

# 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

1. In this project , we are analyzing employee performance using excel to track the working skills of the employees in their job role.
2. We can motivate the employees whose performace level are low .
3. We can give rewards to employees whose performace level are high and very high to improve their current performance.
4. We can track the contribution made by the employees towards the growth and development of the business



# PROJECT OVERVIEW

1. In this project we are analyzing about the employees and their performance level using pivot table and graphs in excel
  - .
2. This project shows the level of performance of the employees from different type of business unit in the organisation
3. The level of performance are categorized into four level are :
  - 1) very high
  - 2) high
  - 3) med
  - 4) low



# WHO ARE THE END USERS?

- 1) Organisation
- 2) Employers
- 3) Managers
- 4) Employee



# OUR SOLUTION AND ITS VALUE PROPOSITION



## THE TECHNIQUES USED: ■

1. Conditional formatting : to highlight missing values
2. Filter : removing the missing exit date
3. Formula : for calculating employee performance
4. Pivot table: summarize the employee performance analysis
5. Graph chart and pie chart : Data Visualization



# Dataset Description

1. We took the employee dataset which is given for project . The dataset contains 26 features . But we used only 9 features in it
2. All the 9 features are the following:
  - emp id- num
  - first name- text
  - emp type- full time , part time, contract
  - performace level- high,low,med,very high
  - gender- women, men
  - business unit- text
  - emp rating- numeric
  - preformace scores- text
  - emp status- text



# THE "WOW" IN OUR SOLUTION



We used particular formula for finding the performance level of employee

The formula is :

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



# MODELLING

## DATA COLLECTION:

- 1)The data is taken from edunet foundation dash board.
- 2) the dataset contains the employee details
- 3) the dataset contains 26 features of the employees

## FEATURE COLLECTION:

- 1)We took 9 features out of the 26 features in the dataset
- 2) Those features are empid , first name, last name, business unit,emp type, emp status, gender, emp performance scores, emp ranking
- 3) These features are used in employee performace analysis for tracking the working skills of employees

## DATA CLEANING:

- 1) We found the missing values using the conditional formatting in the exit date by highlighting the blank values
- 2) We separated those missing blank values using the filtering method.

## PERFORMANCE LEVEL:

- 1) We found the performance level using the performance rating column.
- 2) we used a formula to find the performance level of employee. The formula is

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

## SUMMARY:

- 1) We used pivot table to summarize the employee performance.
- 2) We used graph and pie chart for data visualization which helps in better understanding for the people

# RESULTS



# BAR GRAPH



# conclusion

In the analysis, we found employee performance level from various business unit in the organisation . In that we found the performance of the PL unit is 13% which is highest performance and following by PYZ , SVG is 12% . The employees from these business unit are performing well than other units in the organisation.

We used the pivot table for summarizing the performance of each unit and found the best performing business unit. We used the bar graph and pie chart for data visualization which helped us in understanding well about the situation. The best performed business unit employees will get rewards and incentives to motivate them for working hard