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

The objective is to create a pivot table that categorizes employees by gender and evaluates their current performance ratings. This analysis will help the organization visualize the distribution of performance ratings across different genders, revealing any patterns or discrepancies in employee performance. The insights obtained will aid in shaping strategic HR decisions and reinforce initiatives aimed at ensuring fairness and equity in performance assessments throughout the organization.

PROJECT OVERVIEW

Data analytics involves examining, cleaning, transforming, and modeling data to extract valuable insights, form conclusions, and facilitate decision-making. By utilizing various techniques, tools, and algorithms, this process helps interpret raw data to uncover patterns, trends, and correlations that can inform business strategies, improve operational efficiency, and drive innovation. In essence, data analytics transforms raw data into actionable insights, empowering organizations to make more informed, timely, and strategic choices.

WHO ARE THE END USERS?

- Supervisors and Project Leaders
- Human Resources (HR) Division
- Senior Management
- Accounting and Finance Division
- Information Technology and Data Analysis Teams
- Regulatory and Legal Affairs Team

OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional Formatting: Handling Missing Data
- Filtering: Eliminate Empty Cells
- Pivot Table: Aggregate Employee Data Analysis
- Chart: Visualization of Employee Data Insights

Dataset Description

Employee ID: A unique identifier assigned to each employee within the organization.
First Name: The employee's given name.
Last Name: The employee's surname or family name. Start Date: The date the employee began their role in the organization.
Exit Date: The date the employee left the organization, if applicable.
Title: The employee's position or role within the company. Supervisor: The name of the employee's direct manager.
Email: The official email address for communication with the employee.
Business Unit: The department or business unit to which the employee is assigned.
Employee Status: The current employment status (e.g., Active, On Leave, Terminated).
Employee Type: The employee's work classification (e.g., Full-time, Part-time, Contract). Pay Zone: The compensation band or salary range for the employee.
Employee classification type: The category of employment classification assigned to the employee (e.g., Exempt, Non-exempt).
state The state or region where the employee is stationed or resides.

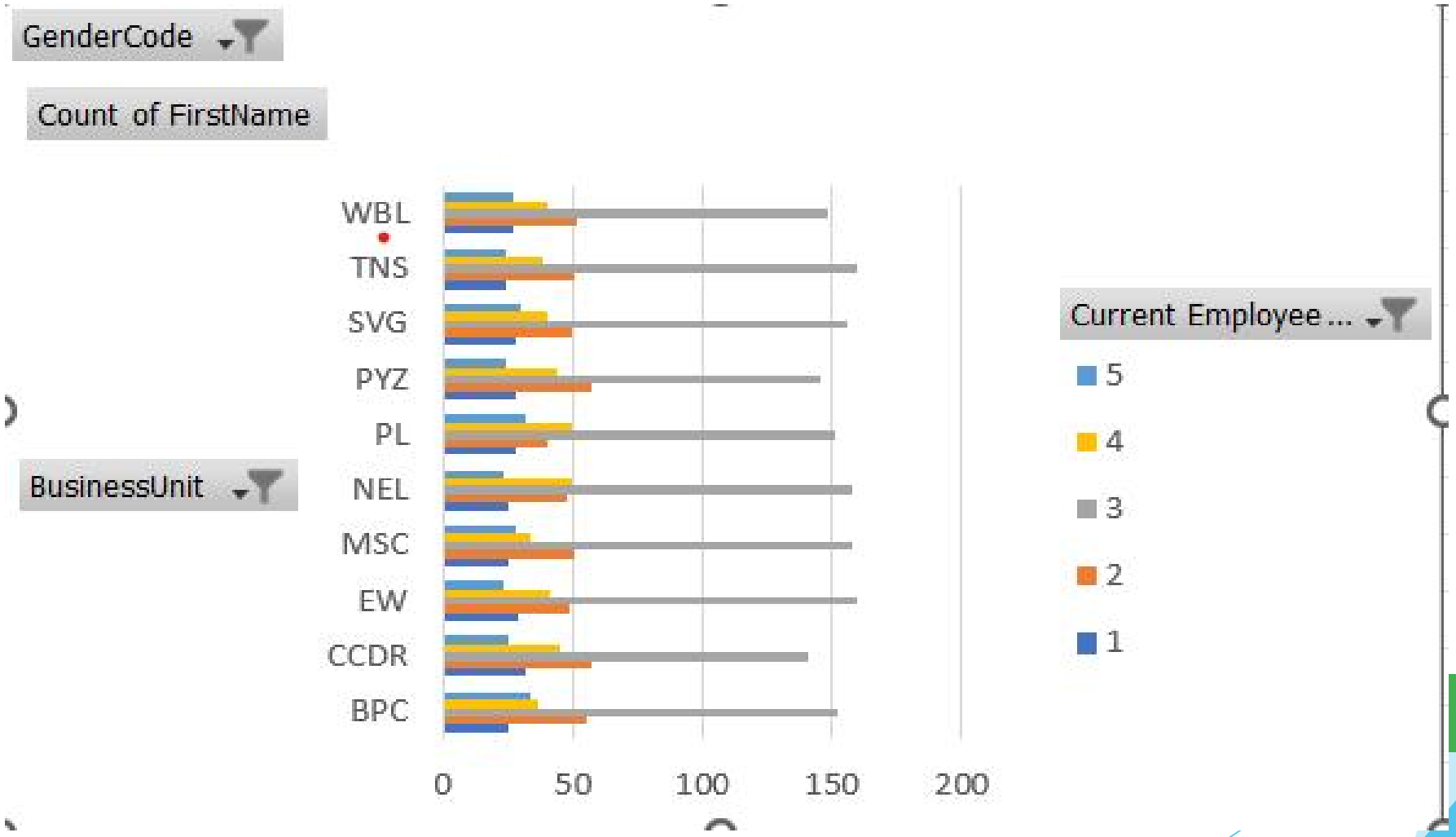
THE "WOW" IN OUR SOLUTION

1. **interactive Data Filtering:**
   - **Dynamic Filtering:** Instant updates as you adjust filters.
2. **Multiple Slicers for Comparative Analysis:**
   - **Side-by-Side Comparison:** Easily compare different datasets simultaneously.
3. **Accessibility and Ease of Use:**
   - **User-Friendly Interface:** Intuitive and easy-to-navigate design for all users.

MODELLING

Data Collection: The dataset was sourced from Kaggle.
Feature Selection: Out of the 26 available features in the dataset, I selected 4 to focus on for my project.
Data Cleaning: In this stage, I handled missing values and eliminated any incomplete or blank entries.
Summary: For analysis, I used pivot tables to examine employee data and utilized the slicer tool to categorize employees by their employment type (Contract, Full-time, Part-time).
Visualization: I generated a pie chart to visually present the results of the employee data analysis.

RESULTS


GenderCode
Count of FirstName
BusinessUnit
WBL
TNS
SVG
PYZ
PL
NEL
MSC
EW
CCDR
BPC
0
50
100
150
200
Current Employee ...
5
4
3
2
1

conclusion

This project successfully analyzed the Employee dataset, providing valuable insights into how performance is distributed and assessed across various factors such as gender, department, and job level.

Through the use of Excel's advanced tools, including pivot tables, slicers, and conditional formatting, raw data was converted into meaningful summaries. This method uncovered trends and disparities that might have otherwise gone unnoticed.