# 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

- "To enhance organizational efficiency and employee development, we need a systematic approach to evaluate and analyze employee performance. The goal is to utilize Excel to track key performance indicators (KPIs), identify trends, and generate actionable insights that will support performance management, reward distribution, and targeted training programs."

- This concise problem statement highlights the purpose, tool (Excel), and desired outcomes of the performance analysis.

# PROJECT OVERVIEW

This project focuses on creating an efficient system for analyzing employee performance using Excel. By systematically capturing and analyzing performance data, we aim to:

- **Track Performance Metrics**: Monitor key indicators to gauge individual and team performance.
- **Identify Trends and Insights**: Discover patterns to inform strategic decisions and improve productivity.
- **Enhance Decision-Making**: Utilize data-driven insights to optimize employee development, reward structures, and overall organizational effectiveness.

Our goal is to leverage Excel's capabilities to provide a clear, actionable overview of employee performance, supporting informed management decisions and fostering a productive work environment.

# WHO ARE THE END USERS?

**HR Managers**: For tracking, evaluating, and managing employee performance and development.
**Team Leaders/Supervisors**: To monitor team performance, provide feedback, and identify training needs.
**Senior Executives**: For strategic decision-making, resource allocation, and performance-based reward systems.
**Employees**: To review their performance metrics and set personal development goals.

# OUR SOLUTION AND ITS VALUE PROPOSITION

CONDITIONAL FORMATTING - MISSING Automate visual highlights in Excel to quickly identify performance trends and outliers.

FILTER - REMOVE
FORMULA - PERFORMANCE
PIVOT - SUMMARY
GRAPH - DATA VISUALIZATION

# Dataset Description

EMPLOYEE = KAGGLE
26- FEATURES
9- FEATURES
EMP ID- NUM
NAME-TEXT
EMP TYPE
PERFORMANCE LEVEL
GENDER - MALE FEMALE
EMPLOYEE RATING - NUM

# THE "WOW" IN OUR SOLUTION

```
PERFORMANCE LEVEL =IFS(Z8>=5,"VERY
HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")
```

# MODELLING

DATA COLLECTION

1) KAGGLE
2) EDUNET DASHBOARD

FEATURE COLLECTION

1)FIRST NAME
2) LAST NAME

DATA CLEANING

1)MISSING VALUE
2) FILTER OUT

PERFORMANCE LEVEL

1)=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

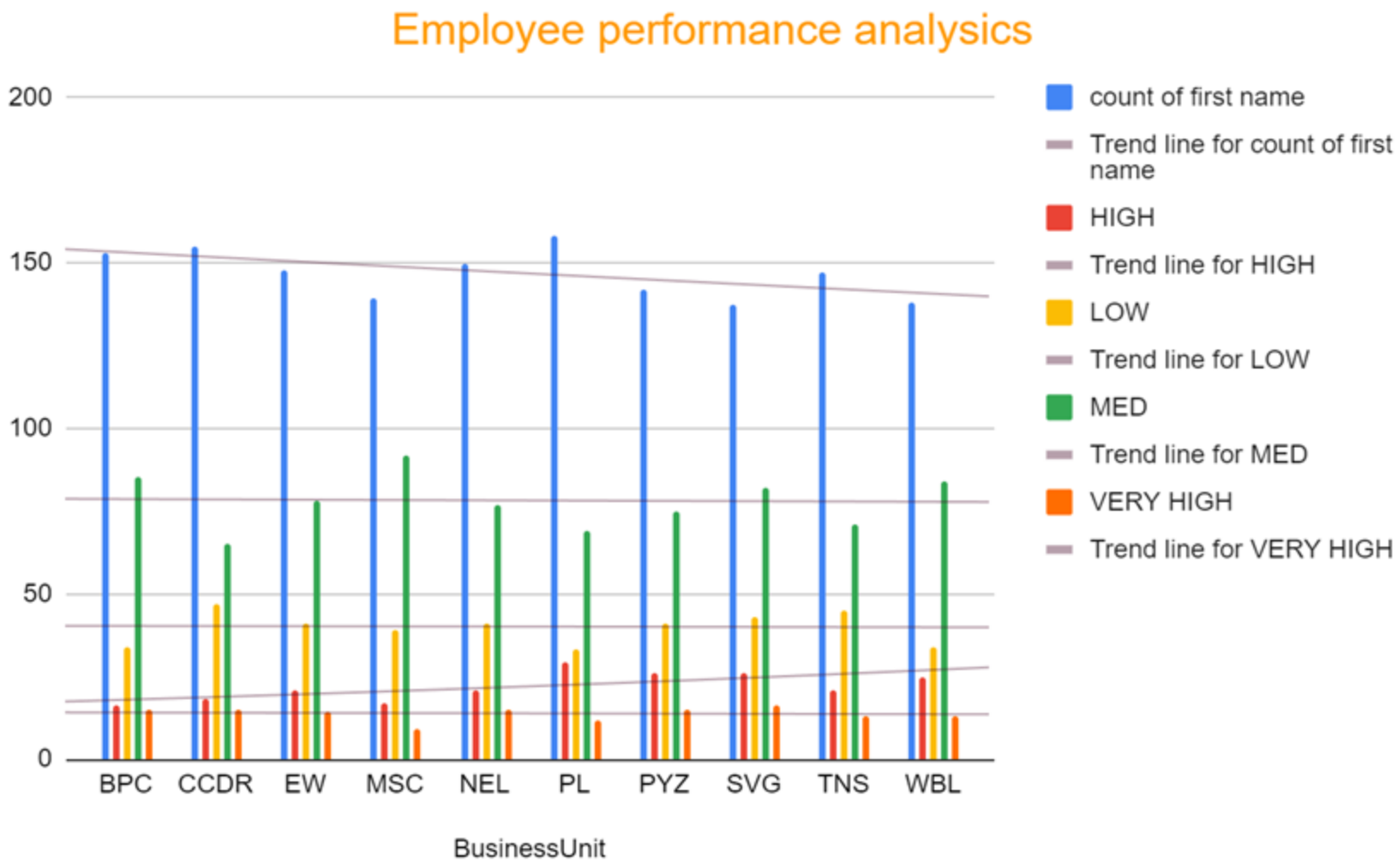
SUMMARY

1) PIVOT TABLE
2) ROWS & COLUMN ADDED

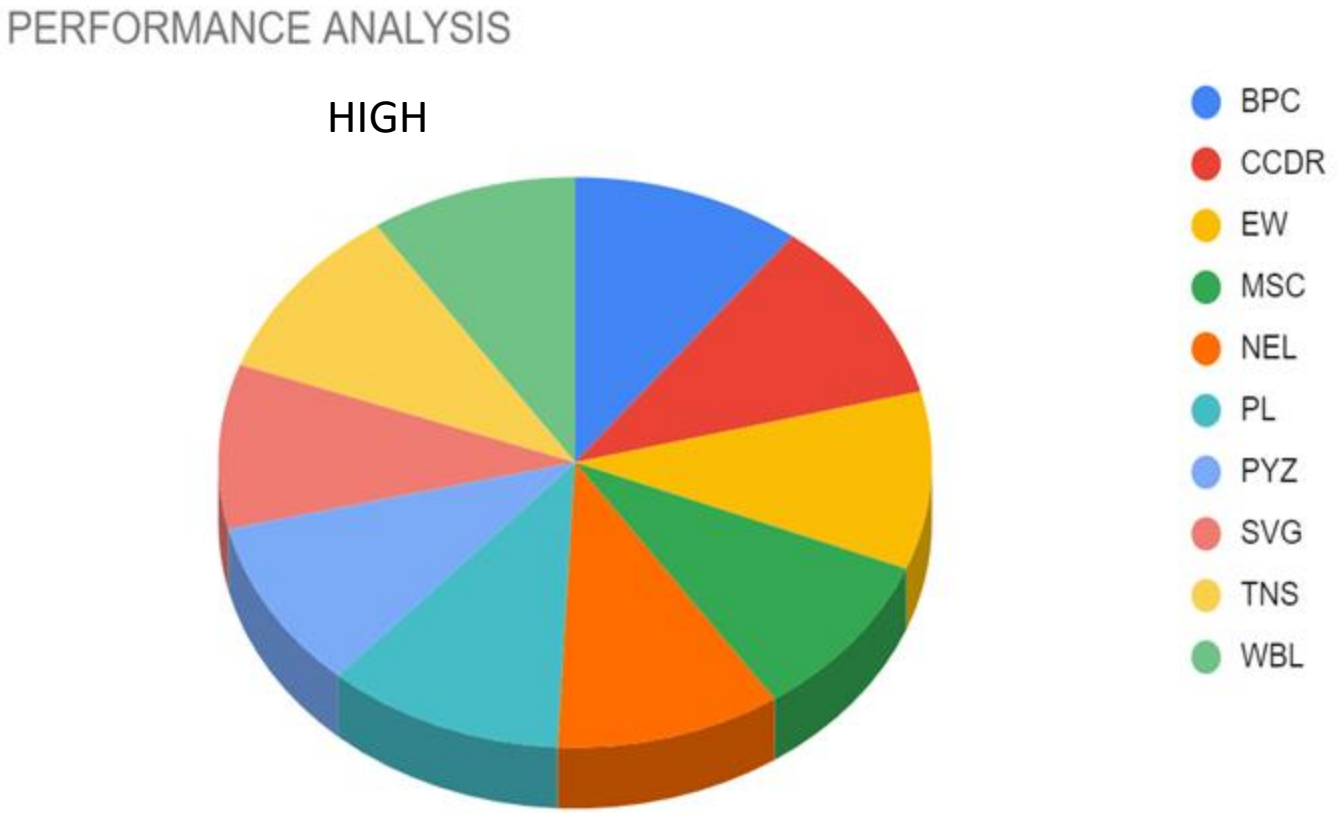
VISUALIZATION

1) GRAPH
2) PIE CHART

# RESULTS


Employee performance analysics
200
150
100
50
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
BusinessUnit
count of first name
Trend line for count of first name
HIGH
Trend line for HIGH
LOW
Trend line for LOW
MED
Trend line for MED
VERY HIGH
Trend line for VERY HIGH

# RESULTS


PERFORMANCE ANALYSIS
HIGH
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL

# conclusion

Excel provides powerful tools for analyzing employee performance by organizing data, applying filters, and using formulas to calculate key metrics. By leveraging features like pivot tables, charts, and conditional formatting, you can gain insights into productivity, identify strengths and areas for improvement, and make data-driven decisions to enhance overall performance."