EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

1. Project Overview
2. Problem Statement
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion

PROBLEM STATEMENT

1. IDENTIFYING STRENGTHS AND WEAKNESSES: Understand individual skills and areas for improvement.
2. SETTING GOALS AND EXPECTATIONS: Establish clear objectives and targets.
3. EVALUATING JOB FIT: Determine if employees are suited for their roles.
4. DEVELOPMENT AND GROWTH: Create training plans and opportunities for advancement.

PROJECT OVERVIEW

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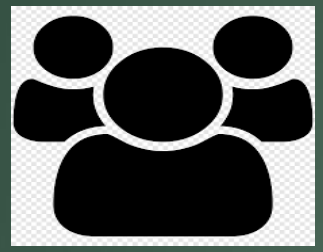
The Employee Performance Analysis project aims to enhance employee performance and business success through data-driven insights. The project will collect relevant data, establish clear performance metrics, conduct statistical analysis, and present findings and recommendations to stakeholders. The scope includes identifying strengths, weaknesses, opportunities, and threats, and implementing actions to address performance gaps, develop training programs, and enhance employee engagement.

WHO ARE THE END USERS?



- EMPLOYER
- EMPLOYEE
- ORGANISATION
- IT SECTORS
- BUSINESS FIRM
- COMPANY

OUR SOLUTION AND ITS VALUE PROPOSITION

- **CONDITIONAL FORMATTING:** To use it, you create rules that determine the format of cells based on their value.
- **FILTERING:** Filters are sometimes used to remove or insert headers or control characters in data.
- **PIVOT TABLE:** A PivotTable is an interactive way to quickly summarize large amounts of data
- **CHART:** A Charts is used to visualize the data and help us to see pattern and trends in data.

Dataset Description

- EMPLOYEE DATA SET – KAGGLE
- 26 FEATURE
- FEATURE- 9 FEATURE
- EMPLOYEE ID- CATEGORICAL DATA
- GENDER-MALE,FEMALE
- PERFORMANCE LEVEL-ORDINAL DATA
- BUSINESS UNIT-REFERENCE DATA SET
- NAME-NOMINAL DATA
- RATING-NUMERICAL VALUE

THE "WOW" IN OUR SOLUTION

- **CONDITIONAL FORMATTING:** By using this blank cells were found and highlighted.
- **FILTER:** By using this filter the blank values were removed.
- **FORMULA USED TO IDENTIFY PERFORMANCE LEVEL: IFS**

EG : = IFS(Z8>=5,“VERY HIGH”,Z8>=4,“HIGH”,Z8>=3,“MEDIUM”,TRUE,“LOW”)

MODELLING

DATA COLLECTION: The process of collecting attributes and accurate data from various source,

DATA CLEANING: The collected data was cleaned and filtered using conditional formatting and filter .

TECHNIQUES:

- **CONDITIONAL FORMATTING::** To use it, you create rules that determine the format of cells based on their value.
- **FILTER:** By using this filter the blank values were removed.

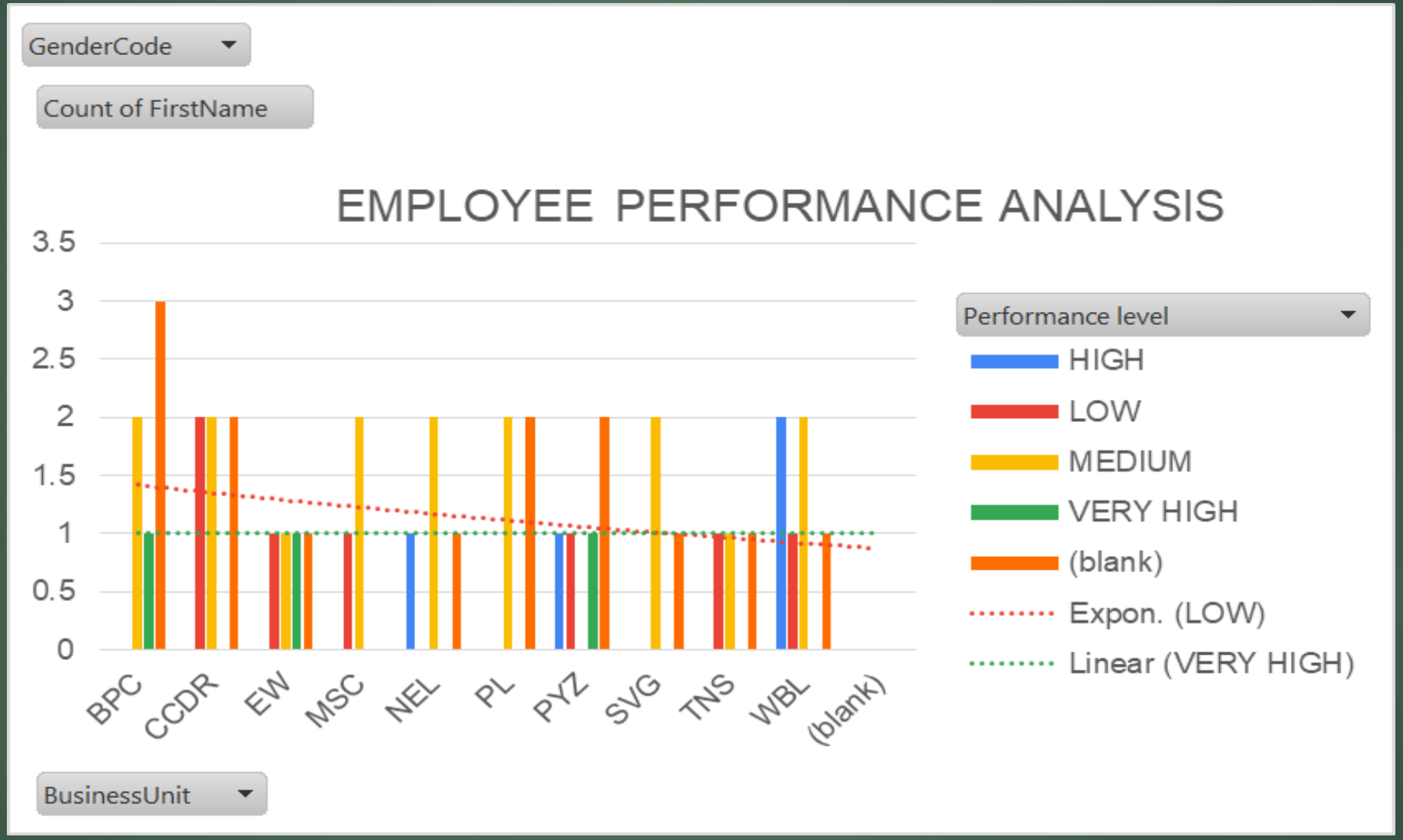
RESULTS: The result was calculated on the basis of performance of the employee.

PIVOT TABLE: The pivot table was done using the following:-

- ✓ **FILTER:**Gender code
- ✓ **COLUMNS:**Performance level
- ✓ **ROWS:**Business unit
- ✓ **VALUES:**Count of first names.

CHART:The Chart choosen for the above data is bar graph by using trend line ,the linear was set at very high value and exponential was set up at low value.

RESULTS


GenderCode
Count of FirstName
EMPLOYEE PERFORMANCE ANALYSIS
3.5
3
2.5
2
1.5
1
0.5
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
(blank)
Performance level
HIGH
LOW
MEDIUM
VERY HIGH
(blank)
Expon. (LOW)
Linear (VERY HIGH)
BusinessUnit

Conclusion

In conclusion, this project highlights the importance of analyzing employee turnover through job satisfaction feedback to uncover underlying factors that contribute to attrition. By identifying patterns in employee dissatisfaction, organizations can gain valuable insights into the root causes of turnover. Implementing data driven strategies based on these insights can enhance job satisfaction, improve employee retention, and ultimately reduce turnover rates, fostering a more stable, productive and engaged workforce that supports long term success.