# 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

Performance analysis provide a  stepping - stone for the employees and supervisor to identify and discuss areas where performance can be improved.

# PROJECT  OVERVIEW

- It provides  a comprehensive overview of an employee's performance , highlighting strengths, areas of improvement and goals for future development . It serves as a valuable tools for employees , managers, HR department to progress and support growth.

# WHO ARE THE END USERS?



1. Employees
2. Managers/ Supervisor
3. HR department
4. Leadership/executive team
5. Succession planning team

# OUR SOLUTION AND ITS VALUE PROPOSITION

1.Graphic rating scales

        A numerical scale to rate employee performance.

2.Behaviorlly anchored rating scale

        Rates performance based on specific behaviors.

3.Management by objectives

        Sets specific measurable goals and evaluate progress.

4. Job description analysis

        Evaluate performance based on job responsibilities and requirements.

# Dataset Description

1. Employee dataset from kaggle website
2. There are 26 features
3. I took 9 features for this employee analyst

   Employee id
   First name
   Last name
   Employee type
   Performance level
   Current employee rating
   Gender - male, female
   Employee classification type
   Business unit
   Employee status

# THE "WOW" IN OUR SOLUTION

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

# MODELLING

DATA COLLECTION :

Employee dataset collected from Edunet dashboard in naan mudhalvan portal.

FEATURE COLLECTION :

In the data collection highlighted the important topics for the employee performance analysis.

The highlighted headings are Emp.ID, first name, last name, business unit, employee status, employee type, employee classification type, gender code, performance score, current employee rating, performance level.

DATA CLEANING :

By applying the filtering option removed all the blank space in employee dataset.

Using filtering option especially removed the blank from exit date column.

SUMMARY :

By selecting all the columns in dataset, then selected pivot table option.
In pivot table by highlighting the some side headings in values enter count of first name, in rows enter business unit, in columns enter performance level, in filter enter gender code to get the summary.
Then the data will turned into table format.

Visualization :

After analyzing the table then prepare a graph.
Now, we can visualize the graph for an employee performance analysis.
With this progress we can regularly review the employee's progress, provide ongoing feedback and adjust the growth plan as needed.
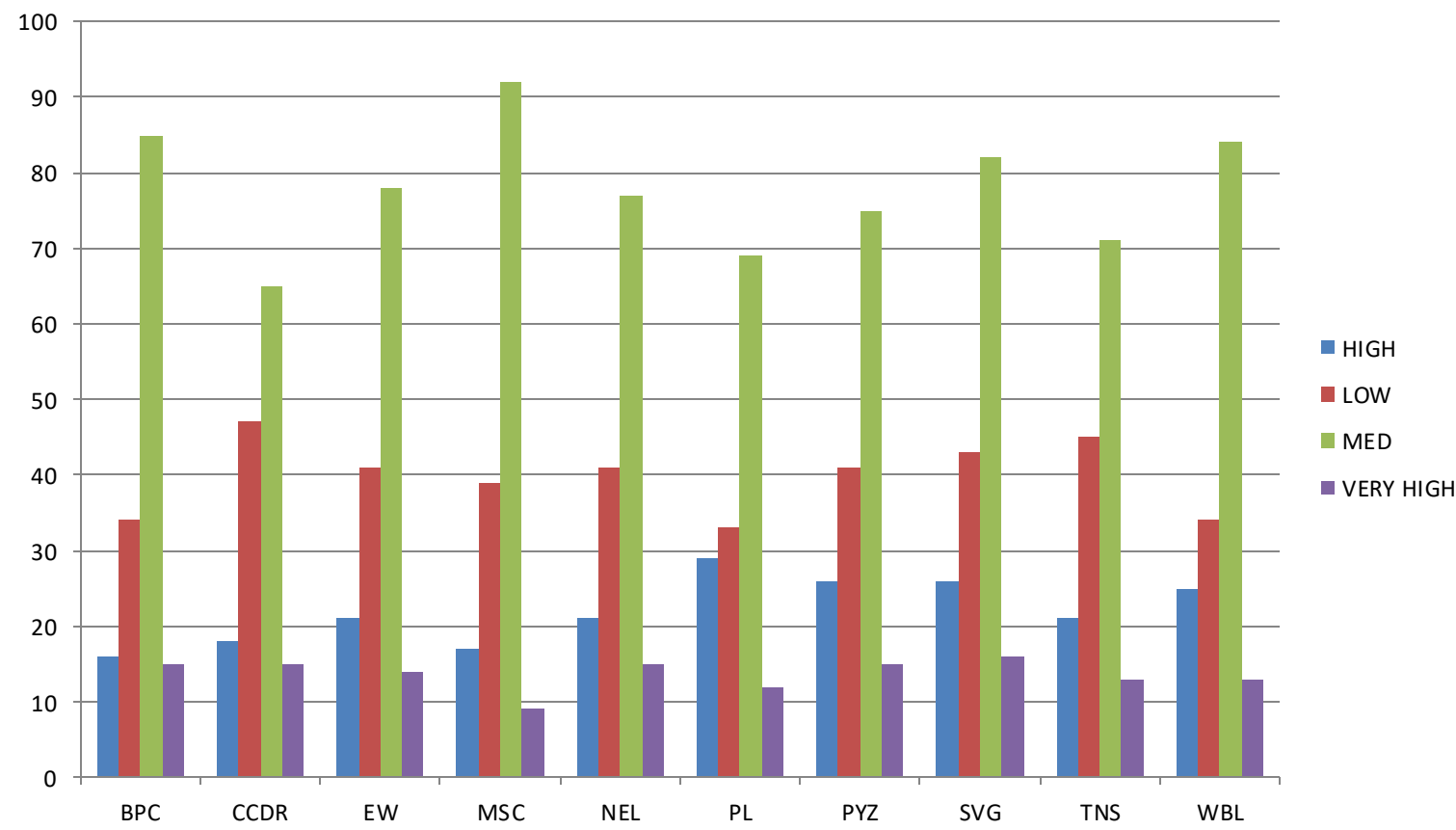
# RESULTS

| Gender Code | (All) | | | | |
|---|---|---|---|---|---|
| | | | | | |
| Count of First Name | Column Labels | | | | |
| Row Labels | 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 |
| Grand Total | 220 | 398 | 778 | 137 | 1533 |

# RESULTS



Performance / Business unit

# Conclusion

performance appraisal is an important process that provides numerous benefits to both employees and organizations. It helps employees identify areas for improvement, set goals, receive feedback, and receive recognition for their achievements.