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

- 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
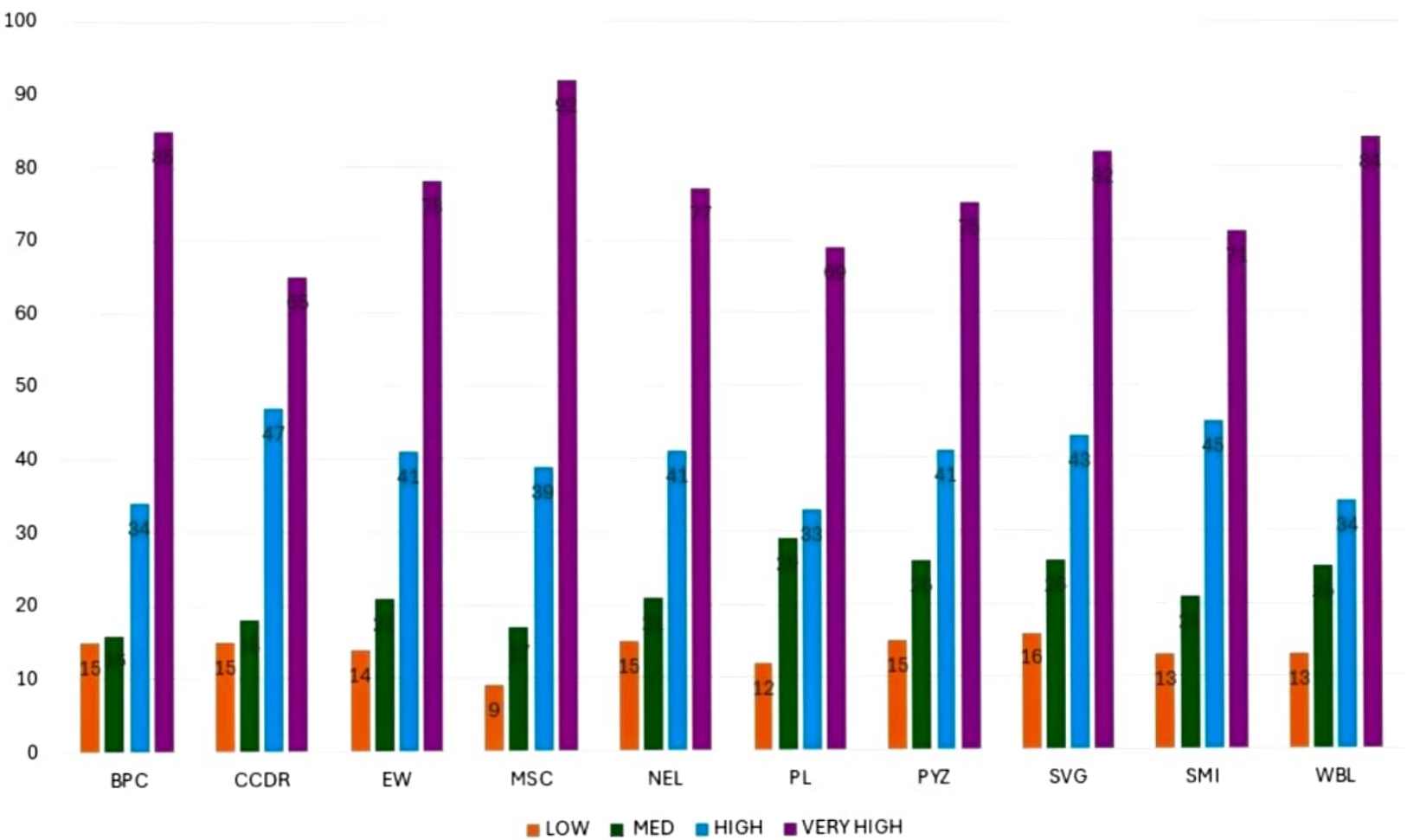4. Punctuality

Data cleaning collection
1. Remove unnecessary columns/rows

2. Validate data consistency
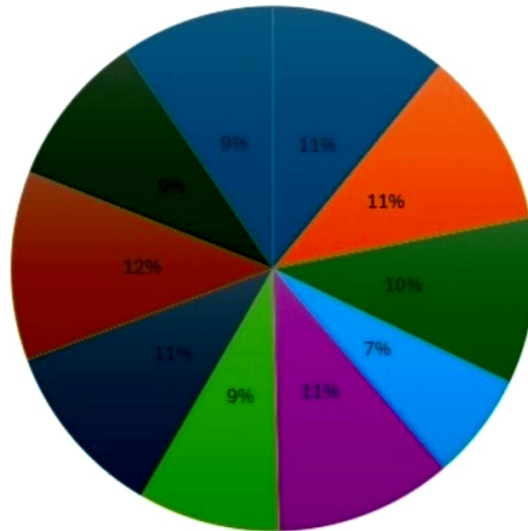
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Performance level collection
1. Quality of work
2. Quantity of work
3. Needs improvement

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

	BPC	CCDR	EW	MSC	NEL	PL	PYZ	SVG	SMI	WBL
LOW	15	15	14	9	15	12	15	16	13	13
MED		18		17	21	29			21	25
HIGH	34	47	41	39	41	33	41	43	45	34
VERY HIGH	85	65	78	92	77	69	75	82	71	84

LOW   MED   HIGH   VERY HIGH

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