

# 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

- Conducting employee performance analysis is crucial for enhancing productivity and aligning individual efforts with organizational goals.
- It helps identify strengths and areas for improvement, ensuring that employees receive constructive feedback and targeted development opportunities.
- This process also supports fair evaluations, recognizes high performers, addresses performance issues, and informs strategic planning, ultimately driving employee engagement and organizational success.



# PROJECT OVERVIEW

This analysis evaluates employee performance across ten business units, totaling 2,999 employees.

## Performance Levels:

- **MEDIUM:** Dominates with 177 employees.
- **LOW:** Significant at 93 employees, indicating potential areas for improvement.
- **HIGH:** 2360 employees show strong performance.
- **VERY HIGH:** 369 employees excel exceptionally.

## Business Unit Highlights:

- **SVG:** Highest total with 233 employees and balanced performance levels.
- **PL:** Lowest total with 12 employees, requiring focused development efforts.

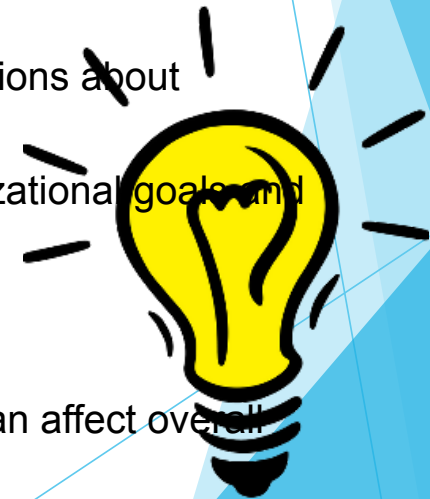
The goal is to pinpoint trends, celebrate high achievers, and address performance gaps to boost overall effectiveness.



# WHO ARE THE END USERS?

## STAKEHOLDERS

- **Employees:**
  - **Feedback and Development:** Offers constructive feedback for personal growth and career development, potentially increasing job satisfaction.
  - **Recognition:** Highlights high performers, boosting morale and motivation.
- **Management:**
  - **Decision-Making:** Provides data-driven insights to make informed decisions about promotions, training, and resource allocation.
  - **Strategy Development:** Helps align employee performance with organizational goals and identify areas for strategic improvement.
- **Investors/Shareholders:**
  - **Performance Impact:** Offers insights into employee performance that can affect overall company productivity and financial performance.
  - **Risk Management:** Helps in identifying potential risks related to workforce performance and strategic execution.



# OUR SOLUTION AND ITS VALUE PROPOSITION



- **Conditional formatting** – Find missing area
- **Filter** – Remove blanks
- **Formula** – Allocate the performance level
- **Pivot** – To get detailed summary
- **Graph** – Prepare the data visualizaion



# Dataset Description

- **Employee Details** – Kaggle
- **Total features** – 29
- **Relevant features** – 9
- **Employee id** – Numerical value
- **Name** – Text
- **Gender** – Male , Female
- **Employee rating** – Numerical value
- **Performance level** - Grading



# THE "WOW" IN OUR SOLUTION



We used the below formula to grading the employee performance level , which help us find their efficiency .

**=IFS(Z9>=5,"VERY HIGH",  
Z9>=4,"HIGH",Z9>=3,"MED",  
"TRUE", "LOW")**



# MODELLING

## Data collection

- **Koggle** – Using this website to collect the data for the project.

## Feature collection

- **Excel spread sheet** - Excel sheet is used to arrange the relevant data.

## Data cleaning

- **Conditional formatting** – Used to identify the blank area.
- **Filter Option** – This option is used to remove the blanks.

## Performance Level

- **Grading** - We use the “IFS” formula to grading the employee performance level

**Formula =IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",  
"TRUE", "LOW")**

# MODELLING

## Summary

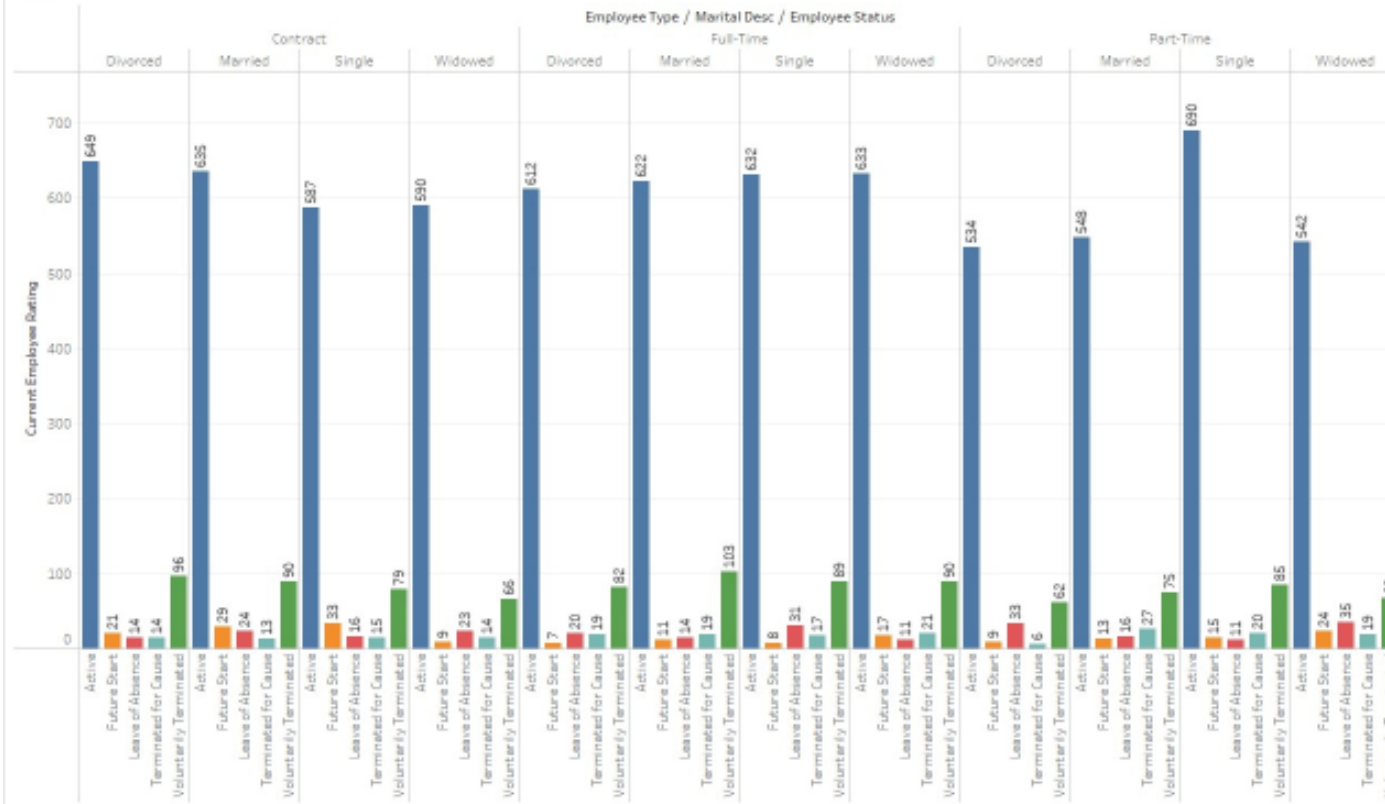
- **Pivot table** – We use the pivot table to get crisp and clear data about the employee performance . For that we used the below details :
  - Filter – Gender
  - Column -Performance level
  - Row – Business Unit
  - Value – Count of First name

## Visualization

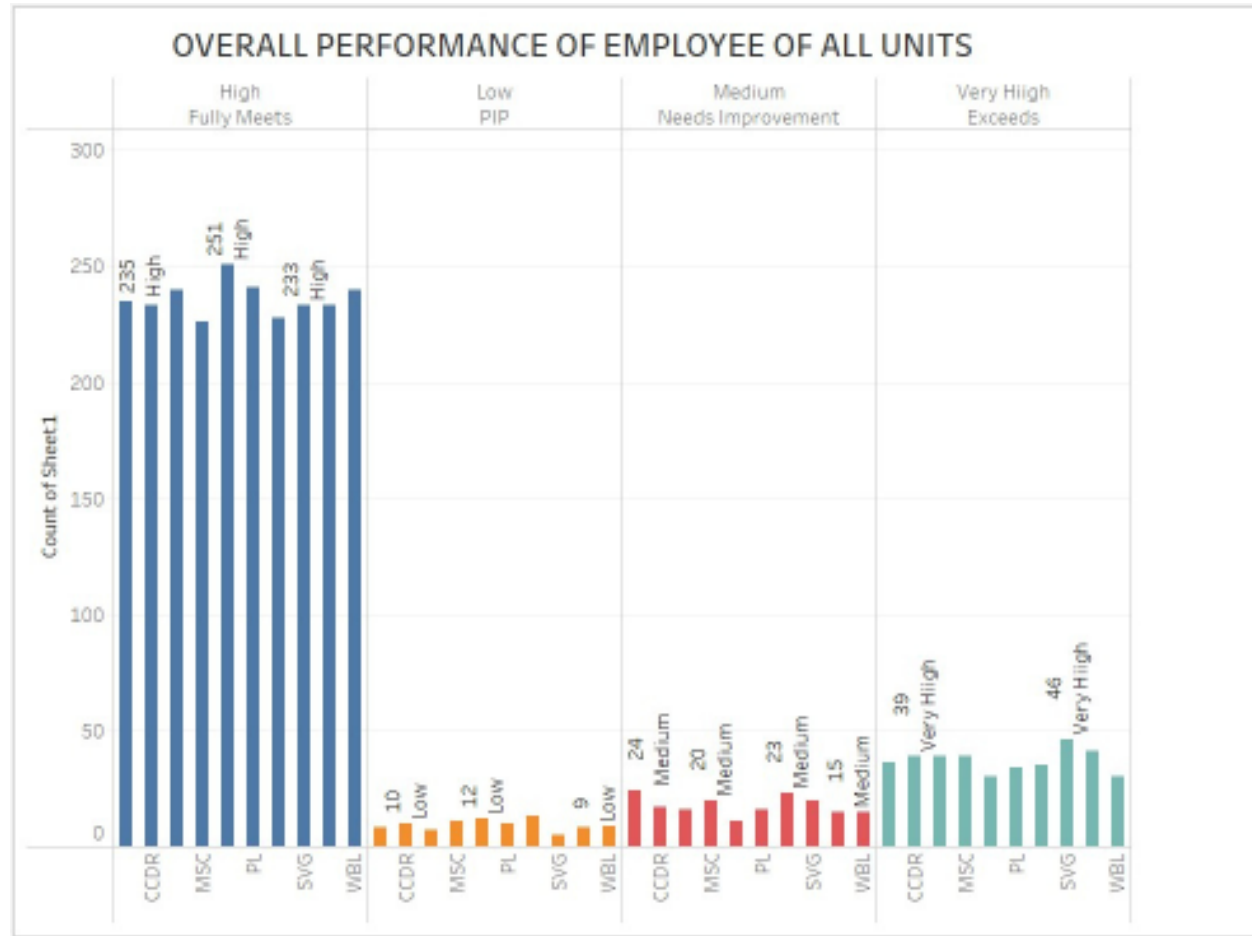
- **Graph** – Graph show the result of this analysis.

# RESULT

Sheet 1



# RESULTS



# conclusion

- The employee performance analysis reveals a predominant concentration of employees in the MEDIUM performance category, indicating an average performance level across the organization. With 177 employees at this level, targeted interventions are needed to elevate performance.
- The LOW performance 93 category, with employees, highlights areas for potential improvement and support.
- Conversely, the HIGH (2360 employees) and VERY HIGH (369 employees) performance levels show a strong and exceptional workforce that drives significant organizational success.