





Employee Data Analysis using Excel

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PROJECT TITLE



Employee Performance Analysis using Excel



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PROBLEM STATEMENT

- ✓ By analysing the employee data we can find out the employees performance level.
- ✓ By analysing the employee performance level we can able to know about the employee's performance in the company.
- ✓ By doing this analysis we can able to encourage and appreciate the employees as per the performance level.



PROJECT OVERVIEW

- ✓ Create a structured Excel model to systematically evaluate and track employee performance level.
- ✓ ***Enhance Performance Tracking.*** Implement a clear, standardized approach for monitoring employee performance level.



WHO ARE THE END USERS?

- ✓ **HR Professionals:** Detailed reports, dashboards, and performance analytics for managing and evaluating employee performance.
- ✓ **Managers and Team Leaders:** Tools for monitoring and interpreting performance metrics, feedback mechanisms, and visual data representations.
- ✓ **Employees:** Access to personal performance data for self-assessment and improvement.
- ✓ **Executives and Senior Management:** High-level summaries and trends for strategic planning and decision-making.
- ✓ **Training and Development Teams:** Insights into training needs and skill gaps.
- ✓ **IT Support Staff:** Documentation and support for maintaining the Excel model.



OUR SOLUTION AND ITS VALUE PROPOSITION



- ✓ Conditional formatting - Is used to automatically apply formatting such as color or font changes to cells based on specific criteria or conditions.
- ✓ Filtering- Allows you to display only the rows that meet specified criteria, hiding the rest of the data for focused analysis.
- ✓ Formula - Performs calculations, manipulations, or logical operations on data to produce a result, such as summing values or finding averages.
- ✓ Pivot Table - Summarizes, analyzes, and presents large datasets by dynamically organizing and aggregating data into a flexible table format.



Dataset Description

- Dataset name: Employee_data
- Columns: 26
- Rows:3000

The dataset contain the details of the employee who are working in the company. This dataset contain details like name, gender, designation, Business units, performance rating, performance level, etc.,.Using this dataset we have analysis the performance level of the employees.



THE "WOW" IN OUR SOLUTION

Formula:

=IFS(Z2>=5,"VERYHIGH",Z2>=4,"HIGH",Z2>=3,"MED",TRUE,"LOW")

By using this formula I can find out the performance level of the employees. Z denotes the column of 'Z' and 2 denotes the row ,it will goes up to 3001.



MODELLIN

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1. Data Collection:

Organized Data Entry: Excel allows for structured data collection through rows and columns, making it easy to input, manage, and sort large datasets.

Data Validation: You can use Excel's data validation features to ensure that only accurate and consistent data is entered, reducing errors during data collection.

2. Feature Collection:

Data Analysis Toolpak: Excel offers a built-in Data Analysis Toolpak that provides various statistical analysis tools such as descriptive statistics, regression analysis, and histograms, making it easier to perform complex analyses.

PivotTables: PivotTables in Excel allow you to quickly summarize, analyze, explore, and present large data sets, enabling you to extract meaningful insights by rearranging and aggregating data efficiently.



3. Performance level

Conditional Formatting: Use conditional formatting to highlight cells based on performance criteria (e.g., yellow for very high performance, red for low). This visual cue helps quickly assess performance at a glance.

4. Summary

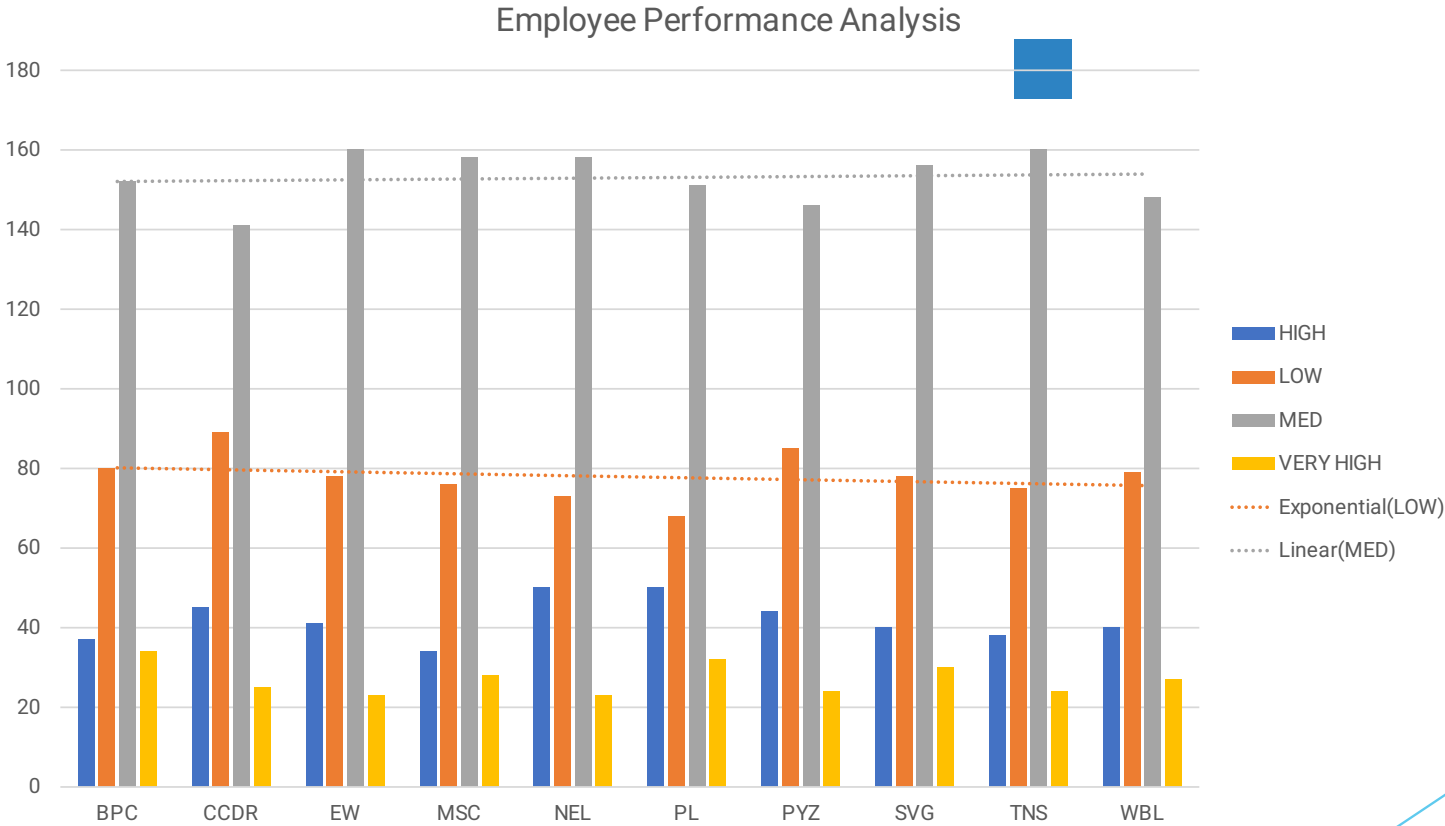
Data Visualization: Excel allows you to create various types of charts (bar, line, pie, etc.) to visualize data effectively.

Trend Analysis: Graphs in Excel help in identifying trends, patterns, and outliers quickly, aiding in data-driven decision-making.



RESULT

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conclusion

- ✓ The employee data analysis reveals key insights into workforce demographics, performance trends, and areas for improvement.
- ✓ By addressing identified gaps and leveraging strengths, the organization can enhance productivity, employee satisfaction, and overall business outcomes.



THANK YOU



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