

# Employee Data Analysis using Excel

1

STUDENT NAME: Rexcy J

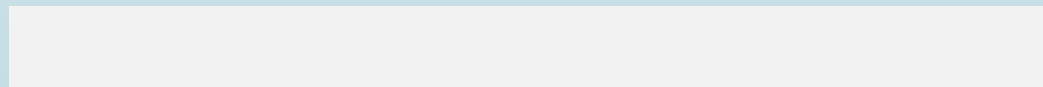
REGISTER NO: 312203855 / B1B3543966DCF43B1A047CBBBD2900AE5

DEPARTMENT: DEPARTMENT OF COMMERCE

COLLEGE: HINDUSTAN COLLEGE OF ARTS & SCIENCE



# Employee Performance Analysis using Excel



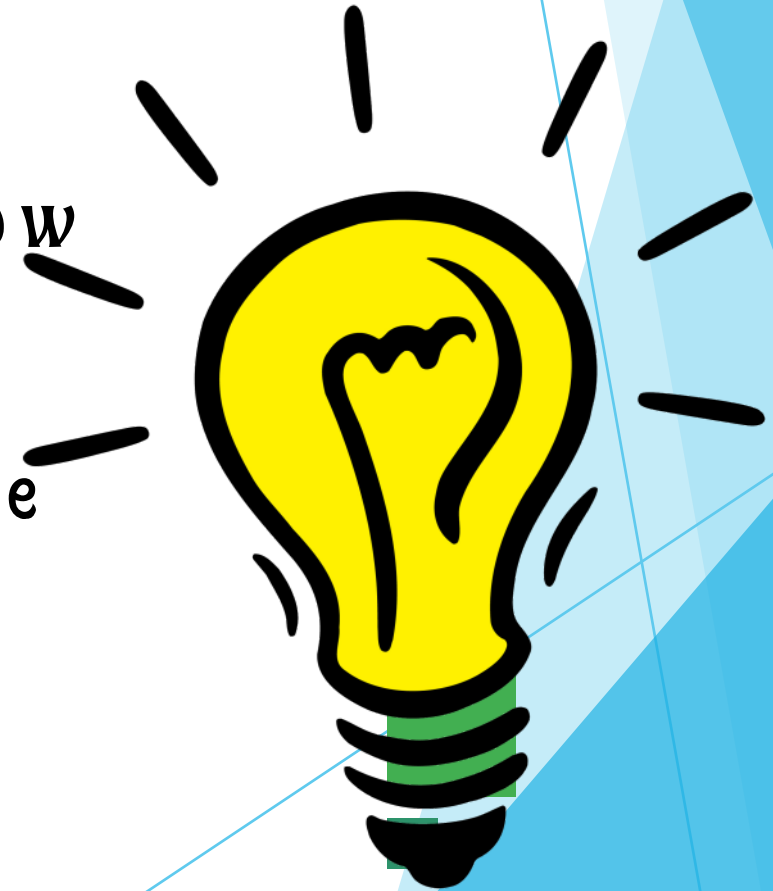
# AGENDA

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

- This PowerPoint is about the performance analysis of the employees in a company during a particular period.
- The performance analysis is use to know about the work of an employee.
- By doing this we can easily identify the best employees of the company.



# PROJECT OVERVIEW

- Employee performance analysis is the process of evaluating how well employees perform their job duties and responsibilities. This involves assessing various aspects of their work, including productivity, quality, and efficiency, as well as their contribution to organizational goals.
- In this project the performance is analyzed by using the employee's gender, business unit, performance category, first name, last name, date of birth, performance rating and with 20 more columns.





# WHO ARE THE END USERS?

The end users of the employee performance analysis are:

- Employee
- Employer
- Manager
- Supervisors
- HR
- Executives
- Senior leadership
- Financial analyst
- Training and development teams



# OUR SOLUTION AND ITS VALUE PROPOSITION



## USED FORMULAS AND TECHNIQUES:

- Conditional formatting to find the blank cells.
- Filter option to eliminate the blank cells in the columns.
- IFS formula to convert the performance rating to text.
- Pivot table to make a summary about the project.
- Chart visualization for easy understanding of the analysis.

# Dataset Description

## DETAILS OF THE DATASET:

- Downloaded the dataset from the Edunet student dashboard.
- It contains totally 26 features.
- In this project I have selected 9 features to analyse the performance.
- Employee ID and the current employee rating are in numerical values.
- I have added one more feature called performance category to convert the rating into text by formula.



# THE "WOW" IN OUR SOLUTION

- The main thing of the project is converting the rating into text by using IFS formula:
  - `=IFS(Z8>=5,"EXCELLENT",Z8>=4,"VERY GOOD",Z8>=3,"GOOD",TRUE,"LOW")`

- The second part is about the Pivot table used in the excel to easily identify the performance based on the employee work type:



EmployeeType
Contract
Full-Time
Part-Time

# MODELLING

## ☐ Data collection:

The employee dataset is collected from the Edunet dashboard.

## ☐ Features collection:

Then, the features for the project is selected from the dataset.

## ☐ Conversion:

Then, the rating is converted into text by using formula.

## ☐ Creation of Pivot table:

Then, created a pivot table using the insert tool.

### ► Where,

1. The business unit is used in the rows.
2. The gender code is used as filter.
3. The performance category is used as the values.
4. The employee classification type is used in columns.

## ☐ Creation of chart:

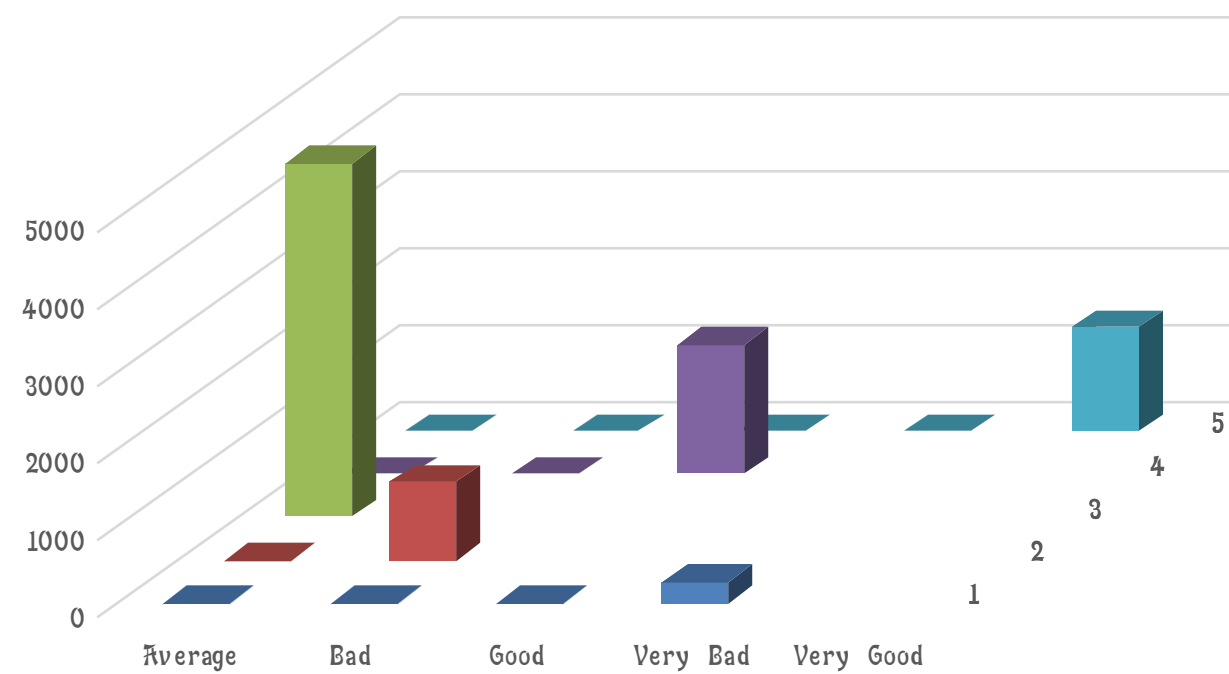
The chart is created by using the insert tool.

### ► Where,

1. Number of employees are in the Y axis and the business unit in the X axis.  
The chart is used to classify the male and female employees performances separately.

# RESULTS

Chart for Female Employee performance analysis:



1 2 3 4 5



# Conclusion

- ☐ The conclusion of female employee analysis is that the normal employees are performing better than the other employees.
- ☐ It shows that the number of employees in the full time job is between 18 and 36.
- ☐ The number of employees in the part time job is between 19 and 38.
- ☐ Lastly the number of employees in the temporary job is 23 and 40.
- ☐ Therefore, the company may prefer the female employees more than male employees.