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

1.Employee Performance Analysis

2.Recruitment and Selection

3.Compensation and Benefits

4.Retention and Turnover

5.Succession Planning

PROJECT OVERVIEW

1.Project Goal: To utilize Excel's analytical capabilities to extract meaningful insights from employee data, enabling informed decision-making and optimizing HR strategies.

2.Project Scope:

•Data collection and preparation: Gathering relevant employee data from various sources and organizing it for analysis.

•Data cleaning and validation: Identifying and correcting errors or inconsistencies in the data to ensure accuracy.

•Data analysis: Employing Excel functions, formulas, and tools to analyze employee performance, recruitment, compensation, retention, and succession planning.

WHO ARE THE END USERS?

1. HR managers
2. Line managers
3. Employees
4. HR analysts
5. CEO
6. Investors
7. Government agencies

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting – missing
Filter-remove
Formula - performace
Pivot – summary
Graph – data visualization

Dataset Description

Employee - Kaggle
26- features
9- features
Emp id - num
Name - text
Emp type
Performance level
Gender- male – female
Employee rating - Num

THE "WOW" IN OUR SOLUTION

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

MODELLING

1.Data collection:

- **Performance Management System:** This system captures performance data, including goals, objectives, ratings, and feedback.
- **Time and Attendance System:** This system tracks employee work hours, absences, and overtime.
- **Exit Interviews:** This data provides insights into reasons for employee

2.Feature collection:

- **Mean:** Average value of a dataset.
- **Median:** Middle value of a dataset.
- **Mode:** Most frequent value in a dataset.
- **Filtering:** Selecting specific data based on criteria.
- **Sorting:** Arranging data in ascending or descending order.
- **Data Types:** Ensuring data is entered in the correct format (e.g., numbers, text, dates).
- **Input Rules:** Setting conditions for valid data entry.

Highlighting: Applying visual cues to data based on specific conditions.

MODELLING

3.Data Cleaning:

- **Gather data:** Collect the required data from the identified sources, ensuring that it is accurate, complete, and up-to-date.
- **Organize data:** Structure the data in a way that is easy to analyze, such as creating a spreadsheet or database.
- **Clean and validate data:** Identify and correct any errors or inconsistencies in the data to ensure its accuracy.

4.Performace:

- **Knowledge of Excel features:** Understanding of Excel functions, formulas, and tools.
- **Data analysis skills:** Ability to apply appropriate analysis techniques to answer questions.
- **Problem-solving abilities:** Capacity to break down complex problems and find solutions.
- **Attention to detail:** Ability to ensure data accuracy and consistency.
- **Communication skills:** Ability to effectively communicate findings and recommendations.

MODELLING

5.Summary:

- **Descriptive statistics:** Calculating mean, median, mode, standard deviation, and other summary measures.
- **Data visualization:** Creating charts and graphs to visualize data trends and patterns.
- **Data filtering and sorting:** Selecting and arranging data based on specific criteria.
- **Data validation:** Ensuring data accuracy and consistency.
- **Conditional formatting:** Applying visual cues to highlight data based on conditions.
- **Formulas and functions:** Using built-in formulas to perform calculations and manipulate data.
- **What-if analysis:** Exploring different scenarios and outcomes.
- **Data analysis tools:** Accessing tools for correlation, regression, ANOVA, and hypothesis testing.
- **Pivot tables and slicers:** Summarizing and analyzing data in interactive tables.
- **Power Query:** Transforming and integrating data from various sources.

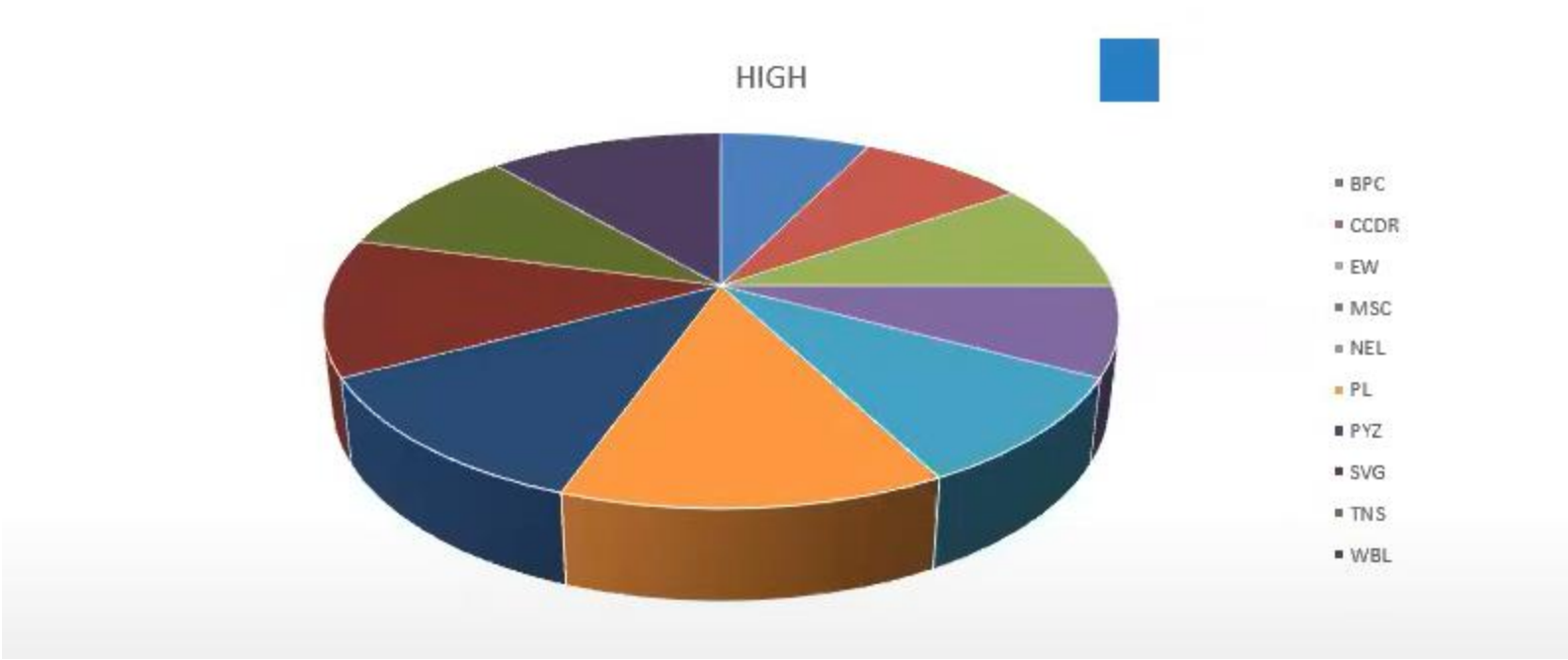
6.Visualization:

- Bar charts
- Line Charts
- Pie charts
- Area charts

RESULTS


Employee Performance analysis
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
Expon. (LOW)
Linear (MED)

RESULTS



conclusion

Excel is a powerful tool for analyzing employee data and extracting valuable insights. By effectively utilizing Excel's features, organizations can:

- **Improve employee performance:** Identify top performers, assess training effectiveness, and analyze factors influencing engagement.
- **Optimize recruitment and selection:** Evaluate recruitment efficiency, assess candidate qualifications, and identify biases.
- **Enhance compensation and benefits:** Determine fair compensation, analyze incentive programs, and identify pay gaps.
- **Reduce employee turnover:** Understand turnover reasons, identify factors contributing to satisfaction, and develop retention strategies.
- **Strengthen succession planning:** Identify potential successors, assess development needs, and create a succession plan.

Through data-driven analysis, organizations can make informed decisions, optimize HR strategies, and create a more engaged and productive workforce. By leveraging Excel's capabilities, HR professionals can gain a deeper understanding of their employees, identify areas for improvement, and drive positive organizational change.