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

To analyze employee data in Excel, you typically need a dataset containing various attributes of employees, such as names, age, department, salary, hire date, performance ratings, and other relevant data points. Once you have the data, you can use various Excel functions, formulas, and tools to perform a comprehensive analysis.

PROJECT OVERVIEW

•This project focuses on analyzing employee data using Excel to uncover insights that support strategic HR and management decisions. By leveraging Excel's tools and functions, the project aims to enhance understanding of workforce demographics, salary structures, performance levels, and retention trends.

WHO ARE THE END USERS?

- Employees
- Employers
- Organization

OUR SOLUTION AND ITS VALUE PROPOSITION

- FILTERING: to find the missing data
- CHART: to get a graphical representation
- PIVOT TABLE: to summarise the data
- CONDITIONAL TECHNIQUE: Used to find the missing data

Dataset Description

EMPLOYEE DATASET : KAGGLE
TOTAL: 26 features
USED: 12 features

- Employee ID
- First name
- Start date
- Title
- Supervisor
- AD email
- Business unit
- Employee Type
- Termination type
- Department Type
- Current Employee rate
- Performance level

THE "WOW" IN OUR SOLUTION

FORMULA:

=IFS(Z11>=5, "VERY HIGH", Z11>=4, "HIGH" , Z11>3, "MED" ,TRUE, "LOW")

This formula is used to find the performance levelof the employees which can be derived as medium, low and high

CONDITIONALFORMATTING:

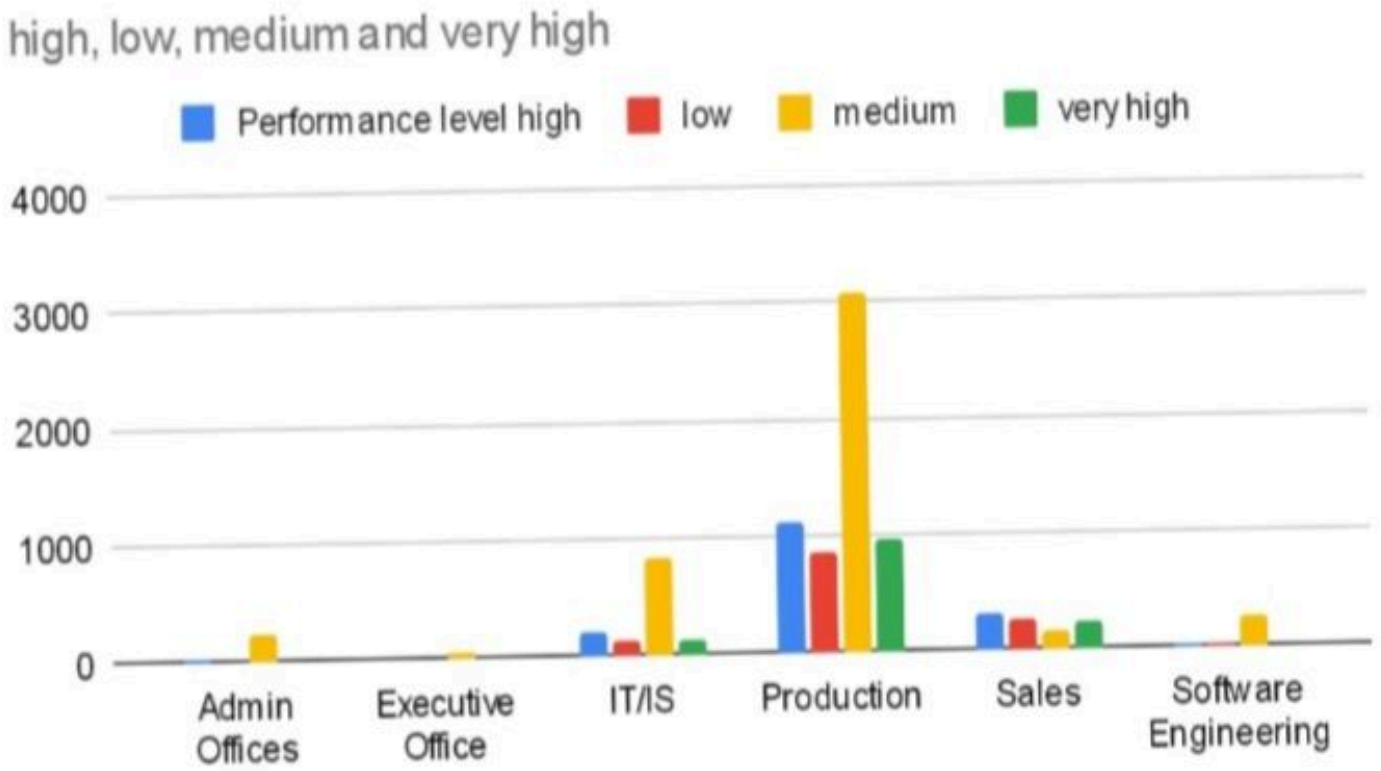
It is used to identify, highlight and remove the missing data in the cell

MODELLING

- DATA SCREENING:downloaded an employee dataset from kaggle and saved the dataset in a folder then inserted it in excel
- DATA CLEANING:Using conditional formatting from home identified and removed the missing data and selected 13 datas
- DATA FORMULATING:Using IFS condition created an column of performance level using the given data
- PIVOT TABLE CREATION:Select pivot table from insert, now select the required data. A pivot table is created
- GRAPHICAL REPRESENTATION:After creating select the pivot table and go to insert icon and select recommendation chart and an visual representation is created

RESULTS

Sum of Currer	Performance le				
DepartmentTyp	high	low	medium	very high	Grand Total
Admin Offices	12	3	222	5	**242**
Executive Office		10	57		**67**
IT/IS	196	129	822	130	**1277**
Production	1112	863	3084	965	**6024**
Sales	320	259	144	240	**963**
Software Engir	36	27	261	10	**334**
Grand Total	**1676**	**1291**	**4590**	**1350**	**8907**


high, low, medium and very high
Performance level high
low
medium
very high
4000
3000
2000
1000
0
Admin Offices
Executive Office
IT/IS
Production
Sales
Software Engineering

conclusion

The employee data analysis conducted using Excel provided valuable insights into the organization's workforce demographics, compensation patterns, performance levels, and retention trends. By leveraging Excel's powerful data analysis tools, including functions, Pivot Tables, and visualizations, we identified key trends and patterns that can inform strategic decision-making.