

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

- Identify strengths and weakness: Helps recognize employees strengths and areas needing improvement
- Enhance productivity: encourages better performance and productivity through targeted feedback
- Set goals and expectations: Establishes clear performances goals and expectations for employees
- Support professional development: aids in identifying training and development needs for career growth



PROJECT OVERVIEW

- Employee data analysis involves systematically examining and interpreting data related to employees to make informed decisions about workforce management
- Analyzing performance metrics to assess individual and team contributions and productivity
- Trends to forecast future workforce needs and inform hiring and staffing strategies
- Presenting findings through reports and visualizations to aid in understanding and decision making processes



WHO ARE THE END USERS?

- Human resources(HR)
- Managers and team leaders
- Executives and senior leadership
- Data analysts and HR analysts
- Learning and development
- team

Compensation and benefits

s p e c i a l i s t s



OUR SOLUTION AND ITS VALUE PROPOSITION



- Conditional formatting : used to find out blank cell and highlight the cell
- Filter: used to remove the unwanted cell in the excel
- Formula: used to finalise the performance of the employee in the organisation
- Pivot: it gives us the summary of the employee data analytics
- Graph : we can easily understand by the visual representation of the large data in a simply format



Dataset Description

- Employee dataset: downloaded from Kaggle
Totally they are 26 features we have taken 9 of them for our
- preparation

Features

- Employee ID Number
- Name of the employee
- Employee's job description
- Performance level
- Gender: Male/Female
- Employee rating : Numerical values

THE "WOW" IN OUR SOLUTION

Performance level was the new feature learnt

```
Performance level= ifs(Z8>5,"very  
high",Z8>=4,"high",Z8=3,"med","true","low")
```

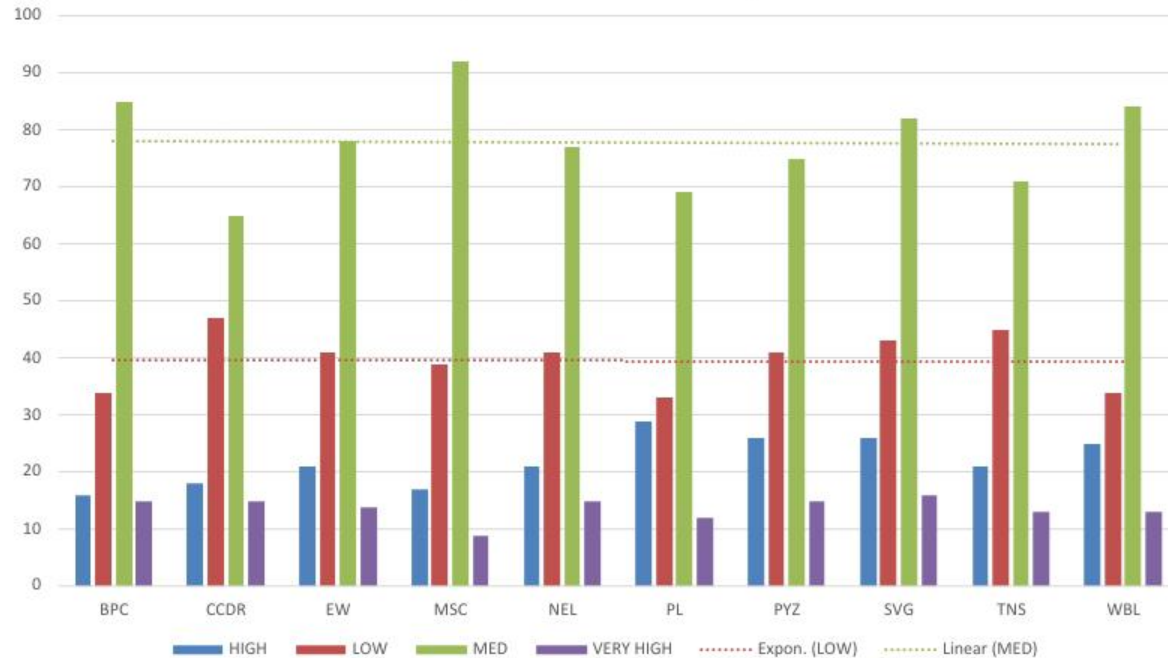


MODELLING

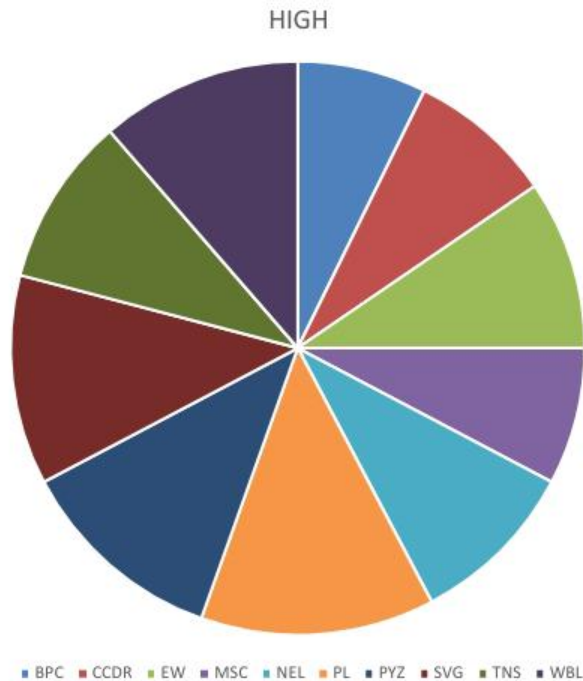
- Data collection:
- Collected the data in edunet dashboard
- Feature collection:
- Identifying each feature type and working on it specifically
- Data cleaning:
- Finding out the missing values
- Filtering out those missing values
- Performances level:
- Pivot point making slice option
- Summary:
- The final result can be witnessed through pivot table chart and graphical representation

RESULTS

Employee Performance analysis



Pie chart for High performance level



conclusion

Employee data analysis using Excel provides valuable insights into various aspects of workforce management. By effectively utilizing Excel's features such as pivot tables, charts and formulas organizations can identify trends, monitor performance and make data- driven decisions to enhance productivity and employee satisfaction. The ability to analyze data systematically helps in uncovering patterns, optimizing resource allocation and developing strategic initiatives. Overall, Excel serves as a powerful tool for transforming raw employee data into actionable insights, contributing to more informed and strategic HR practices