Employee Data Analysis using Excel

STUDENT NAME: RESHMA R

REGISTER NO: 312209344

NAAN MUDHALVAN ID : BCFE8348307BB1080E54D90E44C72254
                    (asunm1353312209344)

DEPARTMENT: B.COM (GENERAL)

COLLEGE: ANNA ADARSH COLLEGE FOR WOMEN-CHENNAI

PROJECT TITLE
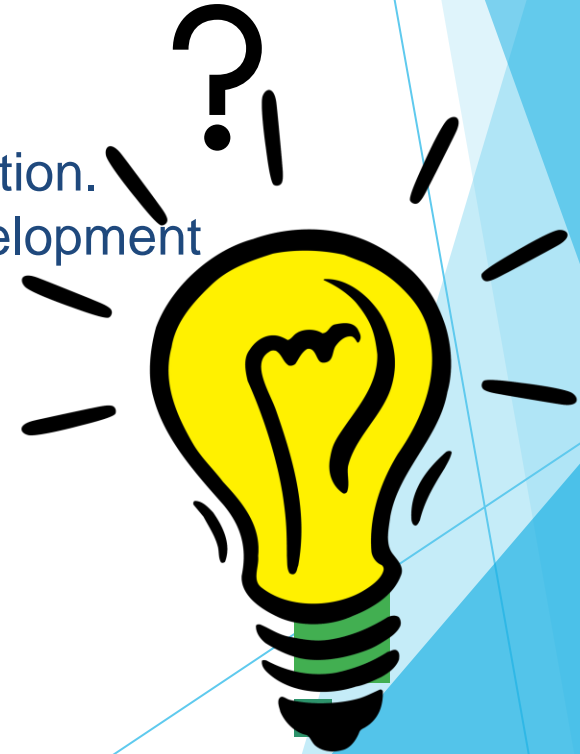
Employee Performance Analysis using Excel

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

Employee performance analysis is important for an organization because it helps identify strengths and areas for
improvement, enhancing overall productivity and efficiency.
It ensures that employees are aligned with organizational goals,
 leading to better decision-making, targeted training, and fair recognition.
Additionally, it fosters a culture of accountability and continuous development within the organization.

PROJECT OVERVIEW

In this project, employee performance data analysis using Excel has been done to identify trends and patterns among different categories of employees—namely high, medium, and low performers. The analysis involved assessing performance scores and ratings to understand how employees are distributed across these categories and to uncover factors influencing their performance levels. By visualizing the data and exploring key metrics, the project aimed to provide insights that could help in designing targeted interventions for improving employee productivity and optimizing resource allocation within the organization.

WHO ARE THE END USERS?

1.Human Resources (HR) Managers

2.Team Leaders and Supervisors

3.Senior Management and Executives

4.Learning and Development (L&D) Specialists

5.Performance Analysts and Data Analysts

6.Individual employees.

7.Organizations.

Etc.,
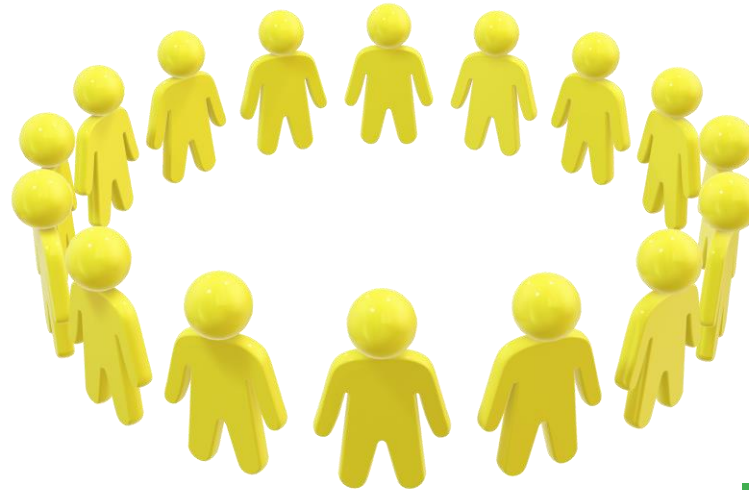
OUR SOLUTION AND ITS VALUE PROPOSITION
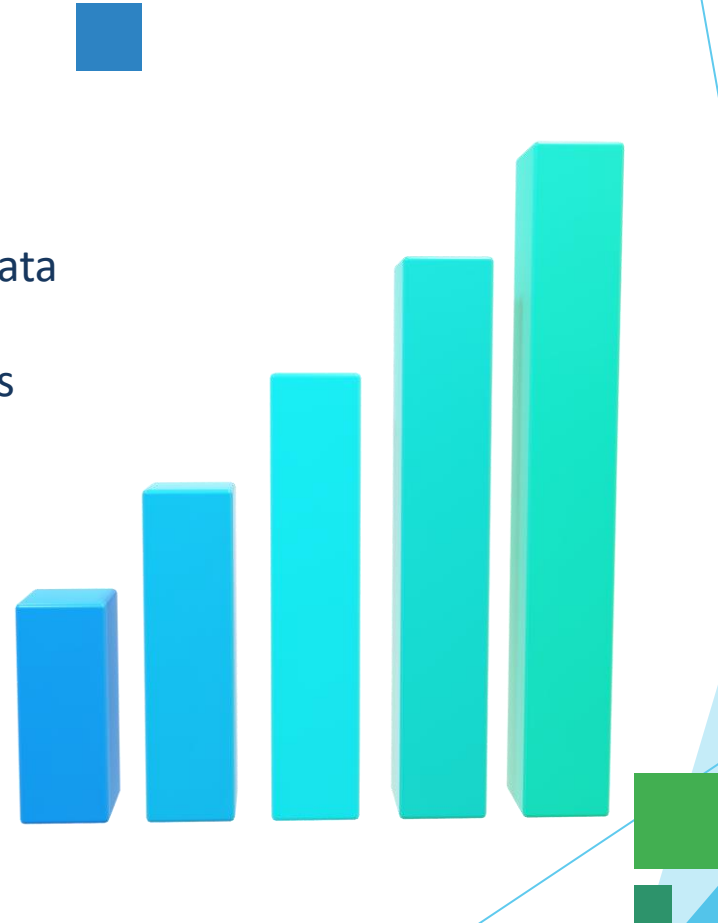
Conditional formatting

Filter – to remove missing data

Formula – to find employees performance level

Table inserted

Pivot table - summary

Graph - visualization

Dataset Description

Employee Data set has been taken from : Kaggle
It had 26 Features from which we used only 10 features such as;
 Employee ID – numerical data
 First name& Last name – text
 business unit – categorical
 employee type – categorical
 employee classification type – categorical
department type – categorical
 gender – categorical
 employee rating – numerical
 performance level – text
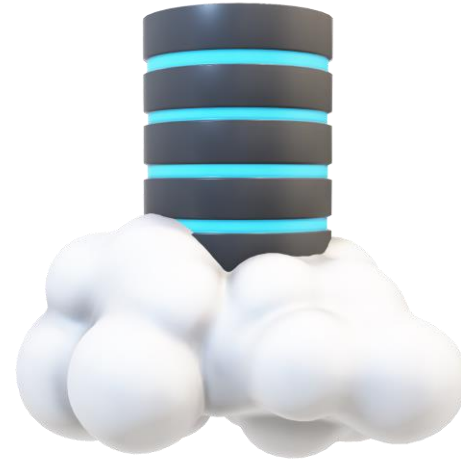
THE "WOW" IN OUR SOLUTION

• Formula used to convert numerical value to text categories - =IFS(O2>=5,"very high",O2>=4, "high", O2>=3, "Med", TRUE, "LOW")

Added slicer to view department wise employee performance

MODELLING

Data collection :
1. Employee data collected from Kaggle.

Feature collection:
1. Identified the necessary data that is useful to do performance analysis.

Data cleaning:
1. Identified missing values using data bar / conditional formatting.
2. Filtered the missing values

Performance level:
1. Converted employee rating to performance level by using formula

Summary:
1. Inserted pivot table
2. Inserted Business units in Row, Performance level in column, count of name in values, gender as filter.
3. Also added slicer to view Department wise performance of employees.

Data Visualization:

1.With the inserted pivot table values , created visualization with bar chart

2. Slicer to view department wise employee performance .

3. With created visualization the insights extracted was made easy to understand easily by anyone.
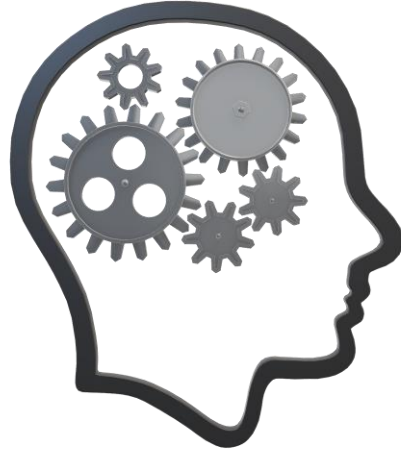
RESULTS
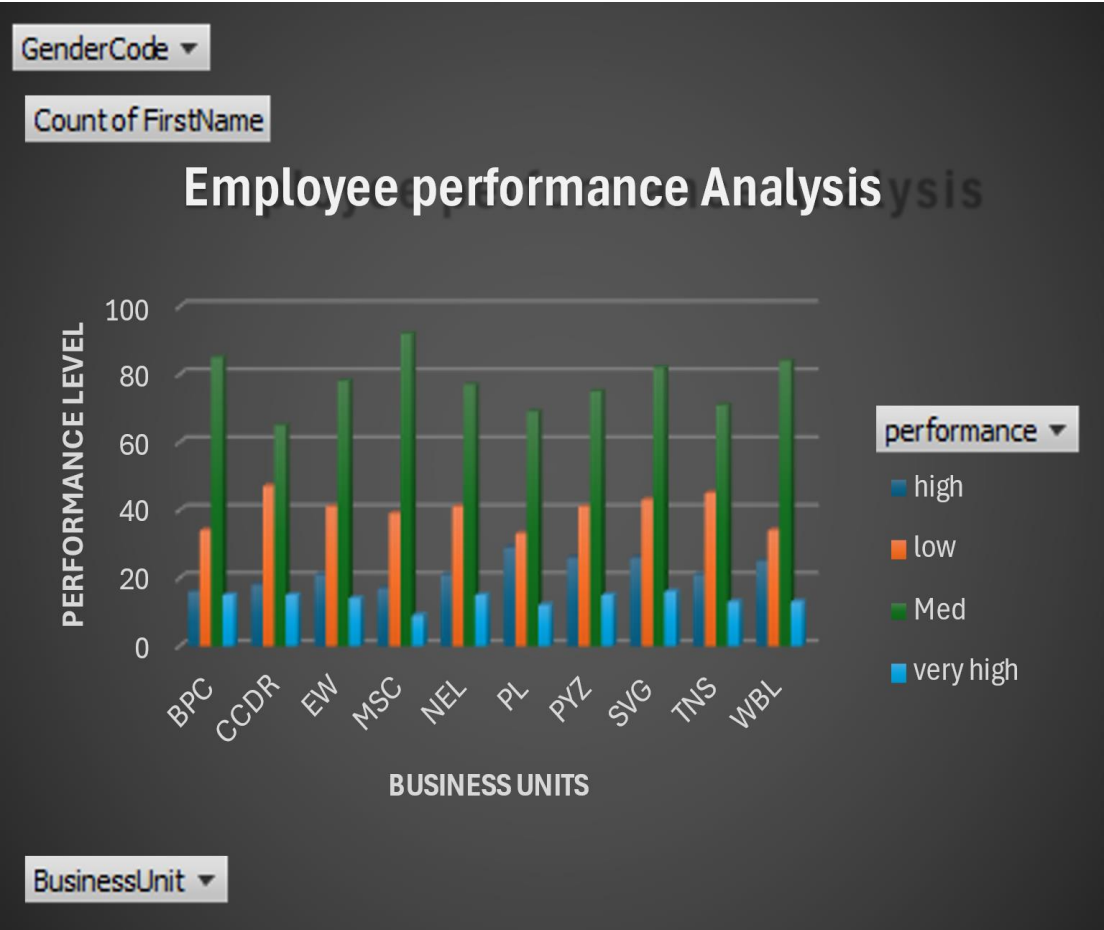
SLICER USED

Slicer 2

conclusion

The employee performance data analysis, which involved comprehensive data collection from Kaggle and meticulous data cleaning and transformation, provided valuable insights into the performance distribution across different business units. The visualization indicates that the majority of employees fall into the "Medium" performance category. This that suggests while many employees are meeting expectations, there is significant room for improvement to elevate their performance to higher levels.

The lower proportion of employees in the "High" and "Very High" performance categories indicates a potential gap in maximizing employee capabilities and achieving peak productivity. This could be due to various factors, such as lack of training, inadequate resources, insufficient motivation, or other organizational challenges.

To address this, the organization may benefit from implementing targeted development programs, such as advanced training workshops, mentorship opportunities, and performance incentive plans, to nurture talent and encourage a culture of excellence. Additionally, providing regular feedback and recognizing high performers can boost morale and inspire others to enhance their performance.

By focusing on these areas, the organization can not only improve individual employee outcomes but also achieve greater overall efficiency and success. A strategic approach to employee development and performance management will be key in transforming medium-level performers into high achievers, ultimately driving the organization toward its goals.