

# Employee Data Analysis using Excel



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# PROJECT TITLE

**Employee Data Analysis based on  
job role, level, gender, 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 data analysis aims to enhance recruitment and retention by identifying key traits of successful employees and understanding turnover causes. It improves performance management by pinpointing training needs and high performers. It also aids in workforce planning, ensuring the right staffing levels and skills. Additionally, it supports strategic decision-making and helps optimize compensation, diversity, and employee engagement.



# PROJECT OVERVIEW

Employee data analysis for job roles involves evaluating performance metrics, skills, and job fit to enhance recruitment, development, and retention. It identifies strengths and areas for improvement, helping to align roles with business goals. This analysis supports targeted training, optimized workforce planning, and better decision-making regarding job assignments. Ultimately, it aims to improve job satisfaction and productivity, driving overall organizational success



# 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**  
**11 FEATURES IN EXCEL:**

**Employee ID:** ALPHANUMERIC(TEXT)  
**Employee Age:** ALPHANUMERIC(TEXT)  
**Gender:** ALPHABETICAL(TEXT)  
**Years at Company:** ALPHANUMERIC(TEXT)  
**Job Role:** ALPHABETICAL(TEXT)  
**Number of Promotions:** ALPHANUMERIC(TEXT)  
**Distance from Home:** ALPHABETICAL(TEXT)  
**Job Level:** ALPHABETICAL(TEXT)  
**Leadership Opportunities:** ALPHABETICAL(TEXT)  
**Company Reputation:** ALPHABETICAL(TEXT)  
**Employee Recognition:** ALPHABETICAL(TEXT)

## **2 FEATURES USED**

**JOB ROLE:** ALPHABETICAL(TEXT)  
**JOB LEVEL:** ALPHABETICAL(TEXT)




# THE "WOW" IN OUR SOLUTION



A specialized solution for employee job roles in data analysis involves leveraging advanced analytics tools and techniques to tailor job descriptions, performance metrics, and skill development plans.

This includes using data-driven insights to match roles with individual strengths, predict future needs, and create personalized career growth paths.

By integrating real-time analytics and feedback, organizations can continuously refine roles to enhance efficiency, job satisfaction, and overall performance.



# 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** FILTER FTP 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.

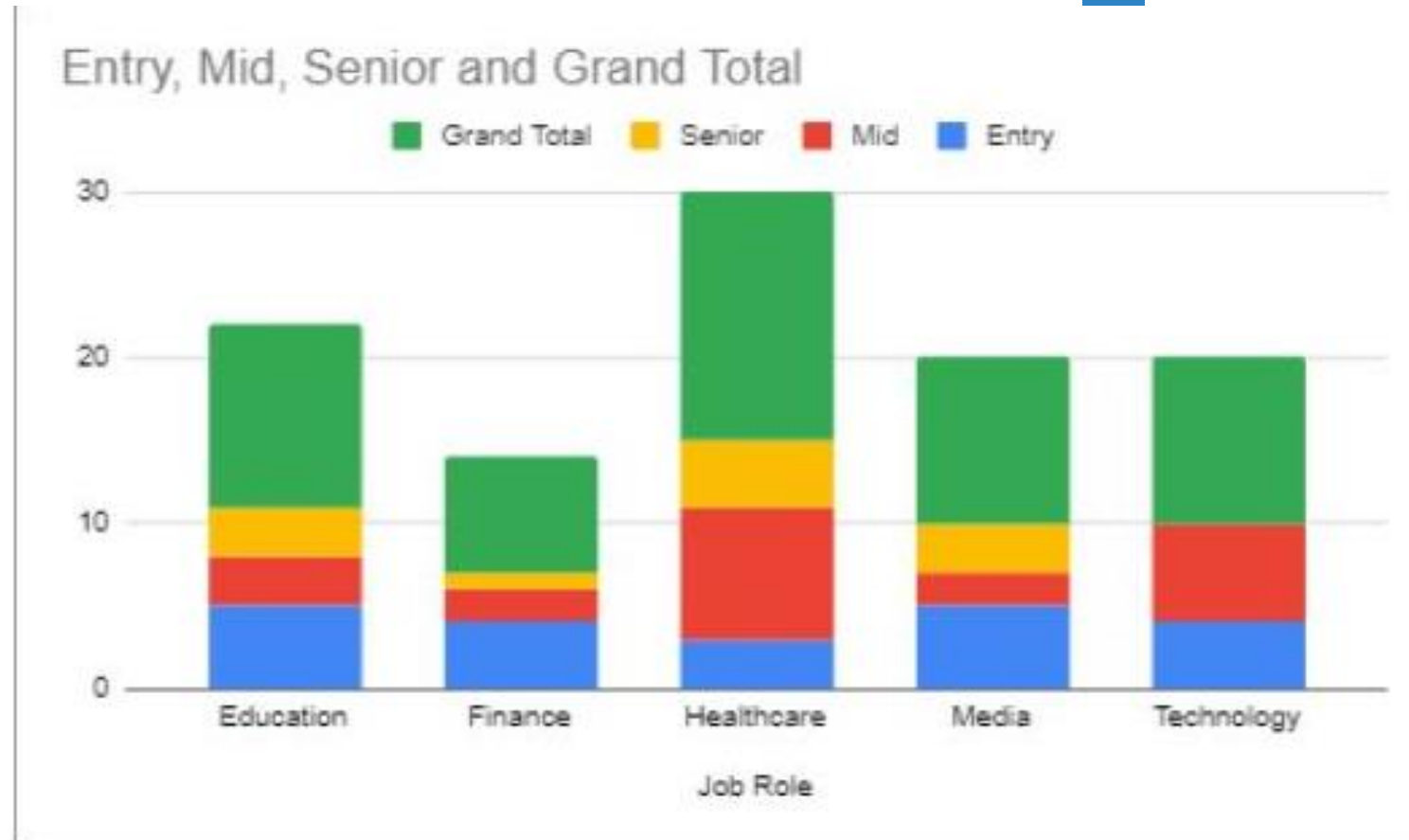
# RESULTS

## 1. TABLE

COUNTA of Gen Job Level					
Job Role	Entry	Mid	Senior	Grand Total	
Education	5	3	3	11	
Finance	4	2	1	7	
Healthcare	3	8	4	15	
Media	5	2	3	10	
Technology	4	6		10	
Grand Total	21	21	11	53	

# RESULTS

## 2. BARDIAGRAM



# **conclusion**

**In conclusion, employee data analysis is crucial for optimizing job roles within an organization. It provides insights into performance, skills gaps, and employee fit, enabling more effective recruitment and development strategies. By leveraging this data, companies can enhance job satisfaction, improve productivity, and ensure that roles align with overall business objectives. Ultimately, this leads to a more efficient and motivated workforce, driving organizational success.**