



Employee Data Analysis using Excel

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PROJECT TITLE

Employee Data 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

- Analyze the distribution of employees across different citizenship and job function categories within the company. The pie chart categorizes employees into eight groups: "Eligible, Non Citizen Production," "Eligible Non Citizen Sales," "Non-Citizen Production," "US Citizen Admin Offices," "US Citizen IT/IS," "US Citizen Production," "US Citizen Sales," and "US Citizen Software Engineering." Identify the largest and smallest groups and assess the implications for workforce planning, including diversity, recruitment, and talent management strategies

- EMPLOYEE CITIZEN DESC" shows that the majority of the company's workforce, 55%, are U.S. citizens in production roles. Non-citizens in production follow at 21%. U.S. citizens in sales account for 10%, with smaller percentages in IT/IS (5%), software engineering (3%), and administrative roles (2%). Eligible non-citizens make up the smallest segments in production (2%) and sales (1%). The chart highlights a strong concentration of U.S. citizens, particularly in production roles.



PROJECT OVERVIEW



WHO ARE THE END USERS?

The end users of this pie chart are likely HR, management, and legal teams, who need to understand employee distribution by citizenship and role for workforce planning and legal compliance. Department heads and executives may also use it to inform decisions on hiring and resource allocation.

EMPLOYEE

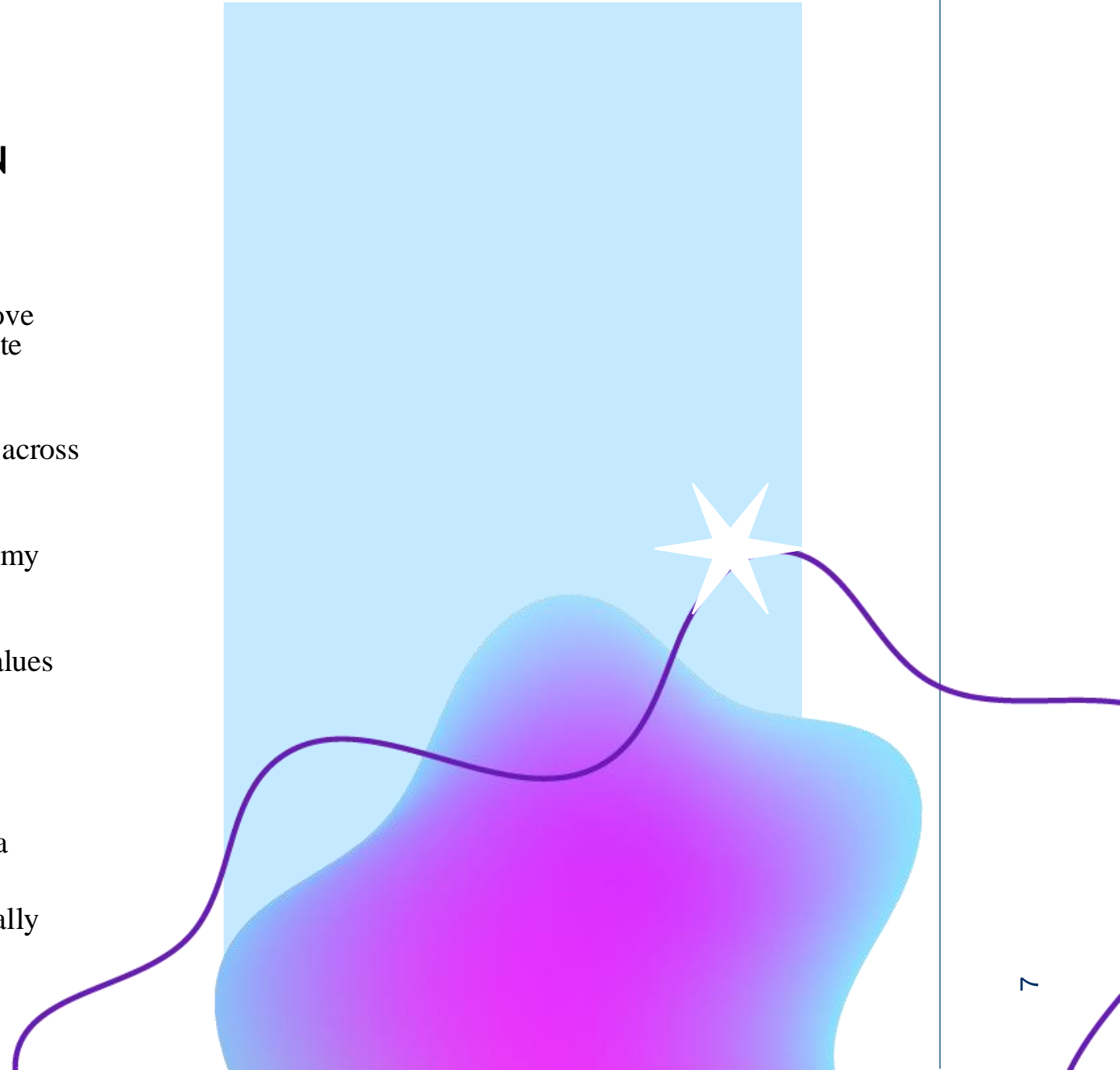
EMPLOYEE

ORGANISATION

DATA ANALYSER

OUR SOLUTION AND ITS VALUE PROPOSITION

- Data Cleaning: Data cleaning is a process required to remove incomplete records, and modifying data to rectify inaccurate records.
- Remove Duplicates: It removes the combination of values across all selected range to determine duplicates.
- Filter: It take my dataset and show only the data that meet my criteria specify
- Conditional Formatting : It is used to specify important values stand out in employee performance score in a data set.
- Slicer: I used slicer to filter my data
- Pivot Table: I used "pivot table to summarize my huge data
- Pivot Chart: I used using area graph. "pivot chart" to visually summarizes my data





Dataset Description

Emp ID : An employee ID is a unique numerical or alphanumeric code assigned to an employee by their employer.

Salary : A salaried employee is a worker who is paid a fixed amount of money or compensation by an employer.

Position : A position description (also known as a job specification) outlines the key responsibilities, duties, and objectives of a role

Citizen Desc : A citizen is a person who legally belongs to a country and has the rights and protection of that country.

Manager Name : A Manager, or Supervisor, oversees team members in a certain department to ensure it's performing effectively.

Recruitment Source : the recruitment medium that allows job candidates and businesses to communicate and connect to fill vacant work positions.

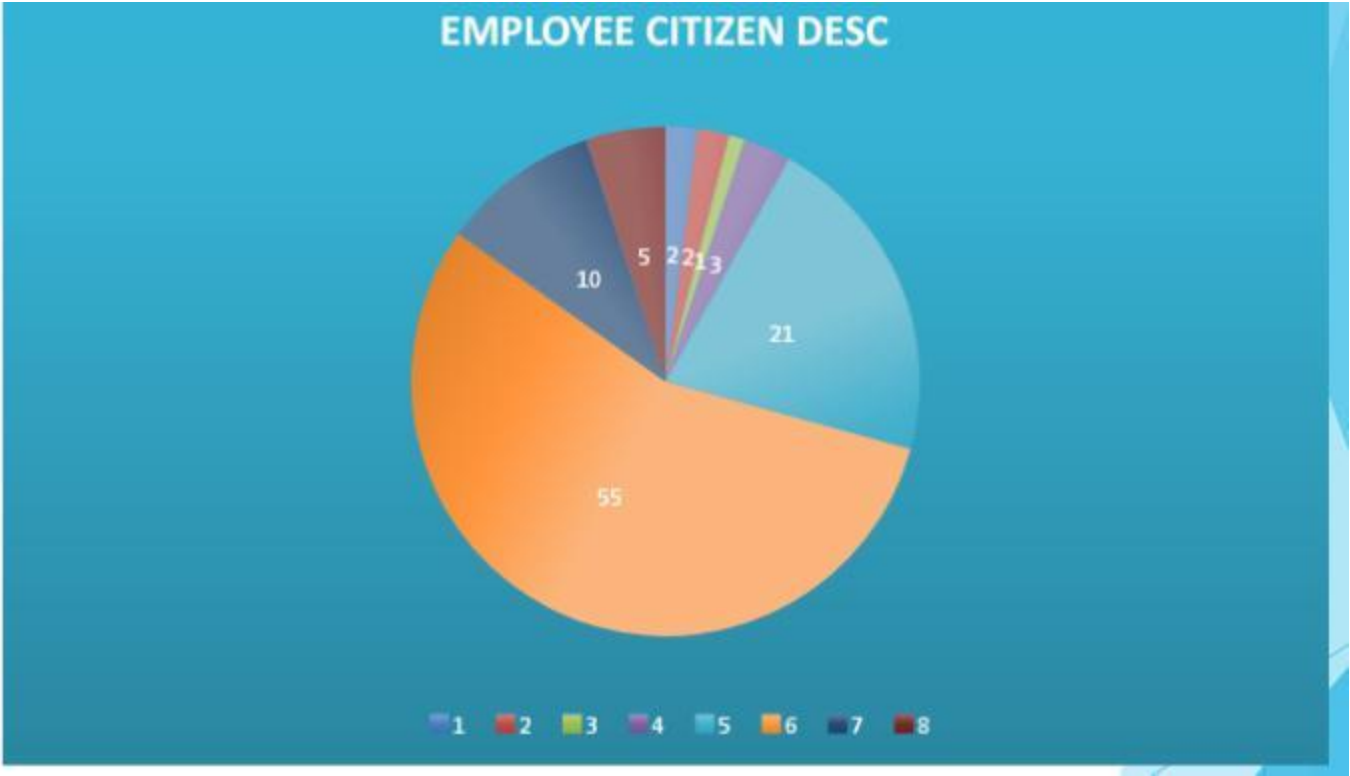
Performance Score : It's simply a measure of performance against whatever it is you are measuring

MODELLING

- **Data set was downloaded from Kaggle website**
- **Extract it from zip format**
- **Data Cleaning:** Data cleaning is a process required to remove incomplete records, and modifying data to rectify inaccurate records.
- **Remove Duplicates** It removes the combination of values across all selected range to determine duplicates.
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RESULTS

CITIZEN DESC	Count of Department
Eligible NonCitizen	4
Production	2
Sales	2
Non-Citizen	1
Production	1
US Citizen	94
Admin Offices	3
IT/IS	21
Production	55
Sales	10
Software Engineering	5
Grand Total	99



conclusion

The majority of employees are US citizens in production roles (55 employees), followed by 21 eligible non-citizens in production and 10 US citizens in IT/IS roles. Smaller groups include US citizens in sales, admin, and software engineering, with the smallest group being 1 eligible non-citizen in sales. Overall, the workforce is predominantly US citizens, especially in production



Thank You