

Employee Data Analysis using Excel



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PROJECT TITLE

Employee Performance Analysis
Based on Pay Zone and Business
Status 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 performance analysis aims to identify strengths and weaknesses, improve productivity, support career development, and align individual goals with organizational objectives. It helps in setting realistic goals, enhancing motivation, and making informed HR decisions, ultimately driving overall organizational success.



PROJECT OVERVIEW

Employee performance analysis involves evaluating employees' work to gauge effectiveness, productivity, and growth. It includes setting clear performance metrics, gathering data through evaluations and feedback, and using this information to enhance strengths, address weaknesses, and align individual performance with organizational goals. The process supports decision-making, professional development, and overall organizational improvement.



WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES

**PIVOT TABLE - SUMMARY OF
EMPLOYEE PERFORMANCE**

BAR DIAGRAM - FINAL REPORT



Dataset Description

EMPLOYEE DATA SET- NAAN MUDHALVAN

15 FEATURES IN EXCEL:

EMPLOYEE ID- ALPHANUMERIC(TEXT)

NAME- ALPHABETICAL(TEXT)

GENDER- ALPHABETICAL(TEXT)

DEPARTMENT - ALPHABETICAL(TEXT)

SALARY - NUMERICAL

START DATE - ALPHANUMERIC(TEXT)

FTE- NUMERICAL

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

CURRENT EMPLOYEE RATING- NUMERICAL

TITLE- ALPHABETICAL(TEXT)

BUSINESS UNIT- ALPHABETICAL(TEXT)

PERFORMANCE RATE- NUMERICAL

PAY ZONE- ALPHABETICAL(TEXT)

EMPLOYEE STATUS- ALPHABETICAL(TEXT)

7 FEATURES USED

EMPLOYEE TYPE- ALPHABETICAL(TEXT)
CURRENT EMPLOYEE RATING- NUMERICAL
TITLE- ALPHABETICAL(TEXT)
BUSINESS UNIT- ALPHABETICAL(TEXT)
PERFORMANCE RATE- NUMERICAL
PAY ZONE- ALPHABETICAL(TEXT)
EMPLOYEE STATUS- ALPHABETICAL(TEXT)

THE "WOW" INOUR SOLUTION

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A specialized solution for employee performance analysis is to implement a 360-degree feedback system. This approach gathers performance input from multiple sources, including peers, subordinates, and supervisors, along with self-assessment. It provides a well-rounded view of an employee's strengths and areas for improvement, leading to more comprehensive and actionable insights.



MODELLING

- **STEP -1** DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.
- **STEP -2** SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.
- **STEP -3** FILTER FTP FROM A TO Z ORDER.
- **STEP -4** SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

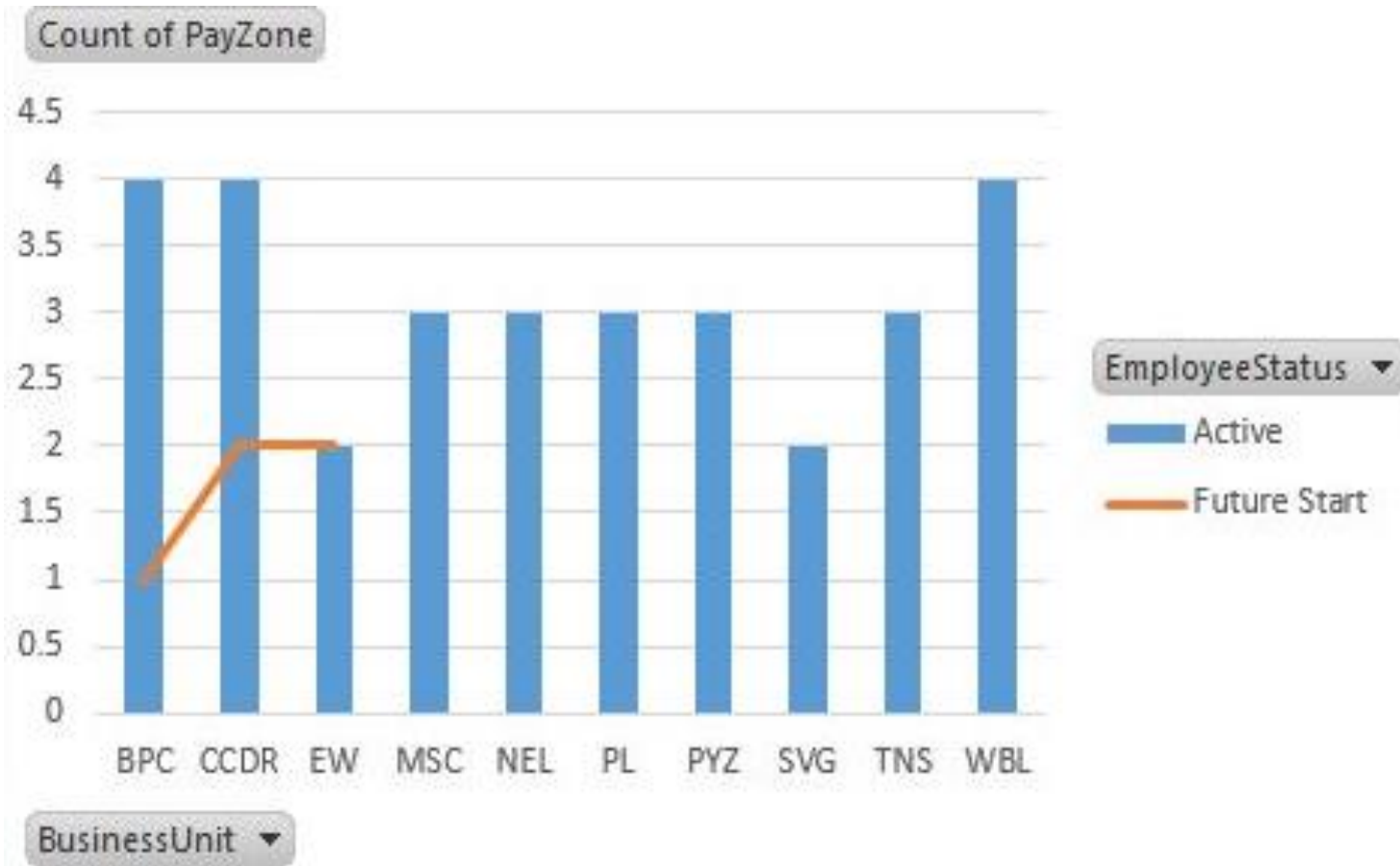
- **STEP -5** DRAG THE NEEDED DATA AND
CREATE A PIVOT TABLE.
- **STEP -6** SELECT THE PIVOT TABLE AND CLICK
ON INSERT.
- **STEP-7** NOW CLICK ON THE CHART THAT YOU
WANT.
- **STEP -8** THE CHART IS CREATED.

RESULTS

1. TABLE

Count of PayZone		Column Labels	
Row Labels	Active	Future Start	Grand Total
BPC	4	1	5
CCDR	4	2	6
EW	2	2	4
MSC	3		3
NEL	3		3
PL	3		3
PYZ	3		3
SVG	2	1	3
TNS	3		3
WBL	4		4
Grand Total	31	6	37

2. BAR DIAGRAM



Conclusion

In conclusion, employee performance analysis is a crucial tool for optimizing workforce effectiveness and driving organizational success. By systematically evaluating and addressing performance, it fosters employee development, aligns individual efforts with company goals, and enhances overall productivity. Regular and constructive performance analysis leads to more informed decision-making and a more engaged and capable workforce.