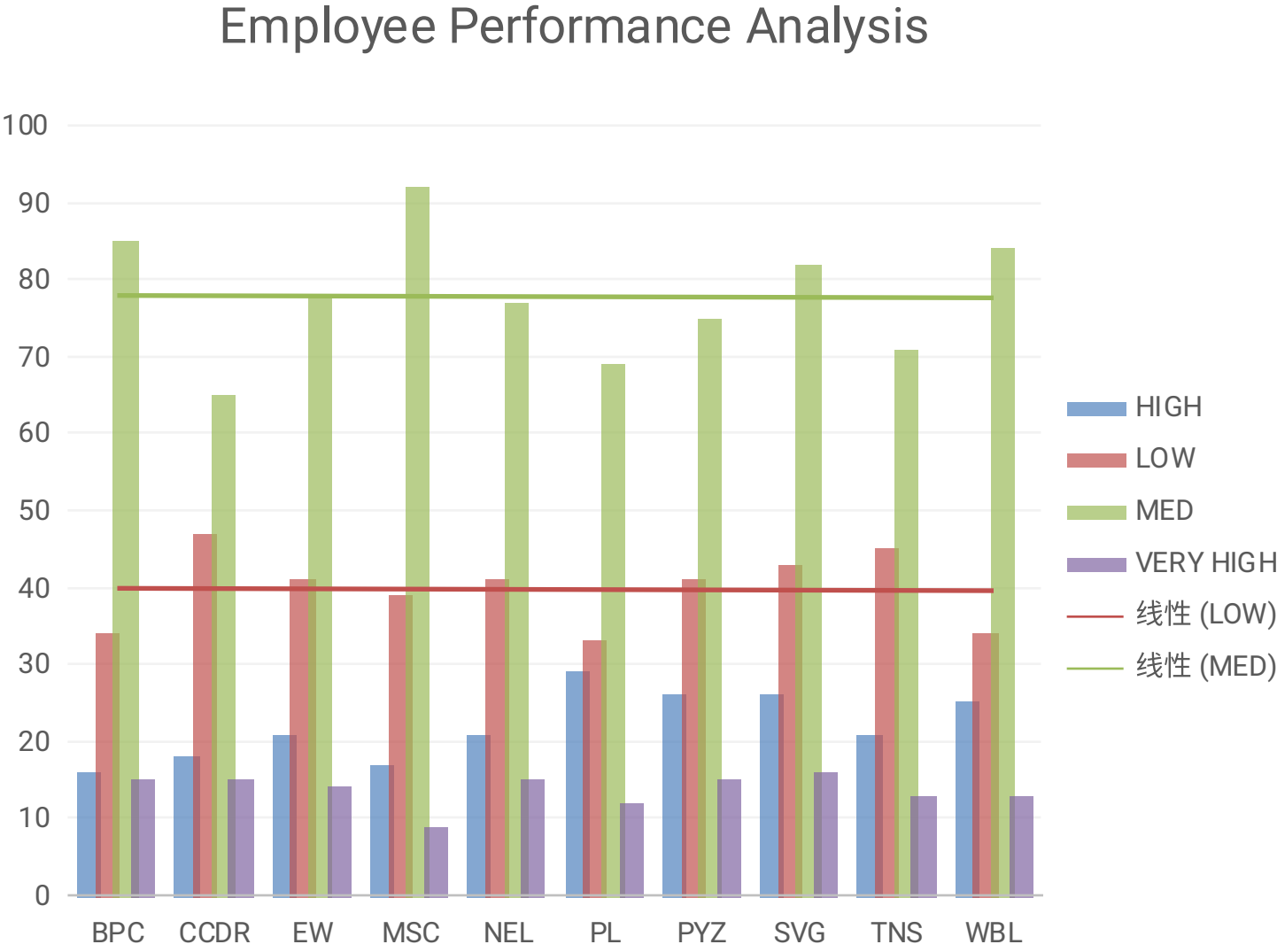
Performance Level– There are categories into Levels such as very high,high,med,low,etc...

Using Pivot table and charts is to analyse the employees performance.

# MODELLING

- \*Data Preparation: Clean and organize data, ensuring accuracy and consistency.
- \*Trend Analysis: Apply charts and graphs (e.g., line charts, bar graphs) to visualize trends over time, such as employee performance or turnover rates.
- \*Pivot Tables: Create pivot tables to aggregate and analyze data across different dimensions, such as department, tenure, or job role.
- \*Regression Analysis: Utilize regression functions to identify relationships between variables, such as the impact of training on performance.

# RESULTS



# conclusion

The conclusion of employee data analysis reveals key insights into workforce trends, performance, and areas for improvement. By analyzing metrics such as productivity, turnover rates, and engagement levels, organizations can identify strengths and weaknesses in their HR strategies. This analysis supports data-driven decision-making, enabling targeted interventions to enhance employee performance, optimize recruitment processes, and improve overall organizational effectiveness. In essence, effective data analysis provides a foundation for strategic planning and operational improvements, leading to a more motivated and productive workforce.