

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

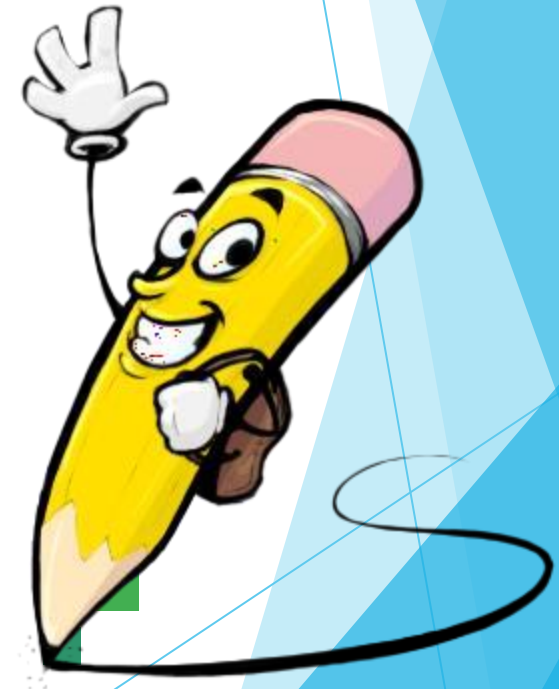
PROBLEM STATEMENT

In the current competitive landscape, optimizing employee performance is essential for reaching organizational objectives. Unfortunately, our company does not employ a thorough, data-driven strategy for assessing and enhancing employee performance. The existing evaluation techniques are predominantly qualitative and subjective, making them susceptible to bias, which frequently leads to inconsistent and unreliable evaluations. Consequently, this has created difficulties in recognizing high achievers, comprehending the elements that influence performance levels, and executing focused initiatives to boost overall productivity.



PROJECT OVERVIEW

The goal of the Employee Performance Analysis project is to evaluate employee efficiency and productivity by leveraging data-driven insights. This initiative will focus on identifying key performance indicators, trends, and factors influencing employee performance across various departments. Data such as attendance records, task completion rates, project outcomes, peer reviews, and managerial assessments will be collected and analyzed using statistical methods, machine learning algorithms, or data visualization techniques.



WHO ARE THE END USERS?

- Human Resources (HR) Team
- Department Heads & Managers
- Executive Leadership
- Employees
- Training and Development Teams
- Project Management Office (PMO)

OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting – missing cells

Filter – remove missing row

Formula – performance

Pivot – summary

Graph- data visualization



Dataset Description

- *Employee = Kaggle
- *Total features in the given data 26
- *Total data taken for the analysis 9 features
- *Employee ID number
- *Employee Name
- *Employee type
- *Performance level
- *Gender of the employee
- *Employee rating in number

THE "WOW" IN OUR SOLUTION



Performancelevel = IFS(Z8>=5,"VERYHIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")



MODELLING

DATA COLLECTION : From 'Kaggle'

FEATURE COLLECTION: Total = 26, Taken = 9

DATA CLEANING:

- identified missing values
- filtered out missing values

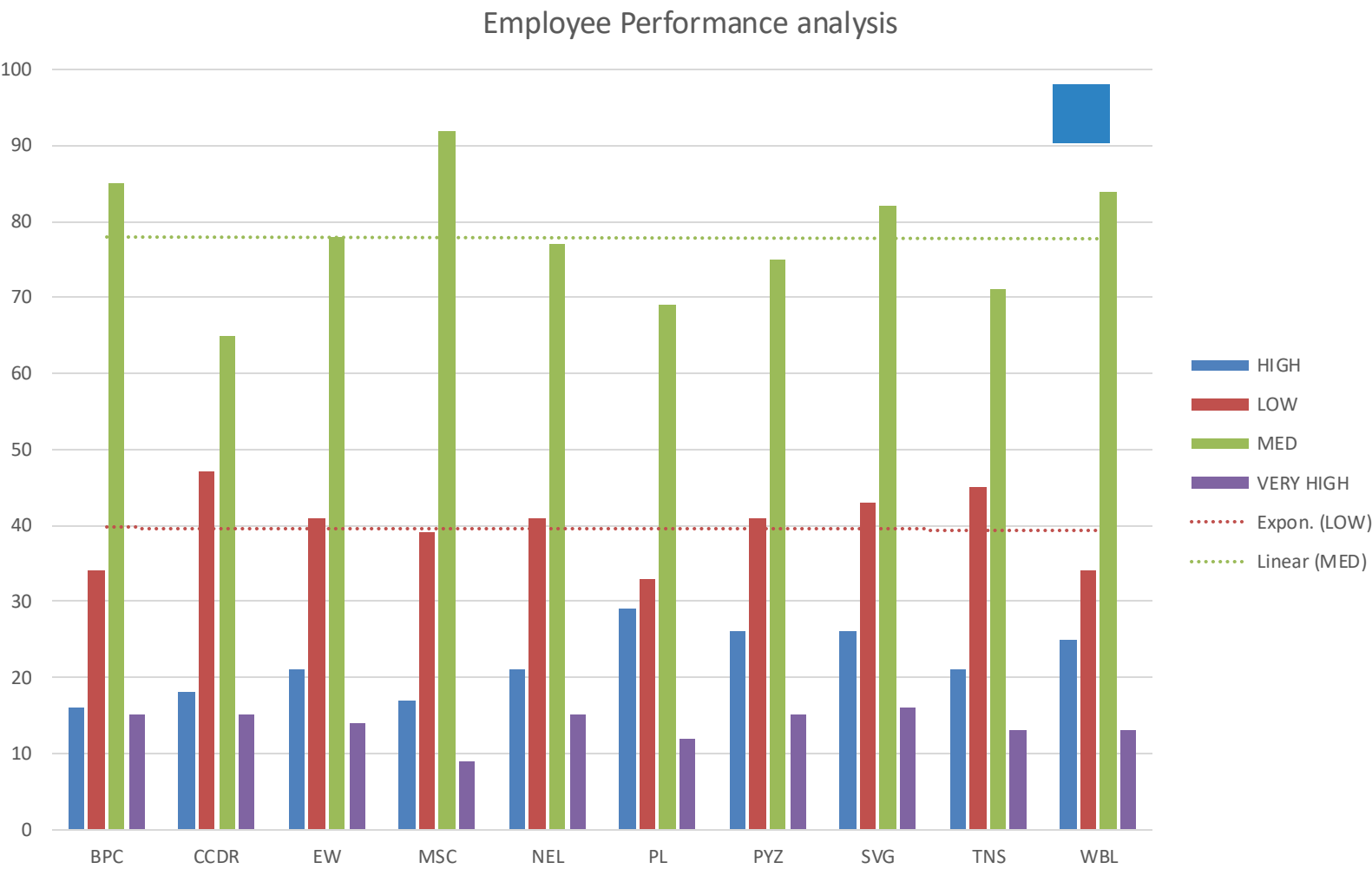
PERFORMANCE LEVEL:

- in column AA
- using formula - =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

PIVOT TABLE :

- chose fields to be added to the report
- prepared Bar chart using the report

RESULTS



conclusion

The analysis of employee performance, illustrated in the pivot chart, reveals diverse performance levels among various business units.

There is notable inconsistency in performance metrics within each unit. For instance, units like PL and SVG show a greater number of employees classified in the "VERY HIGH" performance category, in contrast to units such as BPC and CCDR.

The inclusion of linear and exponential trend lines for the "MED" and "LOW" performance categories indicates an effort to depict the overall performance trends across the units. The linear trend for "MED" suggests a consistent performance distribution, whereas the exponential trend for "LOW" may imply fluctuations in low performance levels across the units.

Business units exhibiting a higher prevalence of "LOW" performance may require focused interventions, including enhanced training or performance improvement strategies.

Conversely, units with a significant number of "VERY HIGH" performers could gain from acknowledging and potentially promoting these individuals, as well as analyzing the practices that lead to their high performance.