### **Employee Data Analysis using Excel**





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## **PROJECT TITLE**

# **Employee Performance Analysis using Excel**

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### **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

It helps identify strength and weaknesses in employees work.

Leading to better targeted training and support. Analysis allows for the employees to achieve. It provides data for making promotions, raises and terminations. Regular feedback and recognition can increase employee motivations and satisfaction. Ensures that individual performance is in line with the company's objectives.

### PROJECT OVERVIEW

This involves setting specific, measurable goods and key performance indicators. collect relevant data on the employee' s performance. Compare the collected data against the predefined objectives and KPIs. Share the analysis with the employee in a constructive manner. Work with the employee to create action plans or development programs to address weaknesses and build on strengths.



### WHO ARE THE END USERS?

- 1. Managers and supervisors
- 2. HR professionals
- 3. Executives and Leadership
- 4. Employees Themselves
- 5. Team Leaders

### **OUR SOLUTION AND ITS VALUE PROPOSITION**



FILTERING - REMOVE VALUES
PIVOT TABLE - SUMMARY OF EMPLOYEE
PERFORMANCE
FLOW CHART - FINAL REPORT

### **Dataset Description**

#### **EMPLOYEE DATA SET - KAGGLE**

#### **9 FEATURES IN EXCEL:**

- 1. **EMPLOYEE ID** ALPHANUMERIC(TEXT)
- **2. NAME** ALPHABETICAL (TEXT)
- **3. GENDER** ALPHABETICAL (TEXT)
- 4. SALARY NUMERICAL
  5. JOB ROLE ALPHABETICAL (TEXT)
  6. FTE NUMERICAL
- 6. FTE
- 7. MARITAL
  - STATUS - ALPHABETICAL(TEXT)
- 1. **REMOTE WORK** ALPHABETICAL(TEXT)
- 2. COMPANY TENURE NUMERICAL

#### **3 FEATURES USED:**

- 1. COMPANY TENURE NUMERICAL
- 2. JOB LEVEL - NUMERICAL
- 3. WORK LIFE BALANCE ALPHABETICAL(TEXT)

### THE " WOW" IN OUR SOLUTION

- 1. Effective data visualization makes it easier to present complex data ion an engaging and understandable way.
- 2. Well-presented impact on data have a significant impact on decision-makers, helping to drive change and innovation.





### **MODELLING**

#### STEP-1

DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.

STEP-2

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

STEP-3

FILTER THE EMPLOYEE DATASET FROM A TO Z ORDERS

STEP-4

SELECT ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

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STEP-5

DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.

STEP-6

SELECT THE PIVOT TABLE AND CLICK ON INSERT.

STEP-7

NOW CLICK ON THE CHART THAT YOU WANT.

STEP-8

THE CHART IS CREATED.

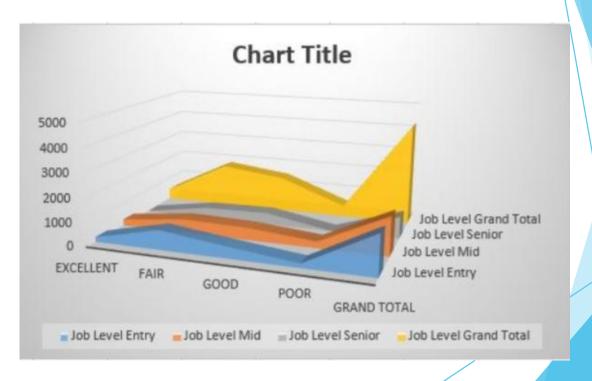
# **RESULTS**

### 1.PIVOT TABLE

Grand Total	1678	1634	928	4240
Poor	183	278		461
Good	482	518	489	1489
Fair	816	576	439	1831
Excellent	197	262		459
Tenure Work-Life Balance	Job Level	Mid	Senior	Grand Total
SUM of Company				

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# 2.FLOW CHART



### conclusion

The employee performance analysis has illuminated key aspects of our team's strengths and areas needing improvement. The findings suggest that while many employees excel in their roles, there are opportunities for growth that can enhance overall productivity and effectiveness. By addressing identified weaknesses and leveraging our employees' strengths. We can develop targeted strategies for professional development, optimize team dynamics, and align individual goals with organizational objectives. Continuous monitoring and iterative feedback will be crucial in sustaining performance improvements and achieving our long-term goals.