Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

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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

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PROBLEM STATEMENT

- Employee performance analysis is made to identify the performance level of an employee in each department.
- It helps to track the activities and growth of the employees in wholly by department wise.
- And it helps to grant remuneration or appreciation for the respected one.

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PROJECT OVERVIEW

- Analyzing the performance of the employees by cosnidering the various factors like rating, performance level, gender, zone, type etc.
- In order to identify the trend and performance on different category in a company or in an organisation.
- And it helps to identify which sector's performance is high , better and low.

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WHO ARE THE END USERS?

- Companies like IT sectors
- Industries
- Banks
- Marketing field

It helps to analyze the current status of their companies or organisation by hierarchical members

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OUR SOLUTION AND ITS VALUE PROPOSITION

- ✔ Conditional Formating
- ✔ Filtering
- ✔ Formula used to identify performance level.
- ✔ Pivotal table for summarizing.
- ✔ Graph- for data visualization (in units).
- ✔ Bar diagram- to figure out the overall performance percentage of the each department.

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Dataset Description

- Employee data downloaded from edunet dashboard.
- Features:

  Totally 26 features were available. In that 11 features were considered.
- Employee ID – in numbers
- Names – I text
- Employee type
- Performance level
- Gender- male, female.
- Employee rating

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THE "WOW" IN OUR SOLUTION

To identify the performance level.
=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

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MODELLING

Data Collection
- Downloaded the data from edunet student's dashboard.

Feature Collection
- Highlighted data which is required using the fill option.

Data Cleaning:
- Identified the missing values using conditional formatting.
- Removed / Filtered the missing data using filter-filter by colour.

Performance level:
- Performance Analysis is based on Department type is filtered by gender(Male employees)

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Summary:

- Pivot table is created to summaries the data.
- Row labels- it is considered as department type.
- Column labels- describe the performance level.
- Filter – By gender where I perfered the male employees in this data.
- Values – To make a count used first name for count of employees in each field.

Visualization:

- Used the graph chart to analyze the employees (in units) in the department type category.
- Used the Bar diagram to analyze the employees overall percentage in the department type category.

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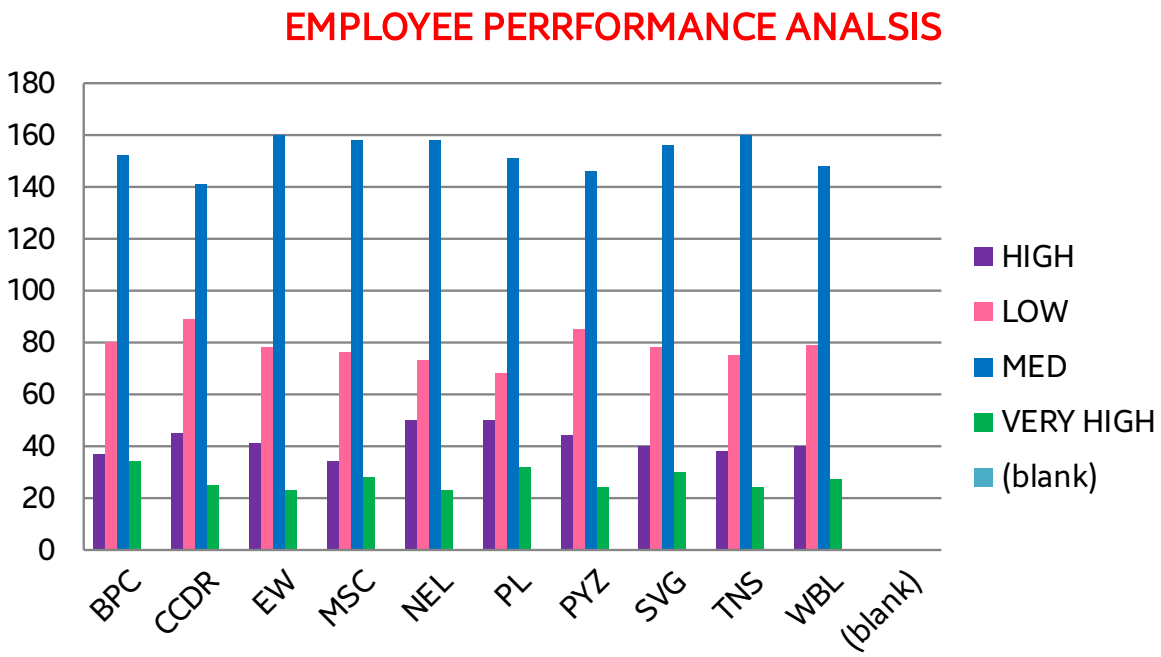
RESULTS



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conclusion

Therefore the majority of employees fall into the ‘MED’ performance category. The ‘HIGH’ category has the second highest count.

Without additional context (such as department codes or employees IDs), it’s challenging to identify specific trends. Further analysis would require understanding the departmental distribution of these performance levels.

The organization seems to have a balanced distribution across performance levels. The data could be used for workforce productivity analysis or identifying areas for improvement.

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