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

Utilize Excel to effciently analyse employee data by leveraging functions such as PivotTables, and conditional formatting.
This enables the identification of key trends, such as current employee rates, performance levels.
- Decision-making processes by visualizing this data through pie chart."

PROJECT OVERVIEW

This project focuses on analysing employee data to identify trends and insights that can drive better decisions.

Excel will be used to clean, organize, and visualize key metrics such as employee demographics, performance, and retention rates.

The analysis will highlight areas of improvement in workforce management, helping to optimize resource allocation.

Outcomes will include detailed reports and dashboards for management review.

- The findings aim to support strategic planning.

WHO ARE THE END USERS?

The end users of the employee data analysis are HR managers, team leads, and senior management.

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting – highlights missing cells

Filter- helps to remove the empty cells

Formula – helps to identify the performance of employees

Pivot table – helps to summarise

1. Pie chart – shows the data

Dataset Description

EMPLOYEE ID
FIRST NAME
LAST NAME
BUSINESS UNIT
EMPLOYEE TYPE
EMPLOYEE CLASSIFICATION TYPE
GENDER
PERFORMANCE SCORE
CURRENT EMPLOYEE RATE
1. PERFORMANCE LEVEL

THE "WOW" IN OUR SOLUTION

Performance level
    =IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW")
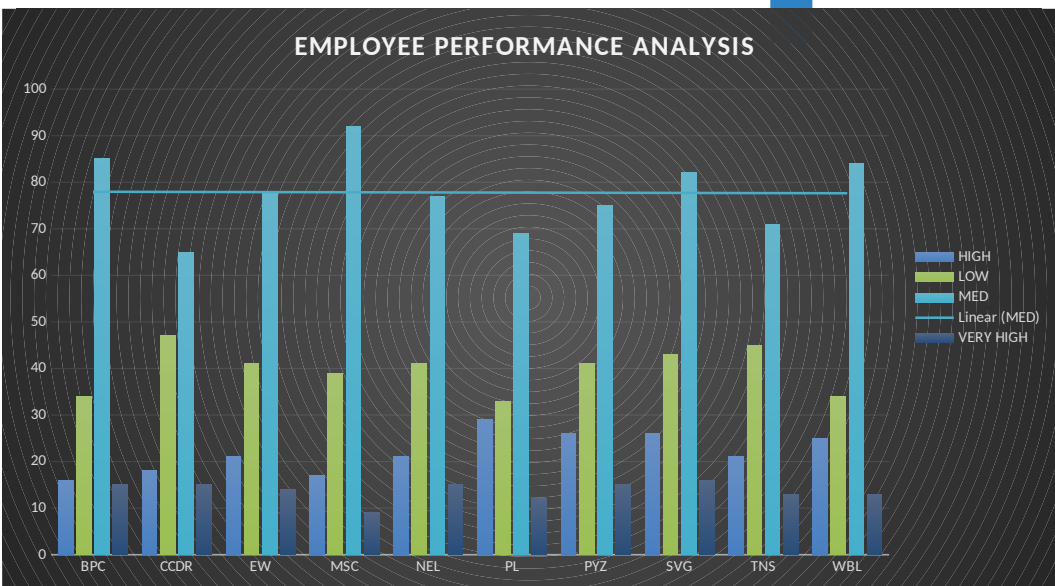
MODELLING

DATA COLLECTION
Identification
Gathering
Preparation
- DATA CLEANING
- Standardization
- Correction
- Validation
- SUMMARY
- Data analysis involves examining, transforming, and modeling data to extract meaningful insights, identify patterns, and support decision-making.

RESULTS

conclusion

In conclusion, the employee data analysis conducted using Excel provided valuable insights into workforce trends, enabling more informed decision-making.

- The use of Excel allowed for efficient data organization, visualization, and reporting, ultimately helping to enhance HR strategies, improve employee satisfaction.