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 organization faces challenges in identifying factors that drive employee performance and productivity. This analysis aims to uncover key performance indicators (KPIs) by examining data such as attendance, task completion, and feedback scores. Insights gained will guide strategies to improve employee efficiency and overall organizational outcomes.

PROJECT OVERVIEW

•This project focuses on analyzing employee performance using key data points such as attendance, task completion rates, and feedback scores. By identifying trends and correlations, the analysis aims to provide actionable insights that can help improve employee efficiency and productivity. The findings will support the development of strategies to optimize workforce performance, ultimately enhancing organizational outcomes.

WHO ARE THE END USERS?

1.HR Managers: For data-driven performance management and training.

2.Team Leaders: To support team improvement and productivity.

3.Executives: For strategic workforce and productivity decisions.

4.Employees: To understand personal performance and areas for growth.

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting- for missing cells

Filter- to remove missing cells

Formula- to performance level

Pivot Table- for Summary

Graph- Data Visualization

Dataset Description

Downloaded from:

Employee data set from Edunet dashboard.(26 Features)

Used 9 Features:

- Emp ID- Numerical values
- Employees-
  - First Name
  - Last Name
- Employee type
- Business Unit
- Performance level
- Gender-Male, Female
- Employee Rating- Numerical values

THE "WOW" IN OUR SOLUTION

- **Calculation of Performance Level:**

=IFS(Z8=>5,”VERY HIGH”,Z8=>4,”HIGH”,
Z8=>3,”MED”,TRUE,”LOW”)

MODELLING

Data Collected:

From EDUNET Dashboard

Feature Collection:

1) Emp ID- Numerical values
2) Employees-
   First Name
   Last Name
3) Employee type
4) Business Unit
5) Performance level
6) Gender-Male, Female
7) Employee Rating- Numerical values

Data Cleaning:

1) Identified Missing Values
2) Filtered Missing Values

Performance Level:

1) calculated for Column' Z'

Summary:

1) Pivot Table:

Features used-

Drag Business Unit to Row

Drag Performance level to Column

Drag First Name to Values

Drag Gender Code to filters

Remove Blanks

Visualization:

1) Preparing Graph-

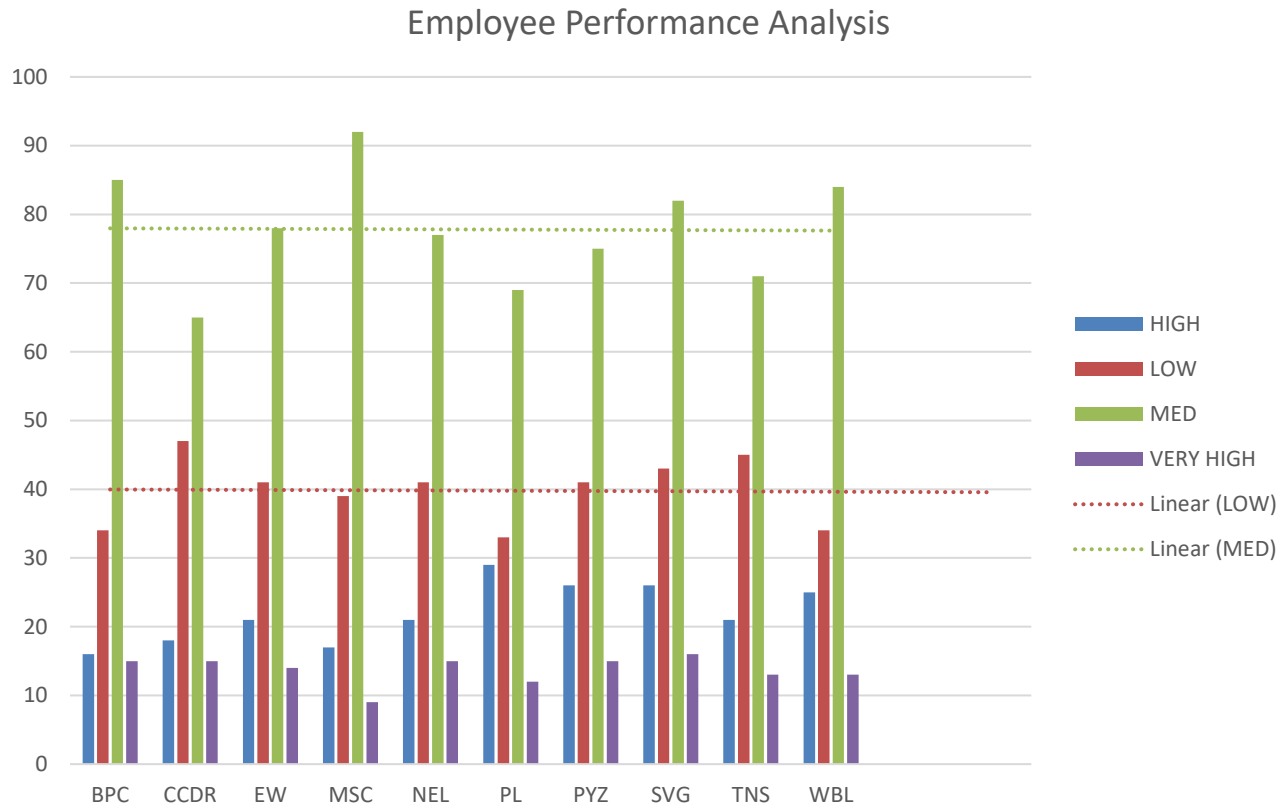
Go to insert-graph

Add Chart title

Add Trendline-

to the Medium and the lowest

RESULTS


Employee Performance Analysis
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
Linear (LOW)
Linear (MED)

conclusion

Through Excel-based analysis of employee performance data, key trends and metrics were identified, enabling better decision-making. This analysis provides actionable insights to improve productivity, helping HR, managers, and employees optimize performance and contribute more effectively to organizational goals.