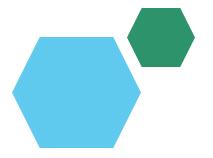# Employee Data Analysis using Excel

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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 purpose of employee performance analysis is to track the employee growth aswell as organisation growth ,then to make note of his achievements , tracking their performance, motivating all the employees to do in more efficient way , also encouraging them by providing them incentives and promotions.

PROJECT OVERVIEW

❖ Employee data analysis is the process of gathering , analyzing, and intrepreting data about employees to improve decision making, productivity,performance and the workplace environment.

❖ It involves using data analysis tools and metrics to measure and improve workforce performance.

❖ it involves the steps of analyzing the performance of employee by various factors like gender , performance score , ratings ,achievements etc.,.

WHO ARE THE END USERS?

- ➢ Managers,
- ➢ Employees,
- ➢ Employers,
- ➢ Clerks etc,. Are the end users

OUR SOLUTION AND ITS VALUE PROPOSITION

❖ Conditional formatting used here to highlight the missing entries

❖ Then the filter is used to remove the missing entries

❖ The formula is used (=ifs) to calculate the employee performance level

❖ Pivot table is used for showing the summary

❖ Graphs and charts are used for the data visualisation

Dataset Description

❖ First step is to download the employee dataset from the edunet dashboard

❖ Then there were 26 features.

❖ Only 9 features were considered

❖ Those 9 features were employee id, their first and last name, business unit, employee status ,their type , classifiaction, their gender, performance score and rating.

❖ Pivot table was also used to know about the summary of the employee performance analysis data.

THE "WOW" IN OUR SOLUTION

With the help of the employee ratings and performance level of an employee was calculated by using the formula

=IFS(Z8>=5,"very high",Z8>=4,"high",Z8>=3,"med",TRUE,"low")

MODELLING

DATA COLLECTION

1) Collected or downloaded data from the edunet dashboard

FEATURES COLLECTION:

1) There were totally 26 features

2) Only 9 features were used

DATA CLEANING:

1) Conditional formatting used to highlight the missing entries

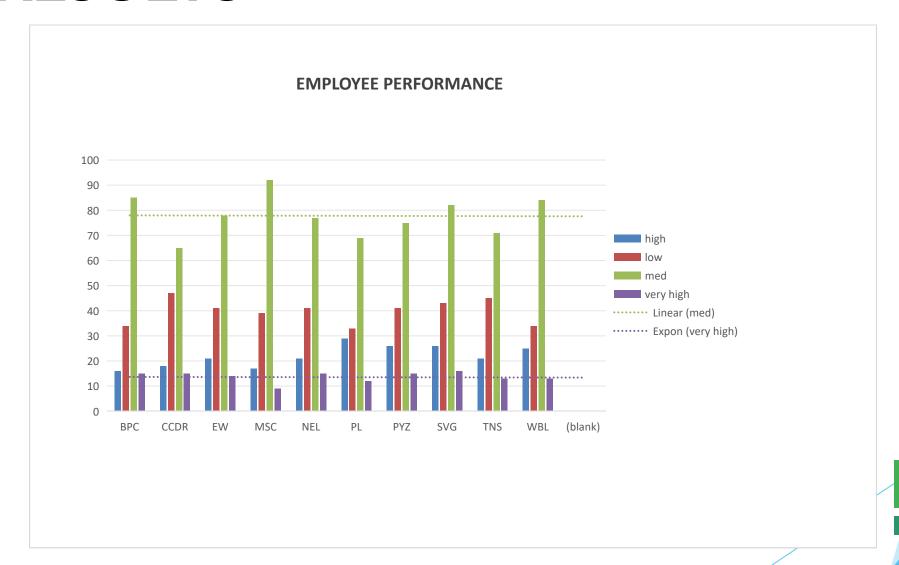2)Filter is used to remove the entries

PERFORMANCE LEVEL

1) With the help of employee rating , performance level of an employee was calculated by using the formula
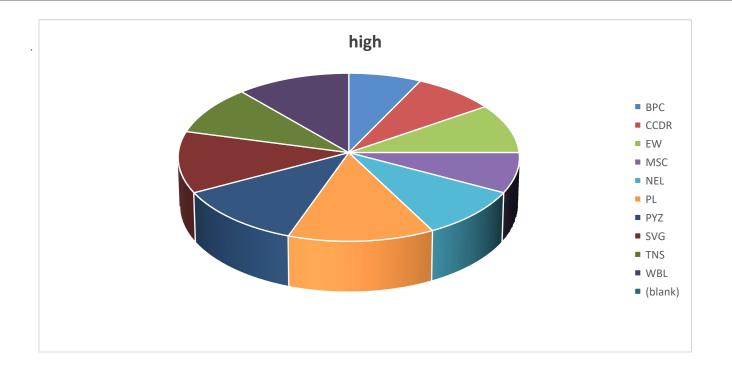=IFS(Z8>=5,"very high",Z8>=4,"high",Z8>=3,"med",TRUE,"low")

SUMMARY

1) Pivot table is used .

2)Graph and charts are used for dT visualization

RESULTS

EMPLOYEE PERFORMANCE

BusinessUnit	high	low	med	very high	Grand Total
BPC	16	34	85	15	150
CCDR	18	47	65	15	145
EW	21	41	78	14	154
MSC	17	39	92	9	157
NEL	21	41	77	15	154
PL	29	33	69	12	143
PYZ	26	41	75	15	157
SVG	26	43	82	16	167
TNS	21	45	71	13	150
WBL	25	34	84	13	156
(blank)					
Grand Total	220	398	778	137	1533

conclusion

❖ While comparing the performance of the employee,it is found that the majority of the employees are the mderately performing employees.

❖ Then sincerely performing employees are comparatively low,

❖ We want to motivate the moderately performing employees by giving them different levels of tasks and providing increments in order to achieve the organisational goals