Employee Data Analysis using Excel

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PROJECT TITLE

EMPLOYEE ENGAGEMENT AND SATISFACTION ANALYSIS WITH 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 satisfaction analysis measures how happy and engaged employees are, focusing on aspects like work environment, compensation, growth opportunities, and management. It helps identify areas to improve workplace morale and productivity. Employee engagement analysis assesses how emotionally committed employees are to their organization and its goals. It examines factors like motivation, involvement, and job satisfaction to identify ways to enhance performance and reduce turnover.

PROJECT OVERVIEW

•Employee engagement and satisfaction are related but distinct concepts. While satisfaction measures how content employees are with their jobs (covering factors like pay, benefits, and work conditions), engagement goes deeper, reflecting how emotionally invested they are in their work and the organization's success. Higher satisfaction can contribute to engagement, but engagement also requires a sense of purpose, commitment, and motivation beyond basic contentment.

WHO ARE THE END USERS?

1. Managers and Supervisors: For feedback and decision-making.

2. HR Departments: For training, talent management, and fairness.

3. Employees: For understanding feedback and growth opportunities.

4. Executives: For strategic workforce insights.

5. Coaches/Consultants: For development support.

6. Compliance Officers: For ensuring fair evaluations.

OUR SOLUTION AND ITS VALUE PROPOSITION

➢ Conditional formatting: Highlight the missing values.

➢ Filter: Filter out or remove the missing values.

➢ Formula: Calculate the employee performance level.

➢ Pivot table: Summary.

➢ Graph: For data visualization.

Dataset Description

➢ Employee data set-Kaggle

➢ Employee ID(numerical values)

➢ First name and last name of employees(text format)

➢ Job role

➢ Age

➢ Gender

➢ Tenure

➢ Engagement

➢ Satisfaction

➢ Turnover risk

THE "WOW" IN OUR SOLUTION

- Advanced Formulas: Use VLOOKUP, INDEX-MATCH, and dynamic arrays (FILTER, SORT).
- Conditional Formatting: Highlight key data with colors or icons.
- Dashboards: Make interactive with Slicers and Pivot table.
- Visuals: Use charts, sparklines, and heat maps.These enhance clarity and engagement.

MODELLING

Step 1: Gather Data

Collect Employee Data: Create a spreadsheet with relevant data. For example, you might include columns for:
- Employee Name
- Department,
- KPIs (e.g., Sales, Customer Satisfaction Score, Project Completion Rate)
- Performance Rating (if applicable)

Step 2: Organize Data

Structure Your Data: Ensure your data is organized in a tabular format.

Step 3: Calculate Performance Metrics

Add Calculations: If necessary, add columns to calculate averages or totals for each KPI.
For example, you can use formulas like =AVERAGE(range) or =SUM(range).

MODELLING

Step 4: Create Graphs

Select Data for Graphing: Highlight the data you want to visualize.
Insert a Graph:
✓ Go to the Insert tab in the Excel ribbon.
✓ Choose the type of graph you want to create (e.g., Bar Chart, Column Chart, Line Chart).
✓ Click on the chosen chart type, and Excel will generate a graph based on your selected data.

Step 5: Customize the Graph

Format the Graph:Click on the graph to select it, and use the Chart Tools that appear in the ribbon to customize it.You can change the chart title, adjust axis labels, and modify colors to improve readability.

MODELLING

Step 6: Analyze the Results

Interpret the Graph: Use the visual representation to analyze employee engagement and satisfaction   Look for trends, high performers, and areas needing improvement.
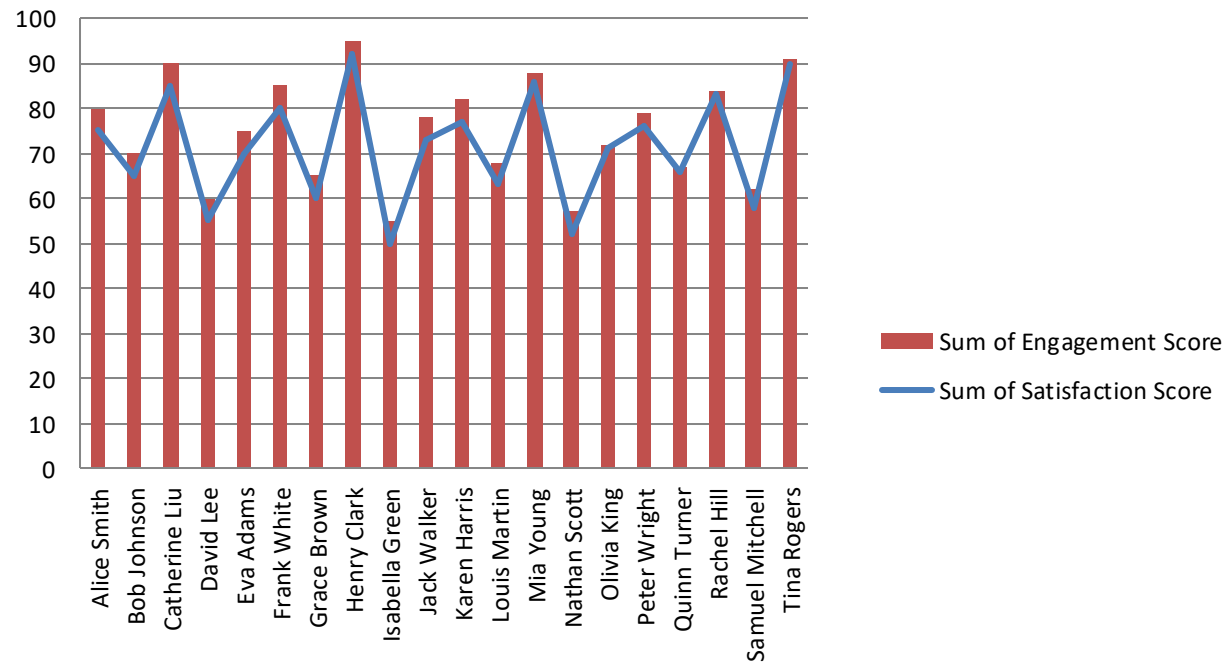
Step 7: Graphs

Bar Chart: To compare sales performance among employees.

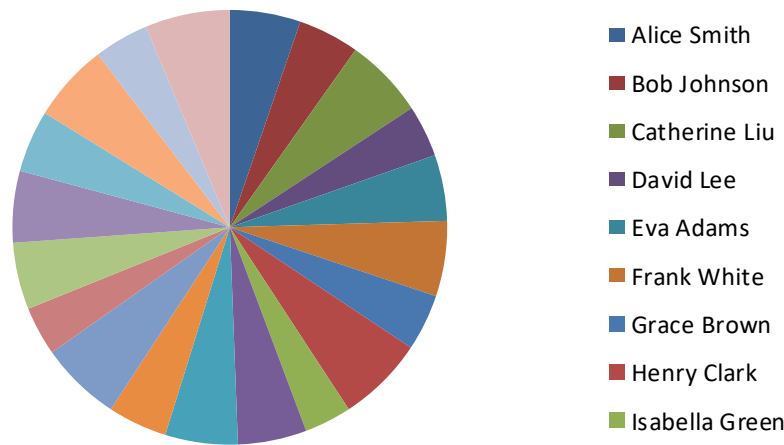*Line Chart*: To show trends in customer satisfaction over time.

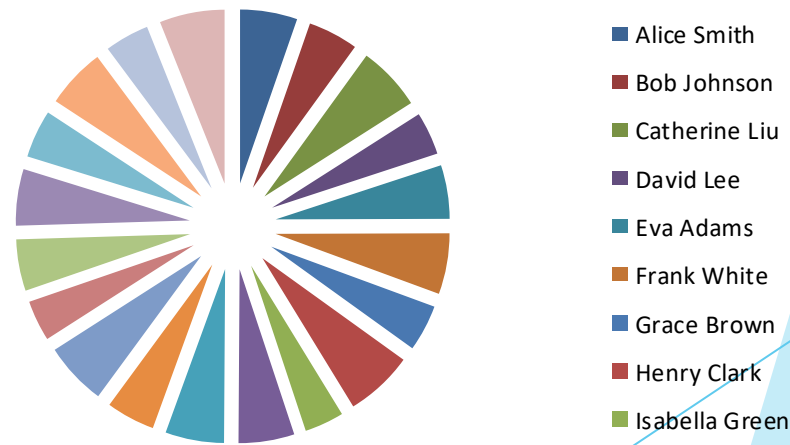*Pie Chart*: To represent the distribution of performance ratings across departments.

RESULTS

RESULTS

Sum of Satisfaction Score

- Alice Smith
- Bob Johnson
- Catherine Liu
- David Lee
- Eva Adams
- Frank White
- Grace Brown
- Henry Clark
- Isabella Green

Sum of Engagement Score

- Alice Smith
- Bob Johnson
- Catherine Liu
- David Lee
- Eva Adams
- Frank White
- Grace Brown
- Henry Clark
- Isabella Green

Conclusion

- From the bar and line chart given above it is evident that employee satisfaction is directly proportional to employee engagement.

- Thus the more engaging he/she is the more he/she will be satisfied.