

# 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



Analyzing employee performance using Excel helps organizations make data-driven decisions to enhance productivity, address skill gaps, and recognize achievements, ultimately leading to improved overall performance and employee satisfaction.



# PROJECT OVERVIEW

- This project aims to use Excel for a comprehensive analysis of employee performance within an organization.
- By leveraging Excel's data manipulation and analytical capabilities, we will evaluate employee performance against key performance indicators (KPIs), identify trends, and generate insights to support management decisions.
- The analysis will help in pinpointing strengths, areas for improvement, and overall effectiveness of employees, facilitating more informed and strategic human resource management.



# PROJECT OVERVIEW

The project involves creating an Excel-based performance analysis system to assess and enhance employee effectiveness. Using Excel, we will collect and analyze performance data, identify patterns, and generate reports that highlight both individual and team performance. The goal is to provide actionable insights that can lead to better decision-making, targeted training, and improved organizational outcomes.



# WHO ARE THE END USERS?

- Employee
- Employer
- Organization
- Firm

# OUR SOLUTION AND ITS VALUE PROPOSITION



- **Filtering** in Excel allows you to selectively display and analyze specific subsets of data based on criteria, enabling focused insights and streamlined data management.
- **Groups** in Excel help organize and manage data by allowing users to collapse or expand sections of related rows or columns, facilitating better data navigation and analysis.
- A **Pivot Table** in Excel is a powerful tool that summarizes, analyzes, and presents large datasets by organizing data into rows, columns, and values for dynamic and interactive reporting.



# Dataset Description

There is 5 features in employee dataset.

- Business unit : "Business Unit," "Revenue," "Expenses," "Profit," and "Market Share" to clearly present and compare metrics for each unit.
- Performance score : **Conditional Formatting** Apply conditional formatting to highlight high or low performance scores for better visualization.
- Current employee rating : **Number Format** Ensure that the Rating column is formatted to show numbers or a rating scale if applicable.
- performance level gender : Create a summary table to analyze **performance levels by gender**. This table will help you visualize the data more effectively.

# THE "WOW" IN OUR SOLUTION



Performance level  
IFS (Z8-5"VERY HIGH"28-4,"HIGH",28>3,"MED",TRUE,"  
LOW")



# MODELLING

## Use PivotTables for Advanced Analysis

- PivotTables can dynamically summarize and analyze your data:

**Select Your Data Range.**

**Go to Insert > PivotTable.**

**Configure PivotTable:**

**Rows:** Project Name or Department.

**Columns:** Performance Metrics.

**Values:** Average or Count of Performance Metrics.

## Incorporate Conditional Formatting

- Highlight key performance metrics:

**Select Cells:** Highlight the range of performance data.

**Conditional Formatting:** Go to **Home > Conditional Formatting > Color Scales** or **Data Bars** to apply formatting based on performance values.

# MODELLING

## Performance by Project

**Select Data:** Highlight the summary table by project.

**Insert Chart:** Go to **Insert > Column or Bar Chart** to create a visual comparison of metrics across projects.

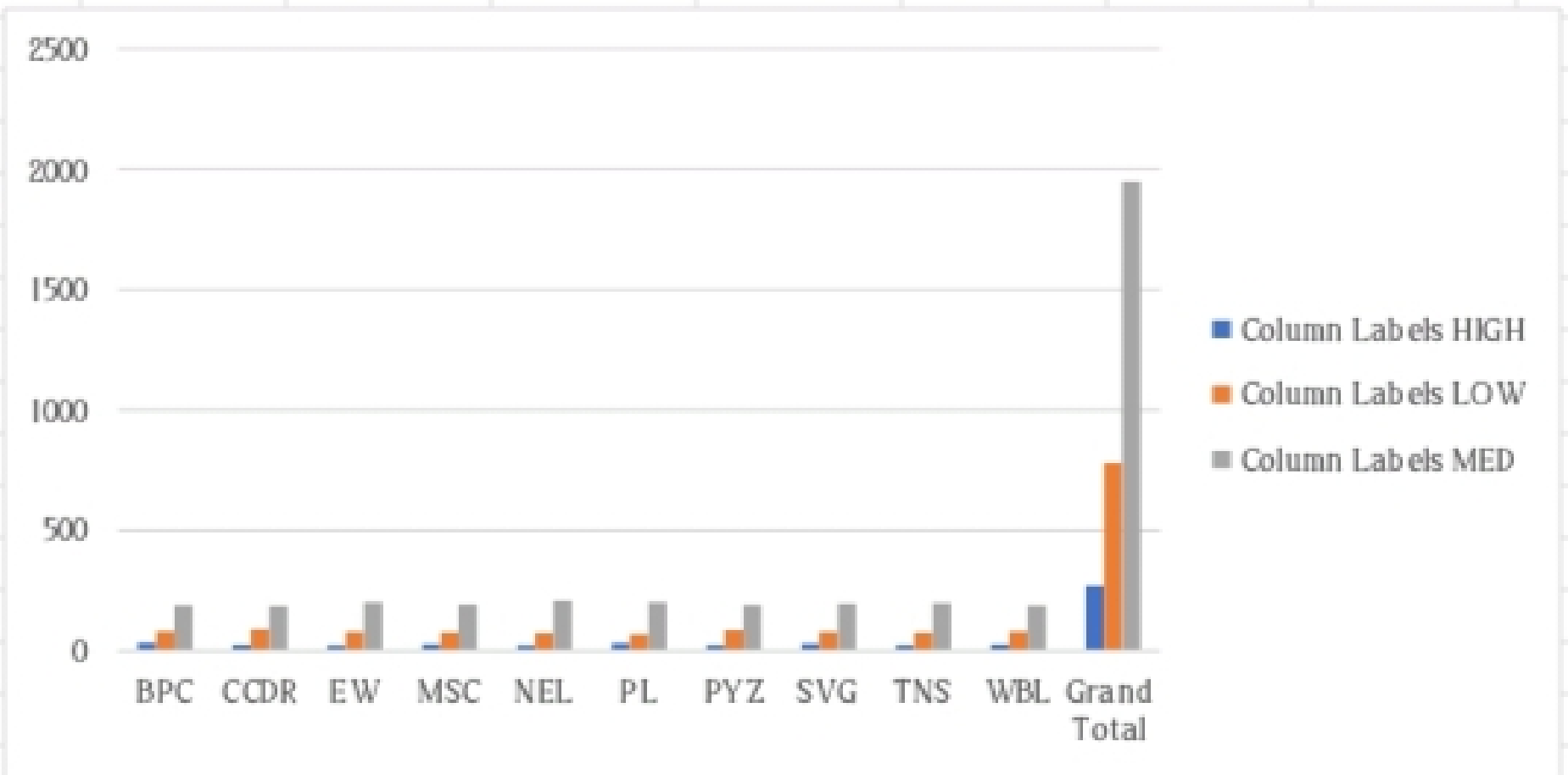
- **Conditional Formatting:** Apply conditional formatting to highlight key performance metrics and trends, making it easier to spot areas that need attention.

- **Interactive Elements:** Incorporate slicers and other interactive elements to make your analysis more dynamic and user-friendly. This enables viewers to filter data based on different criteria and get customized insights.

- **Dashboard Creation:** Compile your data, summaries, and visualizations into a cohesive dashboard. This dashboard should provide a comprehensive view of employee performance, helping stakeholders make informed decisions.

- **PivotTables:** Leverage PivotTables for dynamic analysis, allowing you to easily slice and dice the data to reveal deeper insights and trends.

# RESULTS



# conclusion

In summary, creating an effective employee performance analysis model in Excel involves several key steps to ensure you can track, analyze, and visualize data efficiently:

- **Data Organization:** Start by structuring your data in a well-organized table, including essential fields such as Employee ID, Name, Gender, Department, Project ID, Performance Metrics, and Ratings.
- **Summary Tables:** Develop summary tables to aggregate data by projects and departments. This helps in understanding overall performance trends and making comparisons.
- **Visualization:** Utilize charts and graphs to visually represent performance data. Bar charts, pie charts, and line graphs can provide clear insights into how employees are performing across different projects and departments.

# Conclusion

- **Conditional Formatting:** Apply conditional formatting to highlight key performance metrics and trends, making it easier to spot areas that need attention.
- **Interactive Elements:** Incorporate slicers and other interactive elements to make your analysis more dynamic and user-friendly. This enables viewers to filter data based on different criteria and get customized insights.
- **Dashboard Creation:** Compile your data, summaries, and visualizations into a cohesive dashboard. This dashboard should provide a comprehensive view of employee performance, helping stakeholders make informed decisions.
- **PivotTables:** Leverage PivotTables for dynamic analysis, allowing you to easily slice and dice the data to reveal deeper insights and trends.