

# Employee Data Analysis using Excel



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# PROJECT TITLE

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**“Employee Performance Analysis  
using Excel”**

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# 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

This project aims to analyze employee performance based on satisfaction levels using Excel. The goal is to identify patterns and correlations within the data to help improve employee satisfaction and performance across different demographics and business units.



# PROJECT OVERVIEW

The “Employee Performance Analysis Using Excel” project focuses on evaluating employee performance by analyzing key factors such as satisfaction levels, gender, and employee data in excel, followed by detailed analysis using statistical functions and data visualization tools. By identifying trends and correlations, the analysis will provide insights into how different factors impact performance across various demographics and departments. The findings will support data-driven decision-making to enhance employee satisfaction and optimize performance within the organization.



# WHO ARE THE END USERS?



HR MANAGER



DEPARTMENT MANAGER



EXECUTIVES



DATA ANALYST



EMPLOYEES

# OUR SOLUTION AND ITS VALUE PROPOSITION

- **CONDITIONAL FORMATTING:** Highlighting cells that are blanks or have no value.
- **FILTER:** Focusing on blank cells and removing them.
- **FORMULA:** For identifying the age category from late 20s to early 60s.
- **PIVOT TABLE:** Summarizing data, analyzing relationship and generating report.
- **SLICER:** Filtering data for enhancing user experience and highlighting clear view of specific data.
- **GRAPH:** For data visualization.



# **DATASET DESCRIPTION**

- **DATASET NAME:** Employee Performance Analysis Data.
- **DESCRIPTION:** Contains performance metrics for employees, including satisfaction scores, performance ratings and demographic details.
- **SOURCE:** Edunet Foundation.
- **VARIABLE/COLUMNS:**
  - NAME: First Name
  - GENDER: Male and Female
  - BUSINESS UNIT: BPC, CCDR, EW, MSC, NEL, PL, PYZ, SVG, TNS, WBL.
- **UNITS OF MEASUREMENT:**
  - PERFORMANCE RATING: Very high, High, Medium, Low
  - SATISFACTION SCORE: Scale of 1-5.
- **SIZE:** 26 Records, 5 Fields.



# THE "WOW" IN OUR SOLUTION

## FORMULA:

**Performance Level:**

`=IF(Z8>=5," Very High",IF(Z8>=4,"High",IF(Z8>=3,"Medium",IF(Z8<=2,"Low"))))`

**Insights:** Used to evaluate the success as levels from low to very high



# **MODELLING AND APPROACH**

## **❖ DATA COLLECTION:**

- Data source: Edunet foundation Dashboard
- Basis: Employee dataset

## **❖ DATA PREPARATION:**

- Feature selection: Selected based on performance.
- Features: First name, Department, Gender code, Performance level, Employee type

## **❖ DATA CLEANING:**

- Conditioning Formatting: Missing values was identified.

## **❖ DATA AGGREGATION:**

- Excel Function: IFS function used for employees on the basis of their performance level.
- Performance level categories: 5 - Very High  
4 - High  
3 - Medium  
2 & 1 – Low

## **❖ DATA ANALYSIS:**

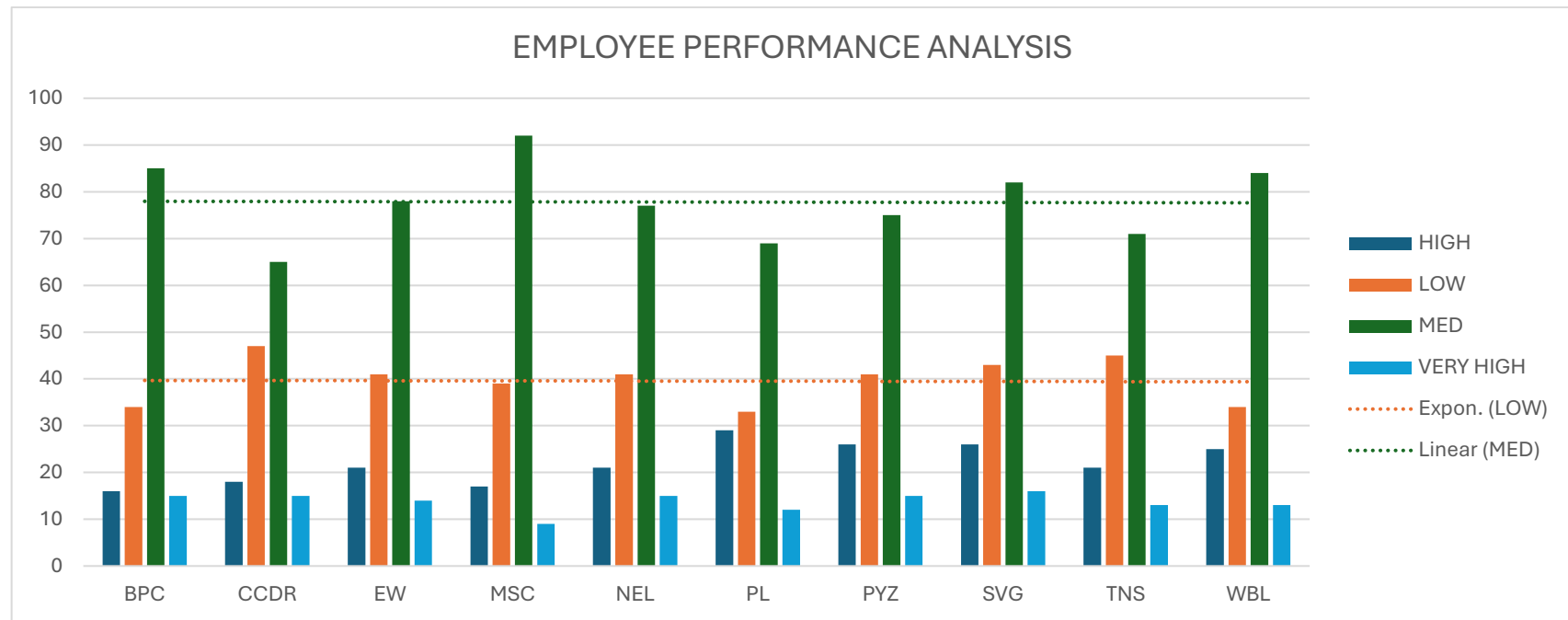
- Pivot table: Pivot table was generated to summarize data and cross tabulation (performance level by department, filtered by gender).
- Slicer: To filter/slice the data to scrutinize and sort particular information (Employee type). ■

## ❖ VISUALIZATION OF DATA:

- Chart: Column chart and pie chart.
- Chart Element: Chart title was added.
- Trendline: Linear and exponential line was used.

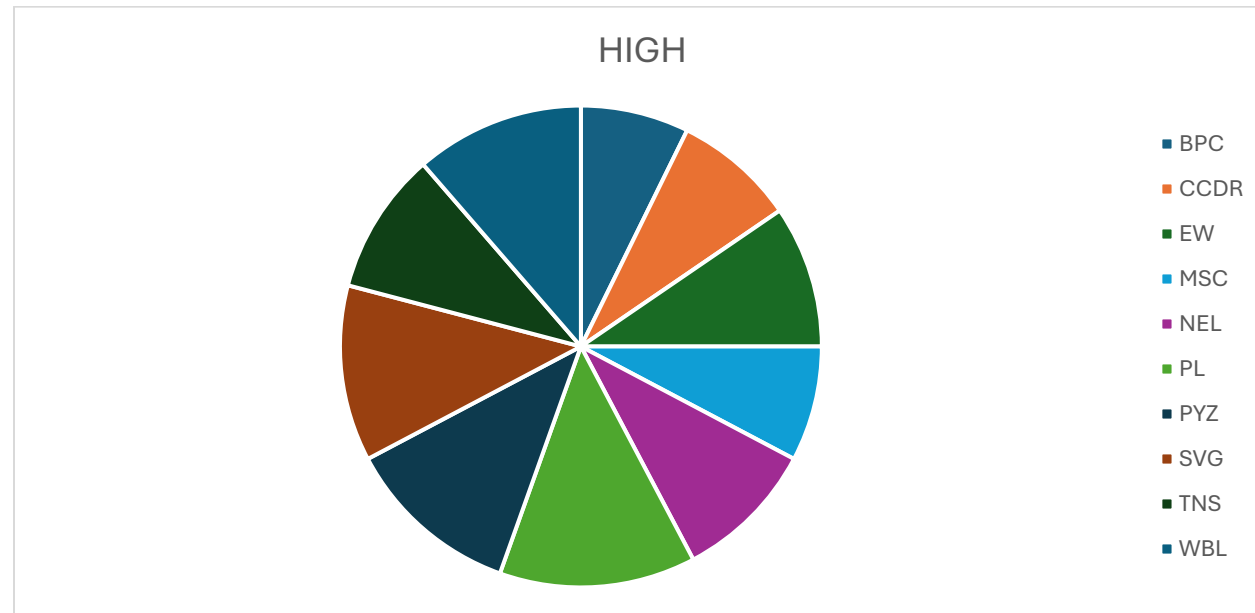
# RESULTS

## COLUMN CHART :



# RESULTS

## PIE CHART :



# Conclusion

This project focuses on employee performance analysis conducted using Excel, it is evident that key performance indicators such as productivity and efficiency play a crucial role in overall performance. The analysis highlights top-performing employees and areas that need improvement.

Recommendations include targeted training and better resource allocation.

This approach can help enhance employee performance and achieve organizational goals more effectively.