

Employee Data Analysis using Excel



STUDENT NAME : NEERAJA P

REGISTER NO : 312216335

DEPARTMENT : B.COM (General)

COLLEGE : Shri Shankarlal Sundarbai Shasun Jain College



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



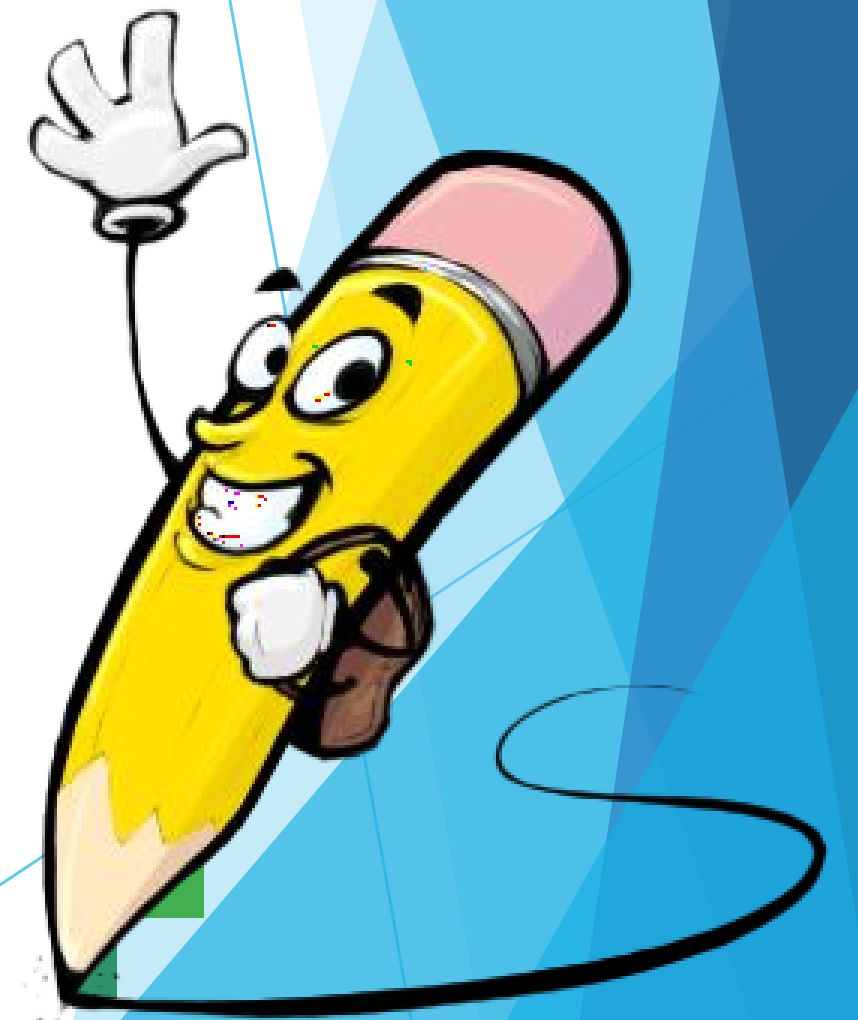
Employee Data Analysis is made to track the performance of employees. High performance employees are appreciated with Increment in salaries, bonus etc.. Low performers are motivated to do better and this is why Employee Data Analysis is made.



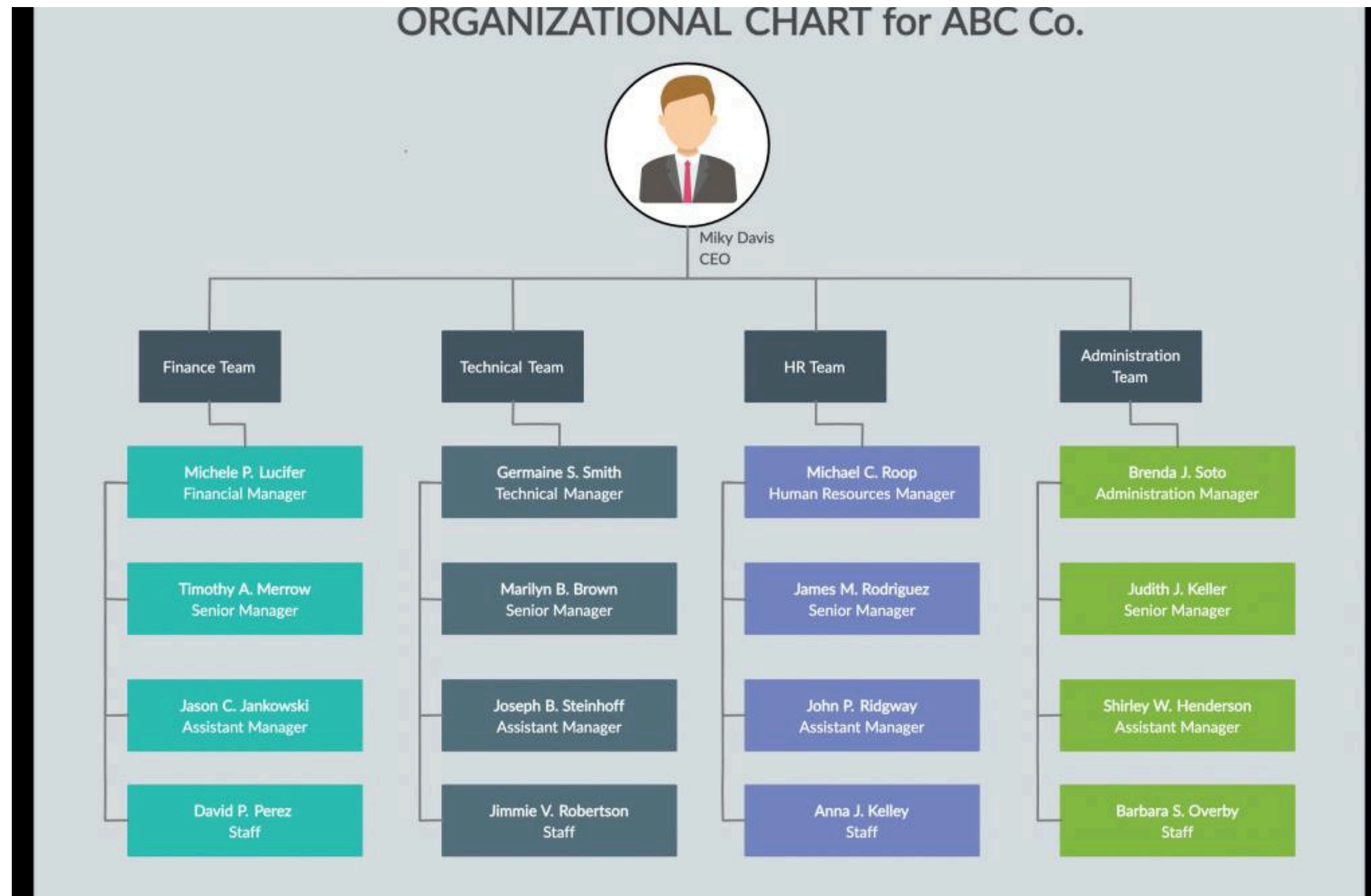
PROJECT OVERVIEW



- *Employee performance analysis involves evaluating how well employees meet job expectations and contribute to organizational goals. It includes assessing various metrics such as productivity, quality of work, and adherence to deadlines. Feedback from supervisors, self-assessments, and peer reviews are often incorporated. The analysis aims to identify strengths, areas for improvement, and training needs. Ultimately, it supports better decision-making regarding promotions, rewards, and professional development.*



WHO ARE THE END USERS?



OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional Formatting – Missing
Filter – Remove
Formula – Performance
Pivot – Summary
Graph – Data Visualization



Dataset Description

Employee Data set – Kaggle

26 features:-

Only some of them have been considered:

Employee ID

Employee First Name

Employee Last Name

Employee Status

Employee Performance Level

Current Employee Ratings

Department Type

Division

Job Function



THE "WOW" IN OUR SOLUTION

- Idea:
Performance Level =IF(Z6>=5, "VERY HIGH",
IF(Z6>=4, "HIGH", IF(Z6>=3, "MED", "LOW")))



MODELLING

STEPS:-

1) Data Collection

- *Go to Kaggle and download*
- *Download in Edunet Dashboard*

2) Features Collection

- *9 Features*
- *Employee ID*
- *Employee First Name*
- *Employee Last Name*
- *Employee Status*
- *Employee Performance Level*
- *Current Employee Ratings*
- *Department Type*
- *Division*
- *Job Function*

MODELLING

3) Data Cleaning

- *Missing Values identified- Conditional Formatting*
- *Missing Values removed – Filtering*

4) Performance Level Calculation

Performance Level Formula =

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

5) Summary/Pivot Table

- *Features/Techniques Used*
- *What Columns Used*

- 1. Employee ID*
- 2. Employee First Name*
- 3. Employee Last Name*
- 4. Employee Status*

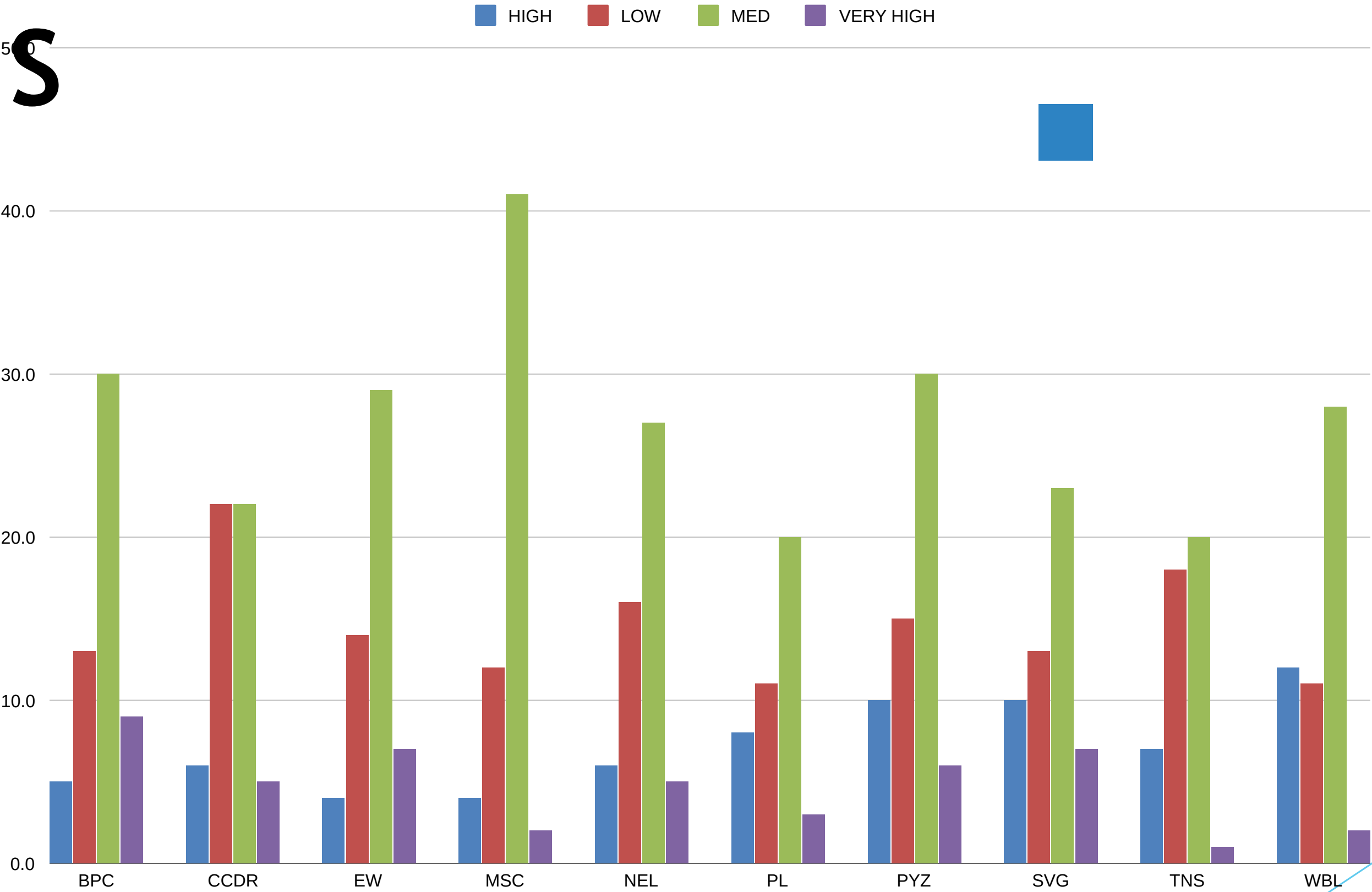
- 5. Employee Performance Level*
- 6. Current Employee Ratings*
- 7. Department Type*
- 8. Division*
- 9. Job Function*

MODELLING

6) Graph

- *Data Visualisation*
- *Features/Columns Used*
- *Employee Performance Level*
- *Current Employee Ratings*
- *Department Type*
- *Division*
- *Job Function*
- *Employee ID*
- *Employee First Name*
- *Employee Last Name*
- *Employee Status*

RESULT



Conclusion

While comparing the performance of the employees, the number of employees are higher in number in average performing category. High level and very high level employees are very few in number. So, the management should motivate the average performing employees to perform better and be effective. They can motivate these employees by giving them different levels of tasks based on their performance and strength. To conclude, medium performing employees are large in number. We need to motivate them for a better outcome. There are ups and downs in the performance of the employees. High Level performing employees in WBL Business Unit are more in number when compared to other departments.