

# EMPLOYEE DATA ANALYSIS USING EXCEL

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# PROJECT TITLE

## EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL



# AGENDA

- ❖ Problem Statement
  - ❖ Project Overview
  - ❖ End User
  - ❖ Our Solution and Proposition
  - ❖ Dataset Description
  - ❖ Modelling Approach
  - ❖ Results and Discussion
  - ❖ Conclusion
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# PROBLEM STATEMENT

Analyzing and evaluating the performance of employees over the past years to identify strengths, areas for improvement, and overall trends that can inform strategic HR decisions.

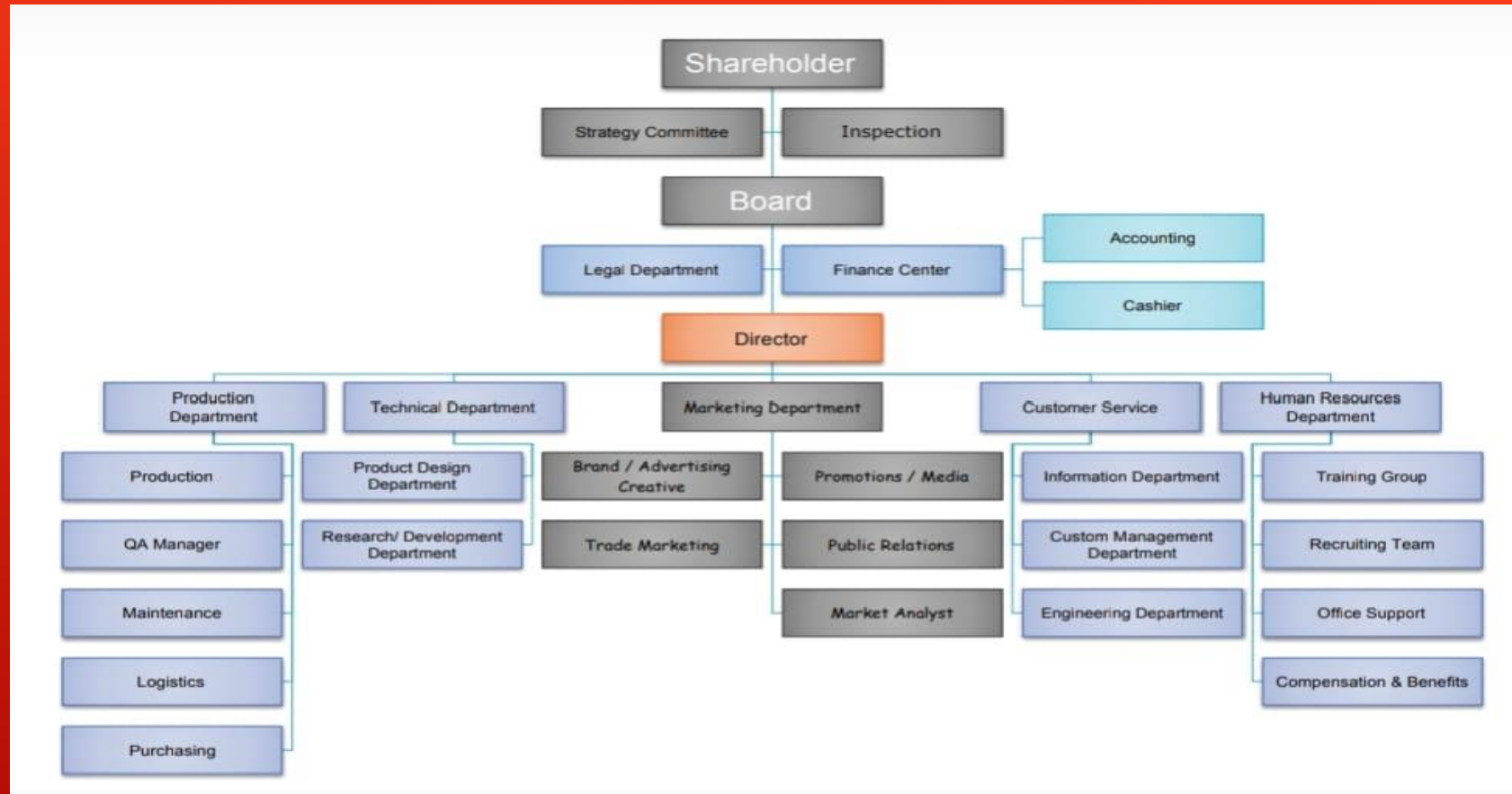


# PROJECT OVERVIEW

It aims to develop a comprehensive framework for evaluating employee performance. The scope includes analyzing job responsibilities, goals, and key performance indicators. A combination of quantitative and qualitative approaches will be used to assess performance. The expected outcome is accurate performance assessments and targeted development plans. This will enable data-driven decision-making to enhance organizational efficiency.



# WHO ARE THE END USERS ?



# Our solution and its value proposition

- ❖ Conditional formatting-missing
- ❖ Filter-remove
- ❖ Formula-performance
- ❖ Pivot-summary
- ❖ Graph-data visualization



# DATASET DESCRIPTION

- ❖ Employee dataset from Kaggle
- ❖ 26-features
- ❖ We selected 9-features
- ❖ Employee ID number
  - Employee name
  - Employee type
  - Performance level
  - Gender
  - Employee rating number



## THE “WOW” IN OUR SOLUTION

Using this formula we have measured the performance level of employees working in an

organization

Performance level = IF(Z2>=5,"VERY HIGH",Z2>=4,"HIGH",Z2>=3,"MED","TRUE","LOW")

# MODELLING

- **Data collection**

- Download the employee dataset from Kaggle
- After the download, an Excel sheet will open
- In that sheet, we have employee data details which have 26 features

- **Features collection**

- We are selecting 9-features for our project
- In that feature, we have employee ID, employee name, employee type, gender, performance level, and employee rating.

- **Data cleaning**

- In this method, we clear the empty rows or columns in the sheet
- By selecting the empty rows and clearing them using a conditional formatting tool

- **Performance level**

- Here, we calculate the performance of the employees
- By using a formula we can calculate the performance
- Using IF formula: =IF(Z2>=5, "VERY HIGH", Z2>=4, "HIGH", Z2>=3, "MED", "TRUE", "LOW")

- **Pivot table**

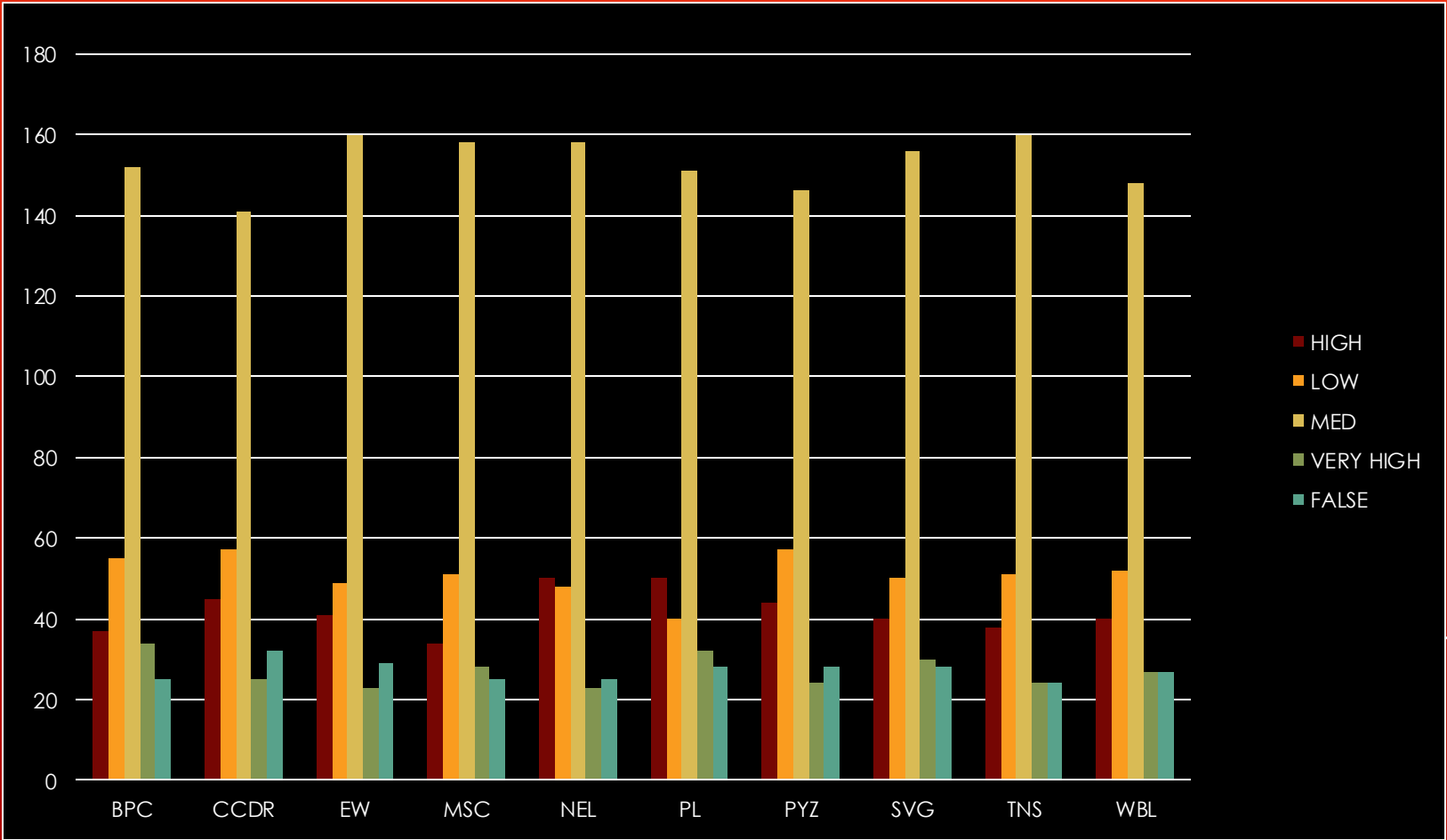
- After creating the performance level, click on the pivot table icon
- In that, an application will appear as a row, column, fields
- Select the required items and click ok
- Then using the details create a graph

- **Summary**

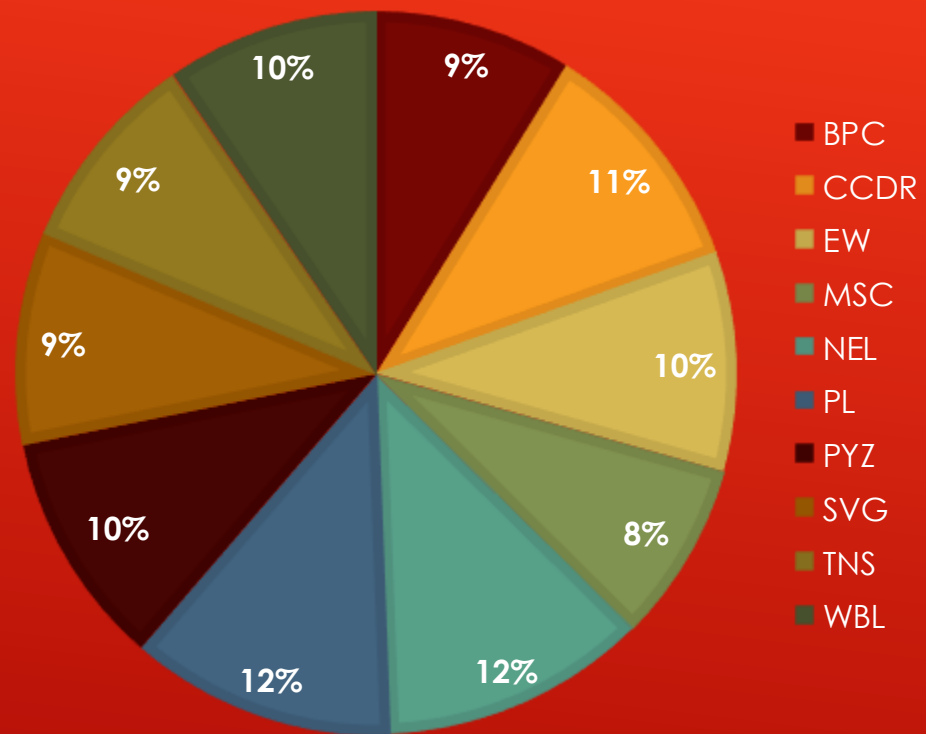
- Using this method, we can know the performance level of the employees through the graph

# RESULTS

## Employee Performance Analysis



# Performance Level



# CONCLUSION

Effective employee performance analysis has far-reaching benefits, including better resource allocation, enhanced accountability, improved succession planning, increased employee retention, data-driven promotions, skills gap identification, enhanced employee experience, strategic alignment, competitive benchmarking, and continuous improvement. Accurate performance assessments enable targeted development initiatives, improved employee engagement, and a culture of constructive feedback, ultimately leading to a high-performing culture that supports the organization's overall mission and objectives

