

# EMPLOYEE DATA ANALYSIS USING EXCEL

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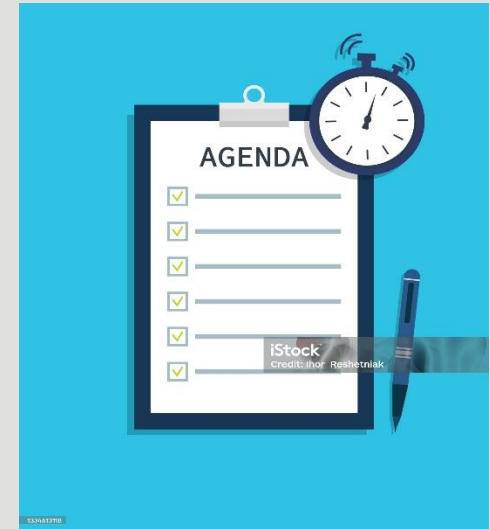
PROJECT TITLE

# 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

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- This analysis evaluates the performance of employees over the past [time period, e.g., quarter, year] to identify strengths, areas for improvement, and development needs
- It include productivity, quality of work, attendance, teamwork, and adherence to company values.
- Highlighted the top-performing employees and teams, showcasing exceptional contributions and achievements.
- Identified common challenges faced by employees, such as skill gaps, time management, and communication issues.
- It also analyse the time management of the employees to level up

# PROJECT OVERVIEW

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- Slide explaining the methods used for performance analysis (e.g., data collection, rating scales, performance metrics)
- Where excel data set includes the data of the employee for the analysis
- Visual representation (e.g., bar chart, pie chart) to show the distribution of ratings across the organization
- Visual representation (e.g., heatmap or grouped bar chart) to show which teams or departments have the highest and lowest performance ratings



# WHO ARE THE END USERS?

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- Senior Management/Executives
- Human Resources (HR) Team
- Department Heads/Team Leaders
- Board of Directors
- Finance Department
- Consultants/External



# OUR SOLUTION AND ITS VALUE PROPOSITION

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- Used conditional formatting to highlight the analysing data
- Used formula for performance analysis of each employee
- Used pivot table (Employee ID, Employee name, department, Role ,Employee Type (e.g., Full-time, Part-time)Performance Rating
- Used graph for data visualization



# Dataset Description

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## Employee master data

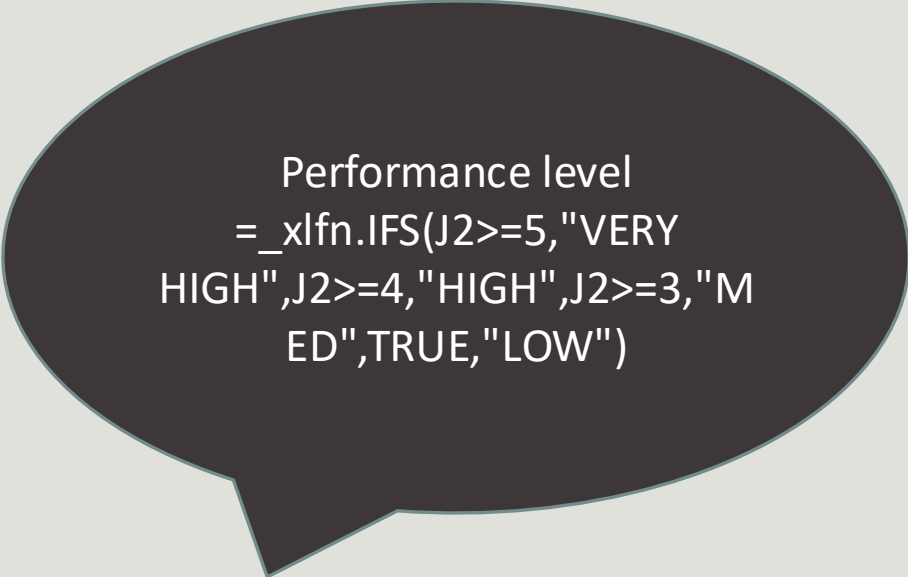
- Employer ID
- Name
- Gender
- Department
- Salary
- Start Date FTE
- Employee type
- Work location
- current employee rating
- performance level





# THE "WOW" IN OUR SOLUTION

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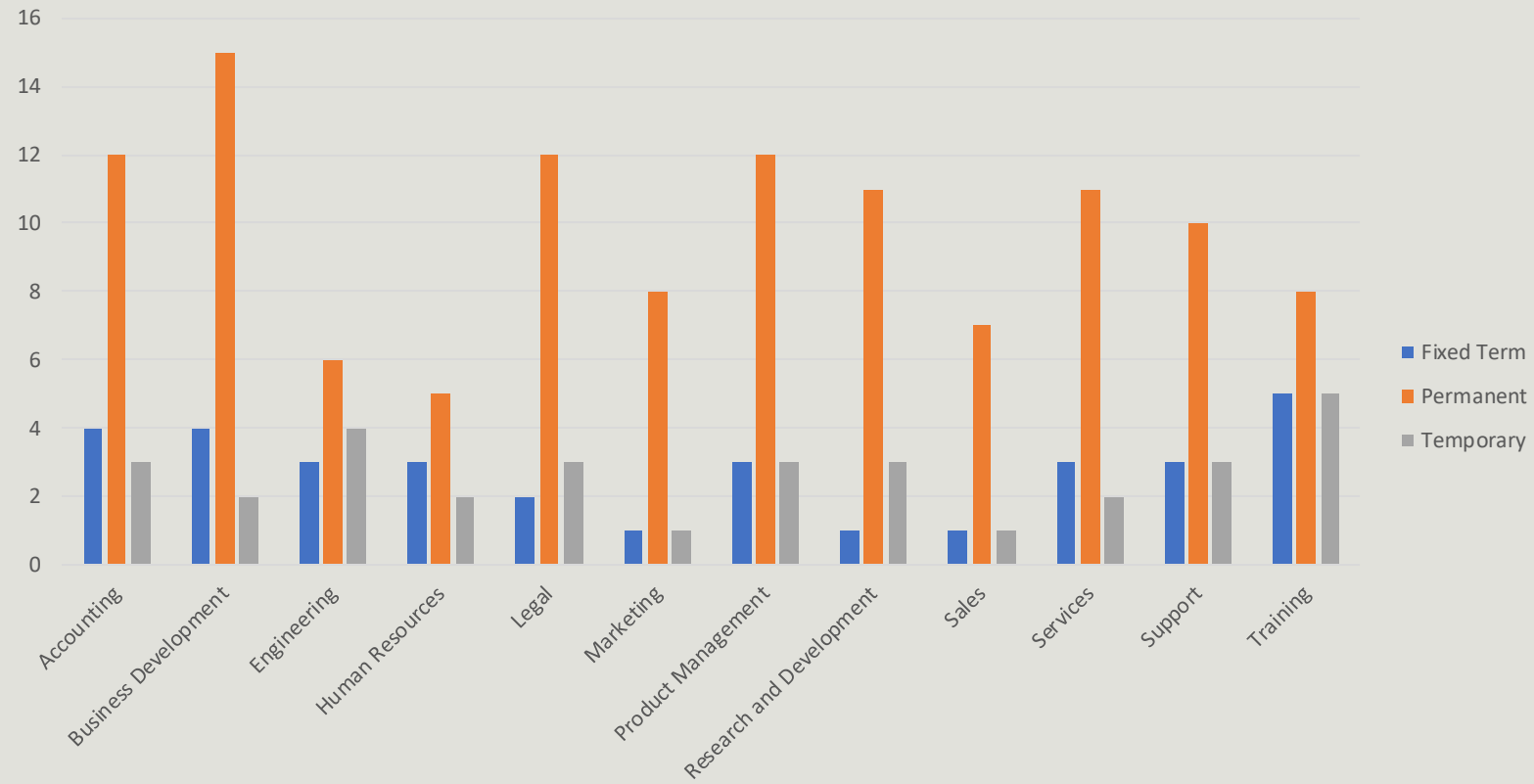
Performance level  
=\_xlfn.IFS(J2>=5,"VERY  
HIGH",J2>=4,"HIGH",J2>=3,"M  
ED",TRUE,"LOW")

# MODELLING

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- DATA INTERGRATION: COMBINE DATA FROM VARIOUS SOURCES INTO A SINGLE UNIFIED
- DATASET DATA CLEANING PLAN: IDENTIFY MISSING VALUES IN PERFORMANCE METRICS., RATINGS AND EMPLOYEE DATA
- REMOVE DUPLICATES: IDENTIFY DUPLICATE EMPLOYEE RECORDS OR PERFORMANCE DATA ENTRIES REMOVE DUPLICATES TO ENSURE UNIQUE DATA POINTS
- DATA CLEANING TOOLS: EXCEL FORMULAS AND FUNCTIONS (ES. IFERROR, VLOOKUP)
- PERFORMANCE LEVEL FRAMEWORK: EXCEPTIONAL STRONG MEETS EXPECTATIONS
- PIE CHART
- VISUALIZATION: GRAPH

# RESULTS



# conclusion

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The graph illustrates the distribution of employees across various departments by employment type (Fixed Term, Permanent, Temporary). The data highlights that:

- Permanent employees dominate most departments, indicating a stable workforce with a focus on long-term employment.
- Fixed Term and Temporary roles are significantly fewer across all departments, suggesting limited reliance on short-term or temporary staffing.