

# Employee Data Analysis using Excel



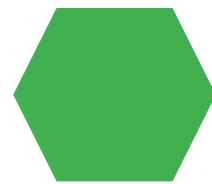
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**PROJECT TITLE**



# **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

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 details 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

5. EMPLOYEES





# OUR SOLUTION AND ITS VALUE PROPOSITION



- ☒ Conditional formatting – To compute missing values
- ☒ Filter – To remove the data
- ☒ Formula – To calculate performance level of employees
- ☒ Pivot table – For creating summary of the data
- ☒ Graph – For data visualization



# Dataset Description

**Dataset Name:** Employee Performance Analysis Data

**Description:** Contains performance metrics for employees, including Satisfaction scores, Performance ratings, and demographic details.

**Sources:** kaggle.com

**Variable/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

**Unit 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

## PERFORMANCE LEVEL

### FORMULA

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

INSIGHTS: Used to evaluate the scores 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 Filter out the missing values Correct Inconsistencies: Standardize entries for categorical variables (e.g., job titles, departments) and correct any data entry errors. **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

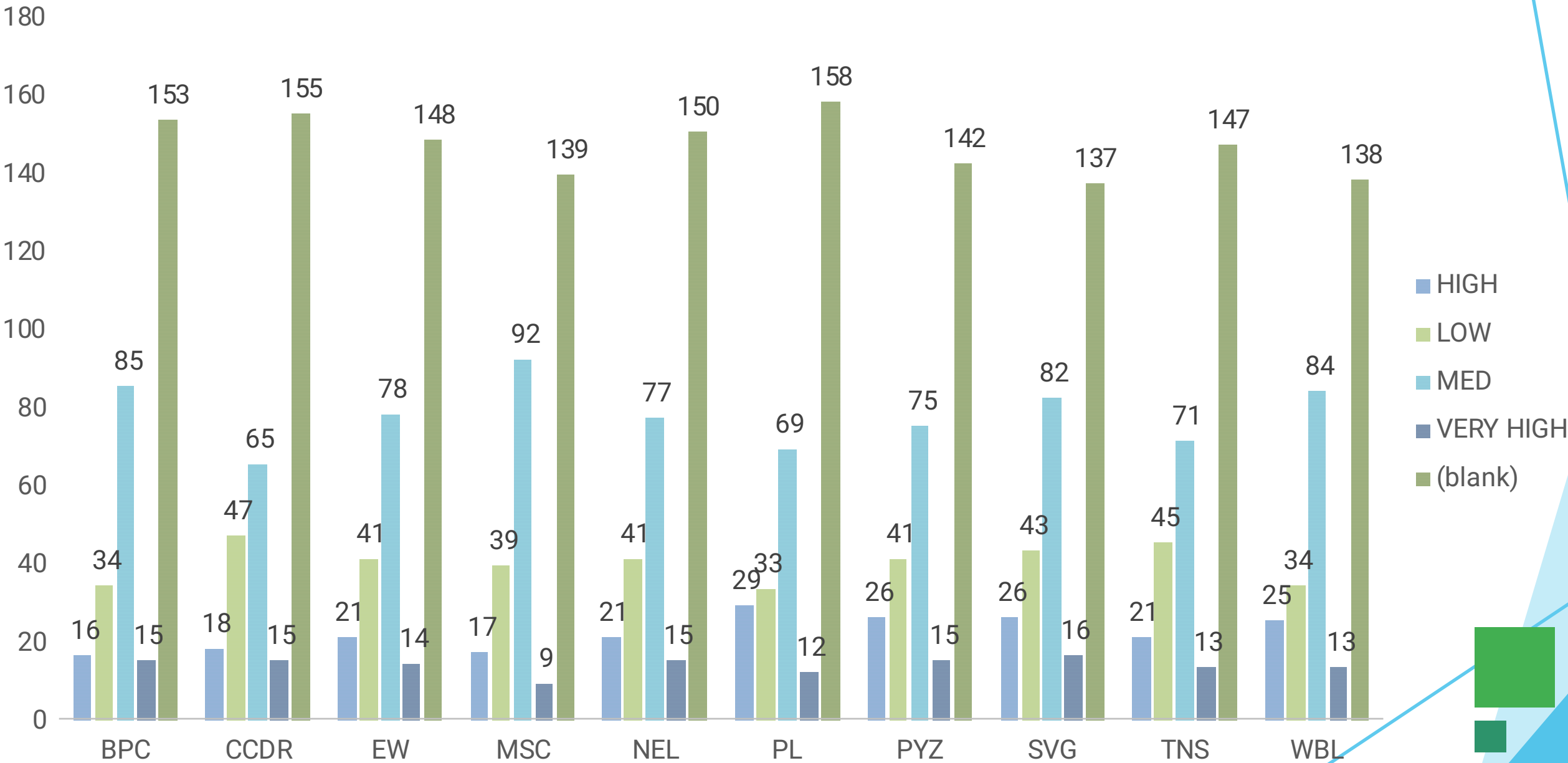
**SUMMARY:** Pivot Table: In the pivot table it should work in the new worksheet. Arrange the table by using the features as we considered like business unit considered as a rows because business is considered as one of the matrix for identifying the employees from various department. Remove the blank 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

## EMPLOYEE PERFORMANCE ANALYSIS



# 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 with company objectives. It is used as the basis for a salary increase, promotion or termination of an employee.