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

- Utilize Excel to efficiently analyse employee data by leveraging functions such as PivotTables, and conditional formatting.
- This enables the identification of key trends, such as current employee rates, performance levels.
- Decision-making processes by visualizing this data through pie chart.”

PROJECT OVERVIEW

- This project focuses on analysing employee data to identify trends and insights that can drive better decisions.
- Excel will be used to clean, organize, and visualize key metrics such as employee demographics, performance, and retention rates.
- The analysis will highlight areas of improvement in workforce management, helping to optimize resource allocation.
- Outcomes will include detailed reports and dashboards for management review.
- The findings aim to support strategic planning.

WHO ARE THE END USERS?

The end users of the employee data analysis are HR managers, team leads, and senior management.

OUR SOLUTION AND ITS VALUE PROPOSITION

1. Conditional formatting – highlights missing cells
2. Filter- helps to remove the empty cells
3. Formula – helps to identify the performance of employees
4. Pivot table – helps to summarise
5. Pie chart – shows the data

Dataset Description

1. EMPLOYEE ID
2. FIRST NAME
3. LAST NAME
4. BUSINESS UNIT
5. EMPLOYEE TYPE
6. EMPLOYEE CLASSIFICATION TYPE
7. GENDER
8. PERFORMANCE SCORE
9. CURRENT EMPLOYEE RATE
10. PERFORMANCE LEVEL

THE "WOW" IN OUR SOLUTION

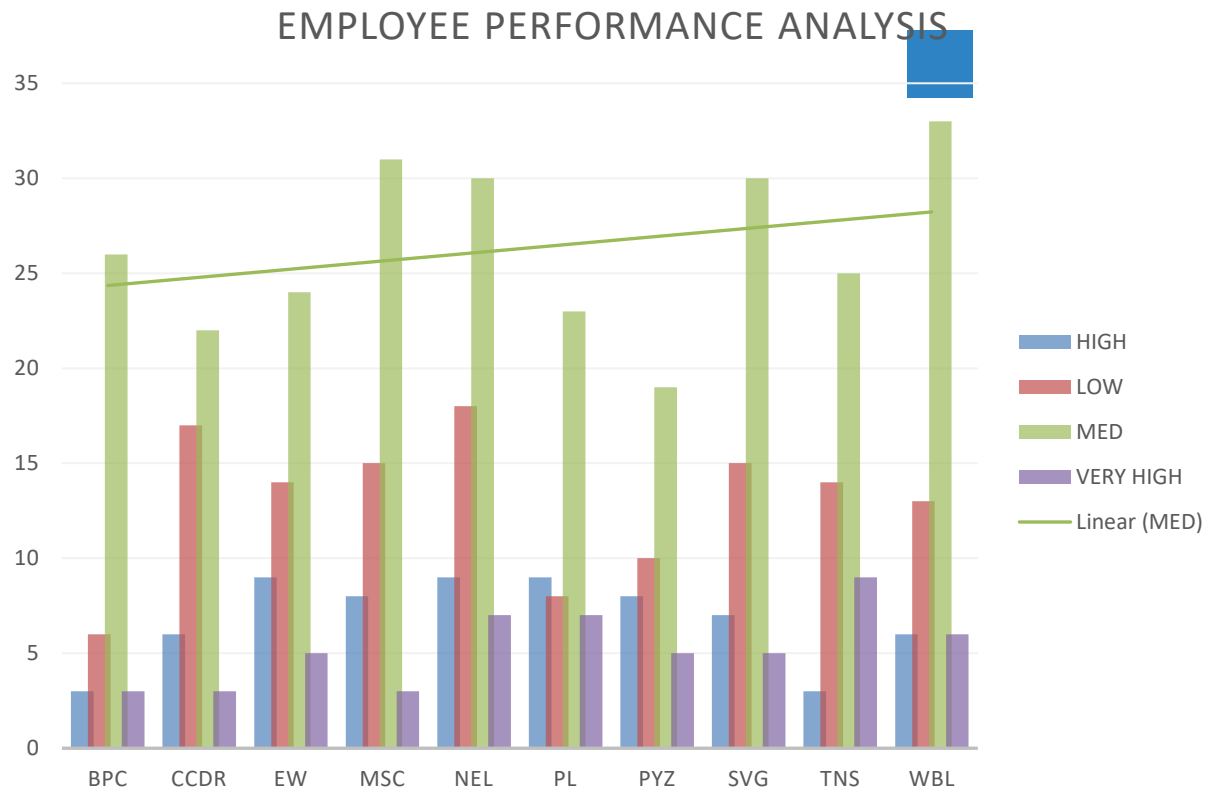
PERFORMANCE LEVEL

=IFS(Z9>=5,”VERY HIGH”,Z9>=4,”HIGH”,Z9>=3,”MED”,TRUE,”LOW”)

MODELLING

- DATA COLLECTION
- Identification
- Gathering
- Preparation
- DATA CLEANING
- Standardization
- Correction
- Validation
- SUMMARY
- Data analysis involves examining, transforming, and modeling data to extract meaningful insights, identify patterns, and support decision-making.

RESULTS


EMPLOYEE PERFORMANCE ANALYSIS
35
30
25
20
15
10
5
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
Linear (MED)

conclusion

- In conclusion, the employee data analysis conducted using Excel provided valuable insights into workforce trends, enabling more informed decision-making.
- The use of Excel allowed for efficient data organization, visualization, and reporting, ultimately helping to enhance HR strategies, improve employee satisfaction.