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

The employees can access training and resources tailored to their specific roles and career goals . The program fosters better communication and collaboration within teams, creating a supportive work where employees can thrive and contribute more effectively to the organization's success.

PROJECT OVERVIEW

A project overview is a brief summary that provides a high-level understanding of a project. It outlines the project's main goals, objectives, and scope, giving stakeholders a clear picture . It may also highlight the roles and responsibilities of the project team, and any potential challenges or risks.

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
- ➤ PIE DIAGRAM - FINAL REPORT

Dataset Description

- **EMPLOYEE DATA SET– KAGGLE**
- **9 FEATURES IN EXCEL :**
  - EMPLOYEE ID- ALPHANUMERIC(TEXT)
  - NAME- ALPHABETICAL(TEXT)
  - GENDER- ALPHABETICAL(TEXT)
  - DEPARTMENT - ALPHABETICAL(TEXT)
  - SALARY - NUMERICAL
  - DIVISION - ALPHANUMERIC(TEXT)
  - PERFORMANCE SORCE - NUMERICAL
  - EMPLOYEE STATUS- ALPHABETICAL(TEXT)
  - EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

USED FEATURES :
- ❖ *EMPLOYEE TYPE - ALPHABETICAL(TEXT)*
- ❖ *EMPLOYEE RATING - NUMERICAL*
- ❖ *EMPLOYEE STATUS - ALPHABETICAL(TEXT)*

THE "WOW" IN OUR SOLUTION

• Clear data visualization simplifies the presentation of intricate information, making it more engaging and easy to comprehend.

• Properly displayed data can greatly influence decision-makers, fostering progress and encouraging innovation.

MODELLING

STEP -1 : DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL

STEP -2 : SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

STEP -3 : SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

STEP -4 : DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.

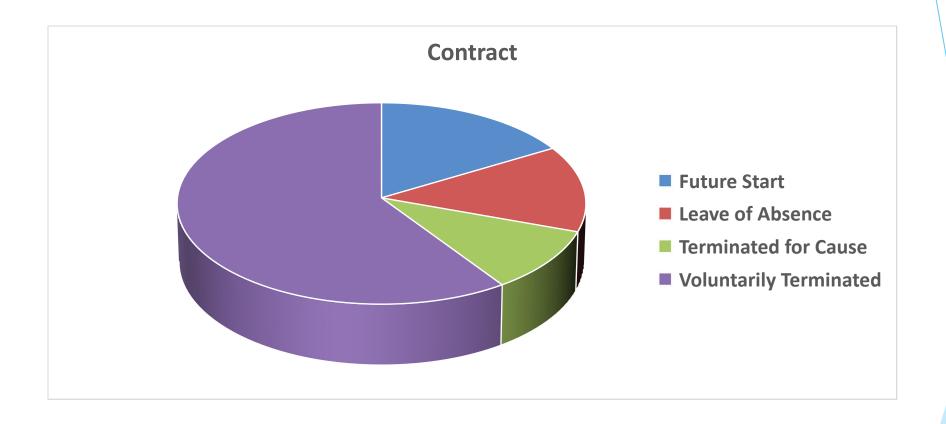STEP -5 : SELECT THE PIVOT TABLE AND CLICK ON INSERT.

STEP-6 :NOW CLICK ON THE CHART THAT YOU WANT.

STEP -7 :THE CHART IS CREATED

RESULTS

Sum of Current Employee Rating	EmployeeType			
EmployeeStatus	Contract	Full-Time	Part-Time	Grand Total
Future Start	92	43	61	196
Leave of Absence	77	76	95	248
Terminated for Cause	56	76	72	204
Voluntarily Terminated	331	364	290	985
Grand Total	556	559	518	1633

PIE DIAGRAM

conclusion

The dataset reveals the overall composition of the workforce, including demographics such as gender, salary, employee type and work location This information is crucial for understanding the diversity and experience level within the organization.

The analysis aids in workforce planning by forecasting future staffing needs based on current trends and organizational growth projections. This enables better preparation for scaling operations or restructuring the workforce