loyee Data Analysis using Excel

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PROJECT TITLE

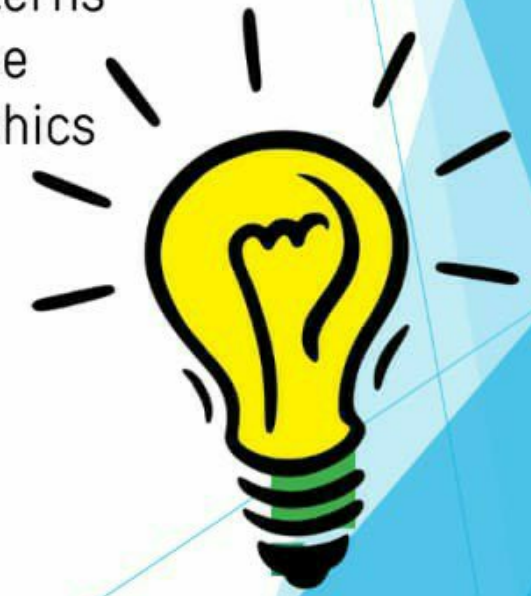
Employee Performance Analysis using Excel

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

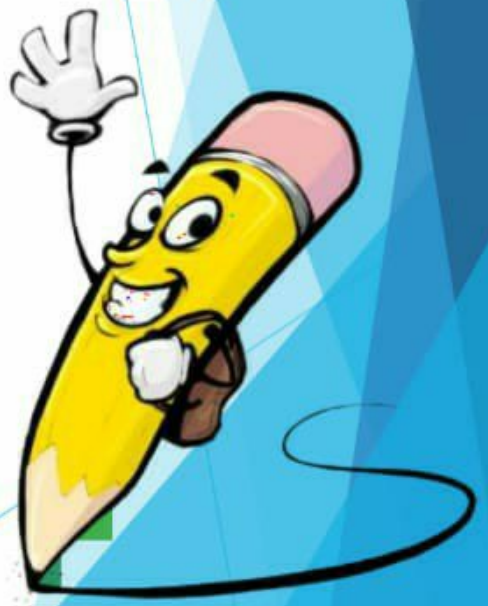
PROBLEM STATEMENT

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 business unit. The project involves collecting and organizing 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.

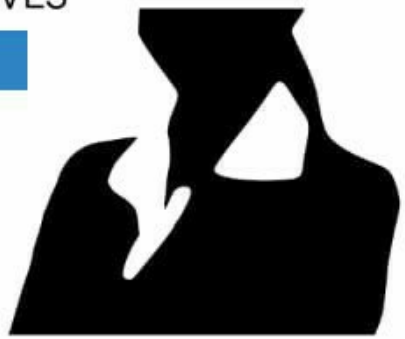


WHO ARE THE END USERS?

1. HR MANAGER

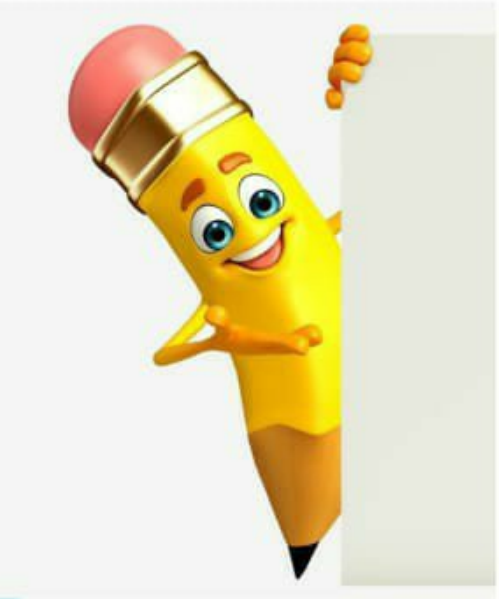
2. DEPARTMENT MANAGER

3.EXECUTIVES



4. DATA ANALYST

OUR SOLUTION AND ITS VALUE PROPOSITION



1. **CONDITIONAL FORMATTING:**
2. **FILTER:**
3. **FORMULA:**
4. **PIVOT TABLE:**
5. **SLICER :**
6. **GRAPH:**

Dataset Description

Dataset Name: Employee Performance Analysis Data
Description: Contains performance metrics for employees, including satisfaction scores, performance ratings, and demographic details.
Source: Kaggle.com
Variables/Columns:
Name: First name
Gender: Male and Female
Business Unit: BPC, CCDR, EW, MSC, NEL, PL, PYZ, SVG, TNS, WBL
Performance Rating: Very high, High, Medium, Low
Satisfaction Score: 1-5
Data Types: Numeric and Text
Units of Measurement:

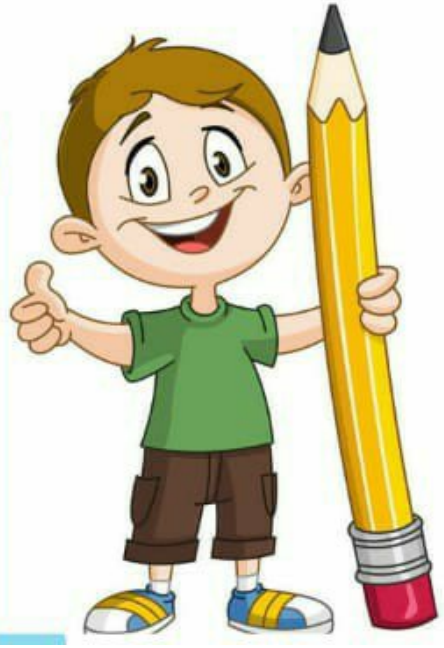
- Satisfaction score: Scale of 1-5
- Performance rating: Very high, High, Medium, Low

Size: 26 records, 9 fields
Visualization: Bar graph

THE "WOW" IN OUR SOLUTION

FORMULA:

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



INSIGHTS: Used to evaluate the scores as levels from low to very high

MODELLING

DATA COLLECTION:

- Gather all relevant data related to employees. Common fields include employee ID, name, business unit, employee status, employee type, employees classification type, current employee rating, and more.

DATA CLEANING:

- **Handle Missing Values**:
  - Identify missing values in each column using conditional formatting.

PERFORMANCE LEVEL:

- Creating the new column called performance level by using the formula IFS(Z8>=5,"VERY HIGH",Z8>=4,“HIGH",Z8>=3,"MED ",TRUE,"LOW”)
- It shoes that how his formula is used to categorised the employees based on their ratings like very high, high , low.

SUMMARY:

- **Pivot Table:**
  - In the pivot table it should work in the new worksheet.

- Remove the blank values.

VISUALISATION:

Graphical Representation:

Make a graph based on the table which we have created.
There is the feature of recommended graph

Filter:

We can also filter the graph like male, female etc.
We also filter the analysis by our choose

RESULTS

conclusion

- The employees should summarize the performance during the re-view period, highlight their strengths, and identify areas for improvement.
- The conclusion can also include plans for the employee's future development.
- Employee performance management is an essential part of any successful organization. It provides the necessary feedback to develop employees, encourage growth, and align goals goals with company objectives.
- It is used as the basis for a salary increase, promotion or termination of an employee