

# Employee Data Analysis using Excel

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**COLLEGE :**

**3rd B.COM (CORPORATE SECRETARYSHIP)**

**TAGORE COLLEGE OF ARTS AND SCIENCE**

# **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

- **Acknowledge and reward employees for their achievements and hard work**
- **This can boost morale and motivation. Providing consistent feedback allows employees to understand their strengths and areas for improvement**

# PROJECT OVERVIEW

**Provide an overview of the employee dataset. Include details such as the number of records (employees), the variables included (e.g., employee ID, name, age, department, salary, etc.), and any unique identifiers.**

**Outline the specific objectives of the analysis. This could involve identifying trends, patterns, correlations, or anomalies within the data. State what you aim to achieve through the analysis.**

**Based on the analysis, suggest recommendations or actions that can be taken to improve employee performance, retention, or any other relevant aspect identified in the dataset.**



## WHO ARE THE END USERS?

- **Employees**
- **Employer**
- **Managers**
- **Supervisor**
- **Human resource management**

# OUR SOLUTION AND ITS VALUE PROPOSITION

- **Conditional formatting - missing**
- **Filter - Remove**
- **Formula - performance**
- **Pivot - summary**
- **Graph - data visualization**

# **DATASET DESCRIPTION**

**Employee - kaggle**

**Total - 26 features**

**Taken - 9 features**

- **Employee I'd - numerical**
- **Name - text**
- **Performance level**
- **Gender - male, female**
- **Employer Rating - numerical**



# THE "WOW" IN OUR SOLUTION

**Performance = IFS(Z8>=5, "VERY HIGH",  
Z8>=4, "HIGH", Z8>=3, "MED",TRUE, "LOW")**

# MODELLING

## Data collection

### 1. Edunet

## Features collection

1. Employee id
2. Name
3. Performance
4. Punctuality

## Data cleaning collection

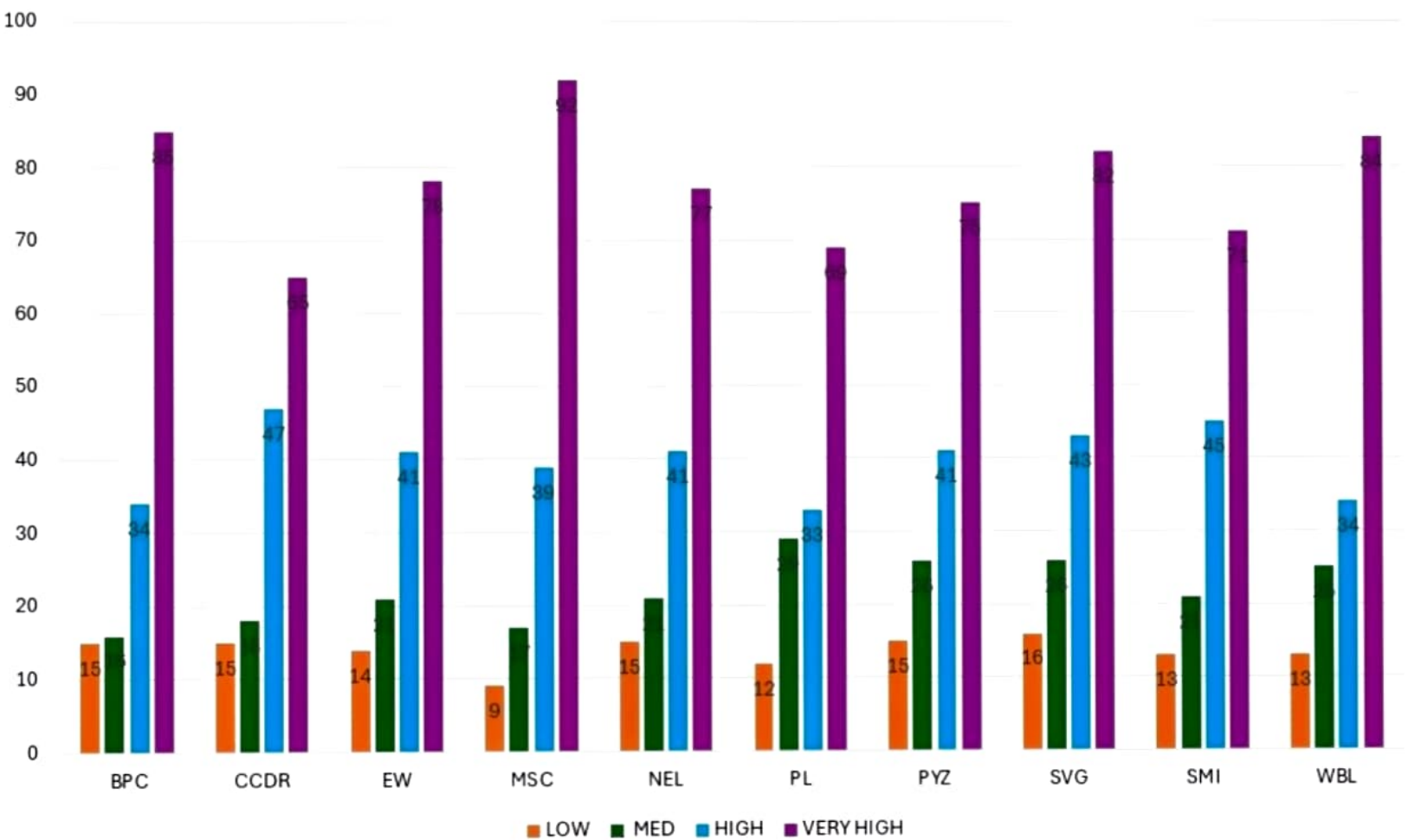
1. Remove unnecessary columns/rows
2. Validate data consistency

## Performance level collection

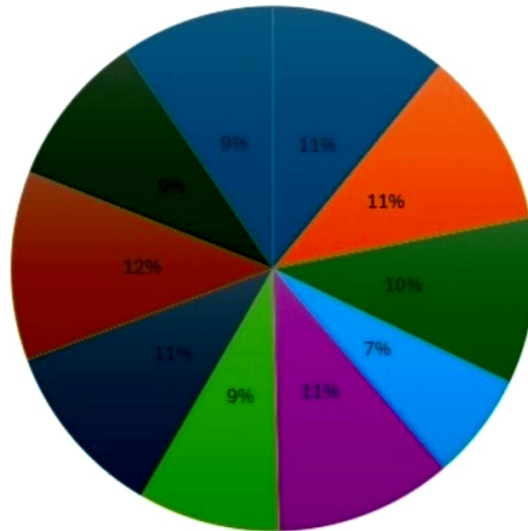
1. Quality of work
2. Quantity of work
3. Needs improvement

## Pivot table collection

1. Summarize large datasets
2. Analyze performance trends
3. Identify top performers



## LOW



■ BPC ■ CCDR ■ EW ■ MSC ■ NEL ■ PL ■ PYZ ■ SVG ■ SMI ■ WBL

# CONCLUSION

**Employee performance analysis is a crucial aspect of human resource management that enables organizations to evaluate, improve, and optimize employee performance. By leveraging various metrics, tools, and techniques**

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