

Employee Data Analysis using Excel

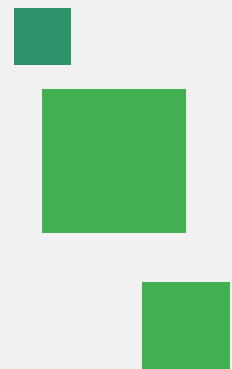


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PROJECT TITLE

EMPLOYEE DATA 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**



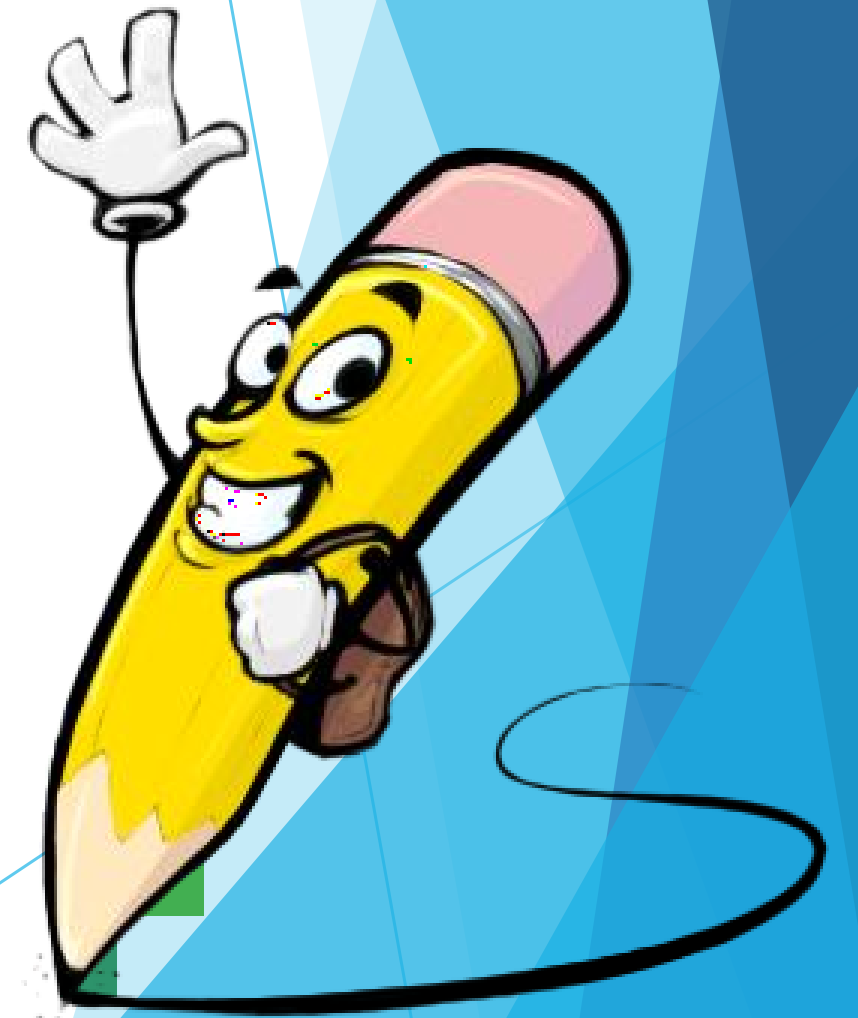
PROBLEM STATEMENT

A problem statement is a concise summary of an issue or opportunity that you want to address with data. A problem statement for employee data analysis can help you define the scope, objectives, and metrics of your analysis. It can also help you communicate these to stakeholders.



PROJECT OVERVIEW

- **Project Planner**
- A template that helps track project progress by listing tasks, owners, start and end dates, and comparing estimated and actual dates.



- **Analyze Data :**
- **A tool that can analyze data in a selected range of cells and provide answers in the form of tables, charts, or PivotTables. It works best with clean, tabular data and doesn't support datasets with more than 1.5 million cells**
- **Conditional formatting :**
- **A tool that allows users to apply formatting patterns to cells based on specified conditions. This can make complex data easier to understand by highlighting relevant information with colors.**

WHO ARE THE END USERS?

End users are basically those people whose jobs require access to the database for querying, updating, and generating reports. The database primarily exists for their use. There are several categories of end-users these are as follows:

- ✓ Casual End users
- ✓ Naive or Parametric End Users
- ✓ Application Programmers
- ✓ Sophisticated End Users
- ✓ Standalone Users
- ✓ Specialised Users

OUR SOLUTION AND ITS VALUE PROPOSITION

conditional formatting:

Highlight cells :

Highlight cells that contain values that meet a certain condition, such as cells above a certain threshold.

Format cells by color :

Apply a color-based hierarchy system to cells based on their values. For example, you can use a green-yellow-red color scale to highlight the highest values in green, the lowest values in red, and values in between in shades of orange and yellow.

Format cells based on other cells :
Highlight cells based on the content of other cells. For example, you can highlight the address of properties that have been on the market for more than 90 days.

Find duplicate values :
Highlight duplicate values in a range of cells.

Dataset Description

1. Employee ID
2. First Name
3. Last Name
4. Start Date
5. Exit Date
6. Title
7. Supervisor
8. AD Email
9. Business Unit
10. Employee Status
11. Employee Type
12. Pay Zone
13. Employee Class
14. Termination Type
15. Termination Description
16. Department Type
17. Division
18. DOB
19. State
20. Job Function Description
21. Gender code
22. Location Code
23. Race Description
24. Martial Description
25. Performance score
26. Current Employee Rating

THE "WOW" IN OUR SOLUTION

Conditional formatting can help make patterns and trends in your data more apparent. To use it, you create rules that determine the format of cells based on their values, such as the following monthly temperature data with cell colors tied to cell values.



MODELLING

1. I had downloaded the employee data set from the edunet dashboard of naanmudhalvan.
2. Next I had copied the dataset and pasted it in the Excel sheet
3. I had used conditional formatting technique for my project .
4. By using conditional formatting I highlighted the employee credit Rating , and salaries of the employees.
5. Finished my project by saving it in the new folder.

RESULT

	B	C	D	E	F	G	H	I	J	K
1	stName	LastName	StartDate	ExitDate	Title	Supervisor	ADEmail	BusinessUnit	EmployeeStatus	Employ
2	Uriah	Bridges	20-Sep-19		Production Technician I	Peter Oneill	uriah.bridges@bilearner.com	CCDR	Active	Con
3	Paula	Small	11-Feb-23		Production Technician I	Renee McCormick	paula.small@bilearner.com	EW	Active	Con
4	Edward	Buck	10-Dec-18		Area Sales Manager	Crystal Walker	edward.buck@bilearner.com	PL	Active	Full-
5	Michael	Riordan	21-Jun-21		Area Sales Manager	Rebekah Wright	michael.riordan@bilearner.com	CCDR	Active	Con
6	asmine	Onque	29-Jun-19		Area Sales Manager	Jason Kim	jasmine.onque@bilearner.com	TNS	Active	Con
7	Maruk	Fraval	17-Jan-20		Area Sales Manager	Sheri Campos	maruk.fraval@bilearner.com	BPC	Active	Con
8	Latia	Costa	6-Apr-22	3-Jul-23	Area Sales Manager	Jacob Braun	latia.costa@bilearner.com	WBL	Active	Full-
9	harlene	Terry	6-Nov-20	29-Jan-23	Area Sales Manager	Tracy Marquez	sharlene.terry@bilearner.com	CCDR	Active	Con
10	Jac	McKinzie	18-Aug-18		Area Sales Manager	Sharon Becker	jac.mckinzie@bilearner.com	NEL	Active	Con
11	Joseph	Martins	21-Jan-22	29-Jun-23	Area Sales Manager	George Jenkins	joseph.martins@bilearner.com	BPC	Active	Part-
12	Myriam	Givens	4-Aug-23		Area Sales Manager	Troy White	myriam.givens@bilearner.com	SVG	Active	Con
13	Dheepa	Nguyen	10-Aug-18	4-Nov-19	Area Sales Manager	Brian Miller	dheepa.nguyen@bilearner.com	MSC	Active	Full-
14	tholemew	Khemmich	25-May-22	27-Nov-22	Area Sales Manager	Charles Parks	bartholemew.khemmich@bilearner.com	EW	Active	Full-
15	Xana	Potts	5-Dec-19	17-Feb-23	Area Sales Manager	Gregory Walker	xana.potts@bilearner.com	CCDR	Active	Con
16	Prater	Jeremy	28-Apr-19		Area Sales Manager	Tyler Lewis	prater.jeremy@bilearner.com	BPC	Active	Part-
17	Kaylah	Moon	9-Jul-19	16-Jun-22	Area Sales Manager	Ashley Scott	kaylah.moon@bilearner.com	PYZ	Active	Full-
18	Kristen	Tate	5-Apr-21	12-May-23	Area Sales Manager	Lauren Jones	kristen.tate@bilearner.com	WBL	Active	Full-
19	Bobby	Rodgers	28-Nov-21	4-Feb-22	Area Sales Manager	Matthew Jackson	bobby.rodders@bilearner.com	NEL	Active	Con
20	Reid	Park	16-Jan-21		Area Sales Manager	Michelle Mitchell	reid.park@bilearner.com	PL	Active	Con
21	Hector	Dalton	24-Aug-21		Area Sales Manager	Sydney French	hector.dalton@bilearner.com	BPC	Active	Part-
22	Mariela	Schultz	26-May-20	18-Jun-23	Area Sales Manager	Michelle Evans MD	mariela.schultz@bilearner.com	CCDR	Future Start	Part-
23	Angela	Molina	1-Oct-19	6-Nov-20	Area Sales Manager	Patricia Cook	angela.molina@bilearner.com	SVG	Future Start	Full-
24	Gerald	Preston	10-May-23	27-May-23	Area Sales Manager	Ashley Reeves	gerald.preston@bilearner.com	EW	Future Start	Con
25	Reilly	Moyer	1-Sep-20	4-Dec-22	Area Sales Manager	Stanley Harvey	reilly.moyer@bilearner.com	MSC	Active	Con
26	Carlee	French	18-Feb-21	11-Nov-22	Area Sales Manager	Michael Bradshaw	carlee.french@bilearner.com	TNS	Active	Con
27	Jaydon	Blackburn	8-Nov-22		Area Sales Manager	Debbie Crosby	jaydon.blackburn@bilearner.com	PYZ	Active	Part-
28	Bridger	Carter	13-Oct-22		Area Sales Manager	Elizabeth Taylor	bridger.carter@bilearner.com	WBL	Active	Con
29	Leon	Beard	11-Sep-22		Area Sales Manager	Brian Dunlap	leon.beard@bilearner.com	PYZ	Active	Full-
30	Charity	Miranda	29-Jun-21	5-Jul-22	Area Sales Manager	Daniel Rodriguez	charity.miranda@bilearner.com	WBL	Active	Full-
31	Axel	Howe	6-Mar-23		Area Sales Manager	Martin Hammond	axel.howe@bilearner.com	NEL	Active	Full-
32	Milton	Wall	25-Sep-20		Area Sales Manager	Sara Bell	milton.wall@bilearner.com	PL	Active	Full-
33	Cory	Robinson	28-Apr-22	24-May-23	Area Sales Manager	Elizabeth Anderson	cory.robinson@bilearner.com	BPC	Future Start	Con
34	Saniya	Yu	18-Apr-21	21-Jun-22	Area Sales Manager	Erin Bailey	saniya.yu@bilearner.com	CCDR	Future Start	Part-
35	Alisa	James	19-Feb-20		Area Sales Manager	Dennis Henderson	alisa.james@bilearner.com	SVG	Active	Full-
36	Lincoln	Compton	18-Jul-19	1-Oct-21	Area Sales Manager	Tammy Conner	lincoln.compton@bilearner.com	EW	Future Start	Full-
37	Aliana	Nolan	13-Sep-18	17-Sep-21	Area Sales Manager	Brianna Mathews	aliana.nolan@bilearner.com	MSC	Active	Con
38	Kayden	Dodson	30-Apr-20	18-Jul-21	Area Sales Manager	Jessica Peters	kayden.dodson@bilearner.com	TNS	Active	Part-
39	James	Duke	3-Dec-18	9-Sep-22	Area Sales Manager	Mark Harris	james.duke@bilearner.com	PYZ	Active	Con
40	Willow	Stuart	8-Nov-21		Area Sales Manager	Elizabeth Tapia	willow.stuart@bilearner.com	WBL	Active	Full-
41	Clayton	Walker	13-Apr-22	10-Apr-23	Area Sales Manager	Jon Holden	clayton.walker@bilearner.com	PYZ	Active	Part-
42	Celia	Curtis	6-May-20		Area Sales Manager	Michael Odonnell	celia.curtis@bilearner.com	WBL	Active	Con
43	Valentin	Reilly	9-Sep-19		Area Sales Manager	Andres Parker	valentin.reilly@bilearner.com	NEL	Active	Con
44	Ryland	Shepherd	29-Jul-20	5-Jan-23	Area Sales Manager	James Berry	ryland.shepherd@bilearner.com	PL	Future Start	Con
45	Esteban	Gilbert	14-Nov-18	28-Oct-19	Area Sales Manager	Gail Ali	esteban.gilbert@bilearner.com	BPC	Future Start	Con
46	Jonathan	Adkins	29-Feb-20		Area Sales Manager	John Marshall	jonathan.adkins@bilearner.com	CCDR	Active	Part-
47	Nevaeh	Soto	15-Jan-23		Area Sales Manager	Jessica Chang	nevaeh.soto@bilearner.com	SVG	Active	Con
48	Chaim	Mata	29-Jun-23		Area Sales Manager	Desiree Vang	chaim.mata@bilearner.com	EW	Active	Part-
49	Arelv	Patton	9-Mar-20		Area Sales Manager	Andrew Goodman	arelv.patton@bilearner.com	MSC	Active	Full-

conclusion

Data analytics can be used to improve employee retention, performance, and engagement, which can lead to a more productive and successful organization:

Retention

By analyzing employee engagement, performance, compensation, and survey feedback, data analytics can help identify potential turnover risks. This information can be used to develop retention strategies, such as career development programs and better manager relationships.

Performance

Data analytics can help managers identify employee strengths and areas for improvement, which can lead to personalized development plans.

Engagement

Data analytics can help foster a culture of transparency and accountability by providing employees with precise feedback based on objective metrics.

Organizational performance

HR analytics can help organizations make data-driven decisions that align with their business goals.