

Employee Data Analysis using Excel



STUDENT NAME: MEENA N

REGISTER NO:D832C8F8AA81EEDB9CD4C60434A52313,312208718

DEPARTMENT: B.COM (GENERAL)

COLLEGE: MEENAKSHI COLLEGE FOR WOMEN



PROJECT TITLE

**Employee Performance Analysis
Based On Job Role And Employee
Type 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

Employee performance analysis based on job role and employee type ensures that evaluations align with specific job expectations and organizational goals. It helps tailor development plans and training to individual needs, supports fair and objective compensation and promotion decisions, and enhances job satisfaction by providing relevant feedback.



PROJECT OVERVIEW

Employee performance analysis based on job role and employee type provides a targeted approach to assess and improve individual contributions. It aligns evaluations with specific job expectations, supports tailored development and fair compensation, and enhances overall Job satisfaction.



WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES

**PIVOT TABLE - SUMMARY OF
EMPLOYEE PERFORMANCE**

BAR DIAGRAM - FINAL REPORT



Dataset Description

- **EMPLOYEE DATA SET- NAAN MUDHALVAN**

- **8 FEATURES IN EXCEL:**

EMPLOYEE ID- ALPHANUMERIC(TEXT)

NAME- ALPHABETICAL(TEXT)

GENDER- ALPHABETICAL(TEXT)

DEPARTMENT – ALPHABETICAL(TEXT)

SALARY – NUMERICAL

START DATE – ALPHANUMERIC(TEXT)

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

2 FEATURES USED:

DEPARTMENT - ALPHABETICAL(TEXT)

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION

The solution for this table involves optimizing workforce distribution by balancing fixed-term, permanent, and temporary employees across departments. Focus on addressing any staffing imbalances, such as converting temporary roles to permanent where stability is needed. Implement strategic hiring based on departmental needs, ensuring cost efficiency. Enhance employee retention through development programs, particularly for transitioning fixed-term and temporary staff into permanent roles. Finally, ensure flexibility and contingency planning to adapt to future scenarios.



MODELLING

- **STEP -1**

DOWNLOAD THE EMPLOYEE DATASET IN NAAN MUDHALVAN 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 FROM A TO Z ORDER.


- **STEP -4**

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



- **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

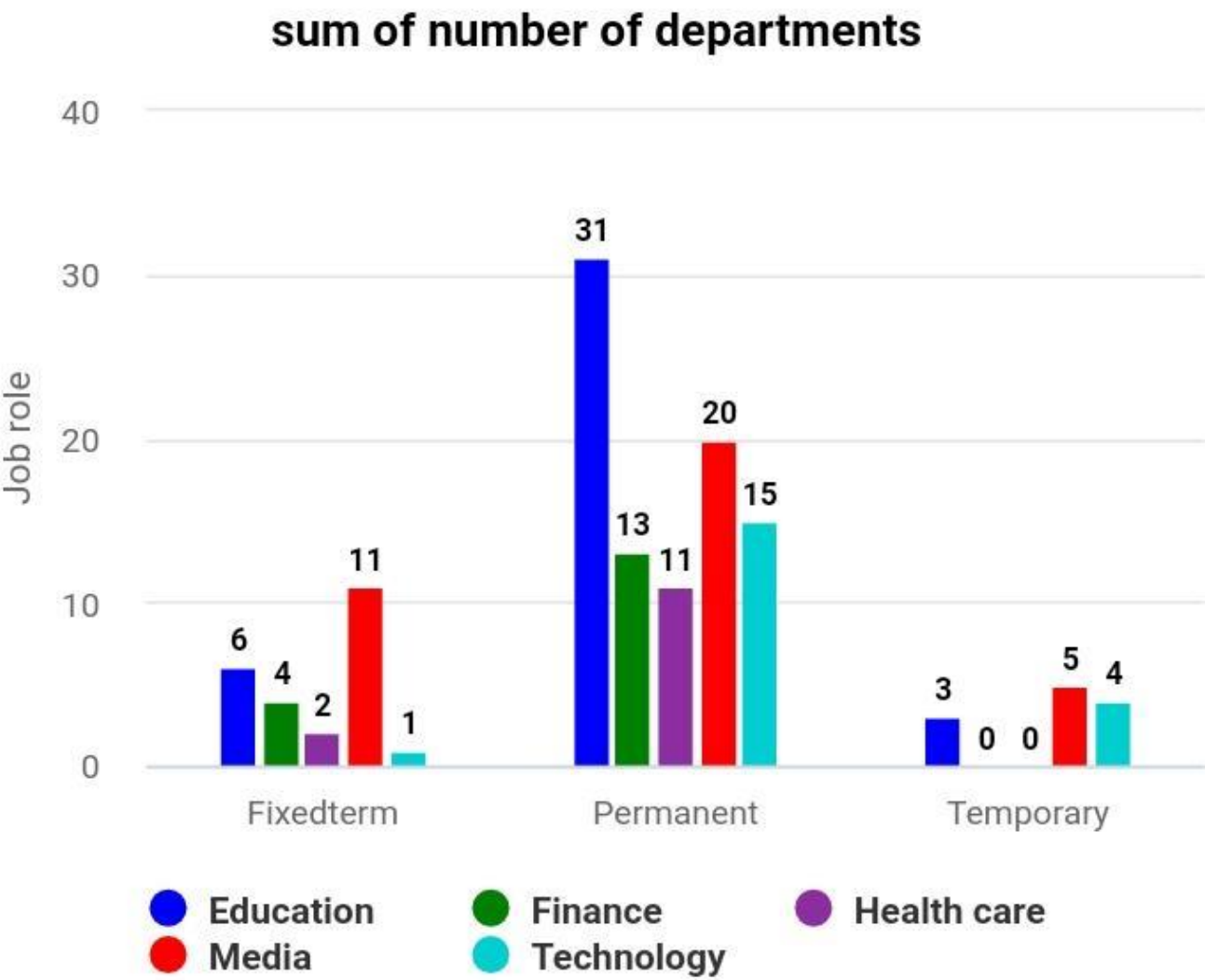
1.TABLE



sum of number of departments Job role	Employee type Fixed term	Permanent	Temporary	Grand total
Education	6	31	3	40
Finance	4	13	0	17
Health care	2	11	0	13
Media	11	20	5	36
Technology	1	15	4	20
Grand total	24	90	12	126



2. BAR DIAGRAM



conclusion

The table highlights the distribution of employees across various job roles and contract types, showing a predominance of permanent employees, especially in Education and Media. To optimize workforce management, it is essential to assess whether the current mix of fixed-term, permanent, and temporary employees aligns with departmental needs and organizational goals. Strategic adjustments may be necessary to ensure balanced staffing, cost efficiency, and adaptability to future demands.