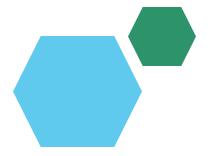
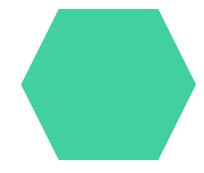
Employee Data Analysis using Excel





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PROJECT TITLE



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

- ➤ **Performance Improvement**: It helps identify strengths and areas for improvement, allowing for targeted training and development to enhance employee performance.
- > Succession Planning: Identifies potential future leaders and ensures that there are development plans in place for them, preparing the organization for future leadership needs.
- ➤ Organizational Culture: Offers insights into the organizational climate and helps in creating a positive and productive work environment.
- ➤ **Goal Alignment**: Ensures that employees' goals are aligned with the company's objectives, leading to better organizational coherence and productivity.



PROJECT OVERVIEW

Analyzing employee performance by considering various factors such as gender, performance scores, ratings, and achievements provides a comprehensive understanding of their contributions and development needs.

- •Gender: Evaluating performance across genders helps ensure equitable treatment and uncover any potential biases in performance assessments.
- •Performance Scores: Performance scores offer quantifiable measures of how well employees meet their job requirements.
- •Ratings: Ratings from managers and peers provide insights into an employee's strengths and areas for growth.
- •Achievements: Tracking achievements, such as project completions and contributions to key initiatives, showcases the tangible impact of employees' work.

Overall, a multi-faceted approach to performance analysis ensures a holistic view of each employee's contributions and needs, supporting fair evaluations and strategic development.



PROJECT OVERVIEW

The project "Employee Performance Analysis Using Excel" aims to systematically evalute employee productivity and effectiveness by leveraging performance data such as task completion rates, accurac, ad attendance records. This data will be processed and analyzed using Excel functions like pivot tables, charts, and statistical formulas to generate insights into individual and team performance. The outcome will help in identifying top performers, recognizing training needs, and making data-driven decisions for performance improvement. The final deliverable will include a detailed report and visual dashboards for easy interpretation and strategic planning.

WHO ARE THE END USERS?

- Human Resources (HR) Managers:
- Departments
 Managers/Supervisors:
- Senior Management/executives:
- Employees



OUR SOLUTION AND ITS VALUE PROPOSITION



- **Data-Driven Insights:** Enables managers to make informed decision based on accurate, real-time performance data.
- Improves Efficiency: Auto, ates the data collection and analysis process, saving time and reducing manual errors.
- Enhances Employee Devolopments: Helps in recognizing top performance, ultimately improving oversll productivity.
 - Cost-Effective Solution: Leverages the widely accessible Excel platform, avoiding the need for expensive software or tools.

Dataset Description

- Employee:- Kaggle
- ❖ 26 features
- 9 features
- Employee id number
- Employee type
- Performance level
- Gender Male & Female
- Employee rating number

THE "WOW" IN OUR SOLUTION

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

❖ **Predictive Analytics:** Integrating predictive models to forecast future performance trends based on historicals data, giving managers a proactive approach to workforce planning.

Automated Alerts: The tool can be set up to send automated alerts for critical performance issues, ensuring that managers are immediately notified when attention is needed.

MODELLING

Data collection

- Kaggle to downlod the employee data file.
- Opening the file 26 colum in there, i am using 10 colum.
- Opening the file and highlighting the EMP ID, FIRST NAME, LAST NAME, BUSINESS UNIT, EMP TYPE, GENDER etc.

Features collection

- Exit data its blank in the file i am using filter in blank is reduced
- Opening the rating i will change performance level using in the formula
- using the formula the result is rating point copy the full rows

Data cleaning

- Idenfying the missing values
- missing value in there filter out

MODELLING

Performance level

- Opening the insert and create pivot table given the new worksheet fill the page
- field list to move the row and colum receive the employee performance analysis

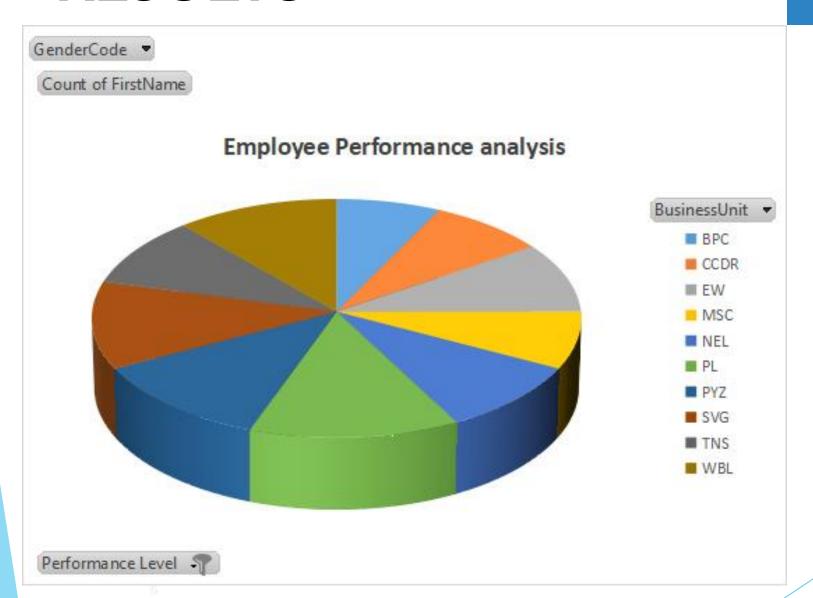
Summary

- Organizational Culture: Offers insights into the organizational climate and helps in creating a positive and productive work environment.
- Goal Alignment: Ensures that employees' goals are aligned with the company's objectives, leading to better organizational coherence and productivity.

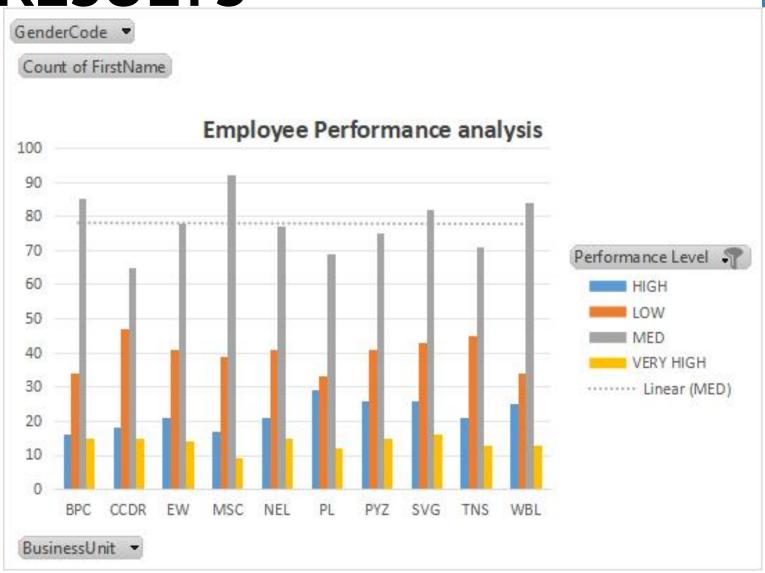
Visulaization

- Opening the insert and create chart
- View the graph given the result employee performance analysis

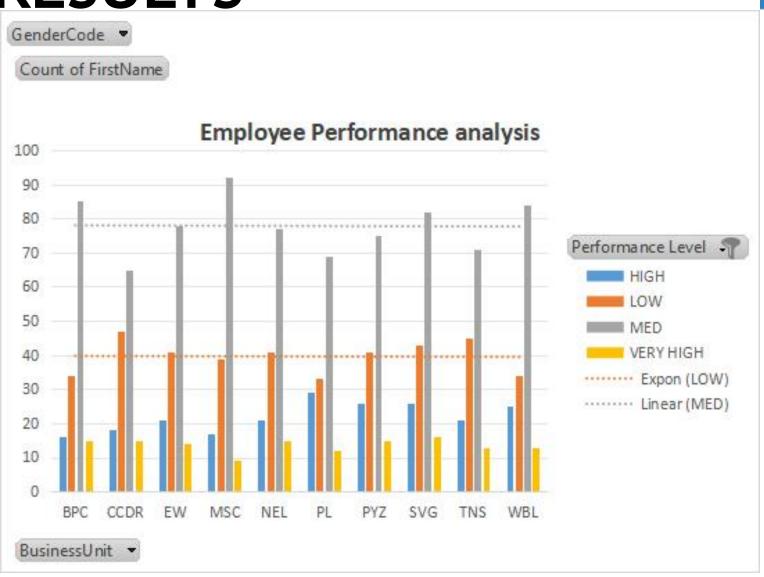
RESULTS



RESULTS



RESULTS



conclusion

In conclusion, employee analysis is a vital tool for optimizing organizational effectiveness and fostering a productive work environment.

- ✓ It seems you're referring to a hierarchical structure of employee performance levels depicted in a graph
- 1. Medium Performance Level (MED): The MED level represents employees who are performing at an average or medium level.
- 2. Second Level (LOW): Employees at the LOW level are positioned just above the very low balance level but may still face challenges or performance issues.
- **3. Very Low Balance Level**: The very low balance level indicates a significant portion of the workforce is underperforming or struggling.

conclusion

The "Employer performance Analysis Using Excel" project provides a robust and used friendly solution for evaluating and managing employer performance.By leveraging Excel'S powerful tools-such as filtering ,pivot table, charts, and condition formatting-the project transforms raw performance data into actionable insights .The resulting interactive dashboards and customizable reports empower managers to make data-driven decisions ,optimize workforce productivity, and foster continuous improvement across the organization .This slution not only streamlines performance management but also offer a cost - effetive, scalable approach to enhancing overall organizational efficiency.