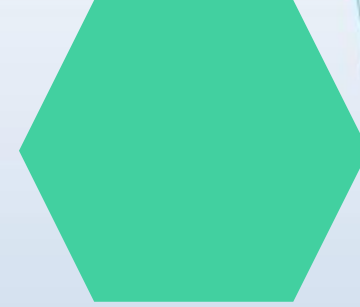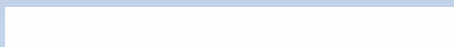# Employee Data Analysis using Excel

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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

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PROBLEM STATEMENT

To analyse and optimize the performance of the employees by evaluating the key matters such as emp id,employee status, employee level, performance level etc... The analysis aims to identify the employees with greater efficiencies .

PROJECT OVERVIEW

- The prime objective is to create an employee analysis using excel with the help of various functions such as conditional formatting, pivot table creation, chart etc...

WHO ARE THE END USERS?

- ❖ EMPLOYERS
- ❖ EMPLOYEES
- ❖ ORGANISATION

OUR SOLUTION AND ITS VALUE PROPOSITION

- **FILTERING:** To find the missing data.
- **CHART:** To get an graphical representation.
- **PIVOT TABLE:** To summarize the data.
- **CONDITIONAL TECHNIQUE:** Used to identify the missing data.

Dataset Description

EMPLOYEE DATA SET: Kaggle

TOTAL: 26 features

USED: 9 features

- ❖ Employee id
- ❖ Name
- ❖ Gender
- ❖ Department
- ❖ Salary
- ❖ Start date
- ❖ TE
- ❖ Employee type
- ❖ Work Location

THE "WOW" IN OUR SOLUTION

Formula:

" = IFS(Z2>=5,"VERY

HIGH",Z2>=4,"HIGH",Z2>=3,"MEDIUM","TRUE","LO W") "

This formula is used to find the performance level of the employees which is derived as "medium,low and high".And this performance level is used to get an graphical representation of the employees performance.

MODELLING

Data Collection*

- *Employee Information*: Name, ID, Department, Role, Date of Joining, etc.

- *Performance Metrics*: KPIs (Key Performance Indicators) relevant to the role.

- **For example:**
  - ➢ Sales targets vs. actual sales
  - ➢ Project completion rates
  - ➢ Customer satisfaction scores
  - ➢ Attendance records
  - ➢ Training and development participation

- ***Time Period*:** Define the period over which the performance is being assessed (e.g., monthly, quarterly, yearly).
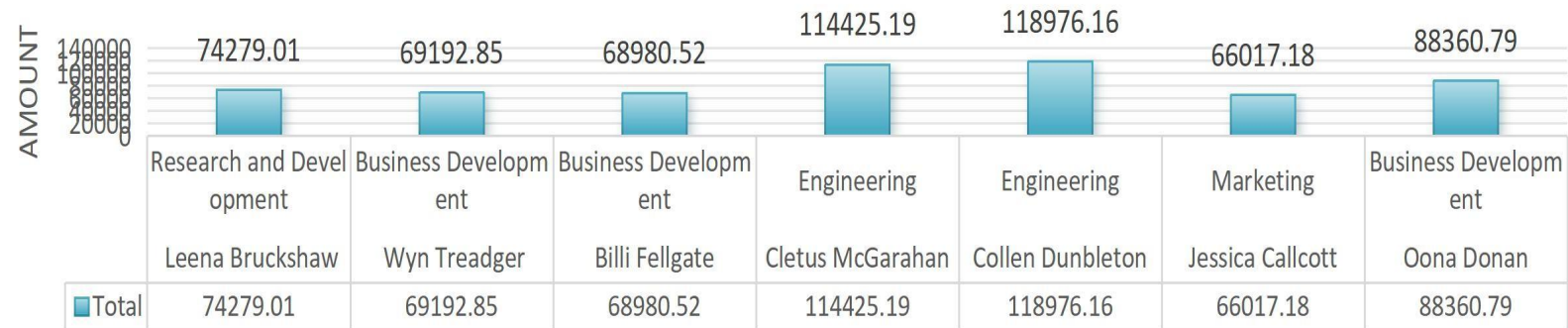
Data Entry in Excel:

- Create a sheet where you input all the raw data.
- Each row should represent an employee, and columns should represent the different metrics being measured.

RESULTS

Name	Department	Sum of Salary
Leena Bruckshaw		**74279.01**
	Research and Development	74279.01
Wyn Treadger		**69192.85**
	Business Development	69192.85
Billi Fellgate		**68980.52**
	Business Development	68980.52
Cletus McGarahan		**114425.19**
	Engineering	114425.19
Collen Dunbleton		**118976.16**
	Engineering	118976.16
Jessica Callcott		**66017.18**
	Marketing	66017.18
Oona Donan		**88360.79**
	Business Development	88360.79
Grand Total		**600231.7**

Total

| | Research and Development | Business Development | Business Development | Engineering | Engineering | Marketing | Business Development |
	Leena Bruckshaw	Wyn Treadger	Billi Fellgate	Cletus McGarahan	Collen Dunbleton	Jessica Callcott	Oona Donan
■ Total	74279.01	69192.85	68980.52	114425.19	118976.16	66017.18	88360.79

Conclusion

Conducting an employee performance analysis using excel provides a and efficient way to evaluate individual and team performance within an organization. Excel's capabilities allow for the organization, calculation, and visualization of performance data, making it easier to identify trends, strengths, and areas needing improvement. By using various excel functions, charts, and pivot tables, managers can gain actionable insights that inform decision-making processes, foster employee development, and ultimately enhance overall productivity. Regular updates and reviews of the performance data ensure continuous monitoring and alignment with organizational goals.