

Employee Data Analysis using Excel



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PROJECT TITLE

**Employee Performance Analysis
Based On Departments, Employee Type
And FTE 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 purpose of performance analysis based on department, employee type, and full-time/part-time status is to tailor evaluations to each role's specific context and contributions. This approach ensures relevant feedback, supports fair and effective development and compensation, and enhances departmental efficiency by aligning assessments with organizational goals and employee work arrangements.






PROJECT OVERVIEW

Employee performance analysis based on department, employee type, and full-time/part-time status provides a nuanced view of contributions across different roles and work arrangements. It ensures evaluations are relevant to specific departmental goals and job expectations, supports fair development and compensation practices, and helps optimize overall team performance and resource allocation.



WHO ARE THE END USERS?

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- HUMAN RESOURCE DEPARTMENTS
 - MANAGEMENT AND LEADERSHIP
 - TEAM LEADERS AND SUPERVISORS
 - EMPLOYEES
 - EXECUTIVE LEADERSHIP
 - BUSINESS ANALYSTS
 - RECRUITERS
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OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF
EMPLOYEE PERFORMANCE

BAR DIAGRAM - FINAL REPORT



Dataset Description

- **EMPLOYEE DATA SET- NAAN MUDHALVAN PORTAL**
- **9 FEATURES IN EXCEL:**

EMPLOYEE ID- ALPHANUMERIC(TEXT)

NAME- ALPHABETICAL(TEXT)

GENDER- ALPHABETICAL(TEXT)

DEPARTMENT - ALPHABETICAL(TEXT)

SALARY – NUMERICAL

START DATE - ALPHANUMERIC(TEXT)

FTE- NUMERICAL

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

FEATURES USED:

DEPARTMENT - ALPHABETICAL(TEXT)

FTE- NUMERICAL

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION



- Effective data visualization helps transform complex datasets into clear, actionable insights. By presenting information in an engaging and understandable way, it not only makes it easier for decision-makers to grasp the data but also influences their decisions, potentially driving significant change and innovation.



MODELLING

- **STEP-1**

DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.

- **STEP -2**

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

- **STEP -3**

FILTER FTP FROM A TO Z ORDER.

- **STEP -4**

SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

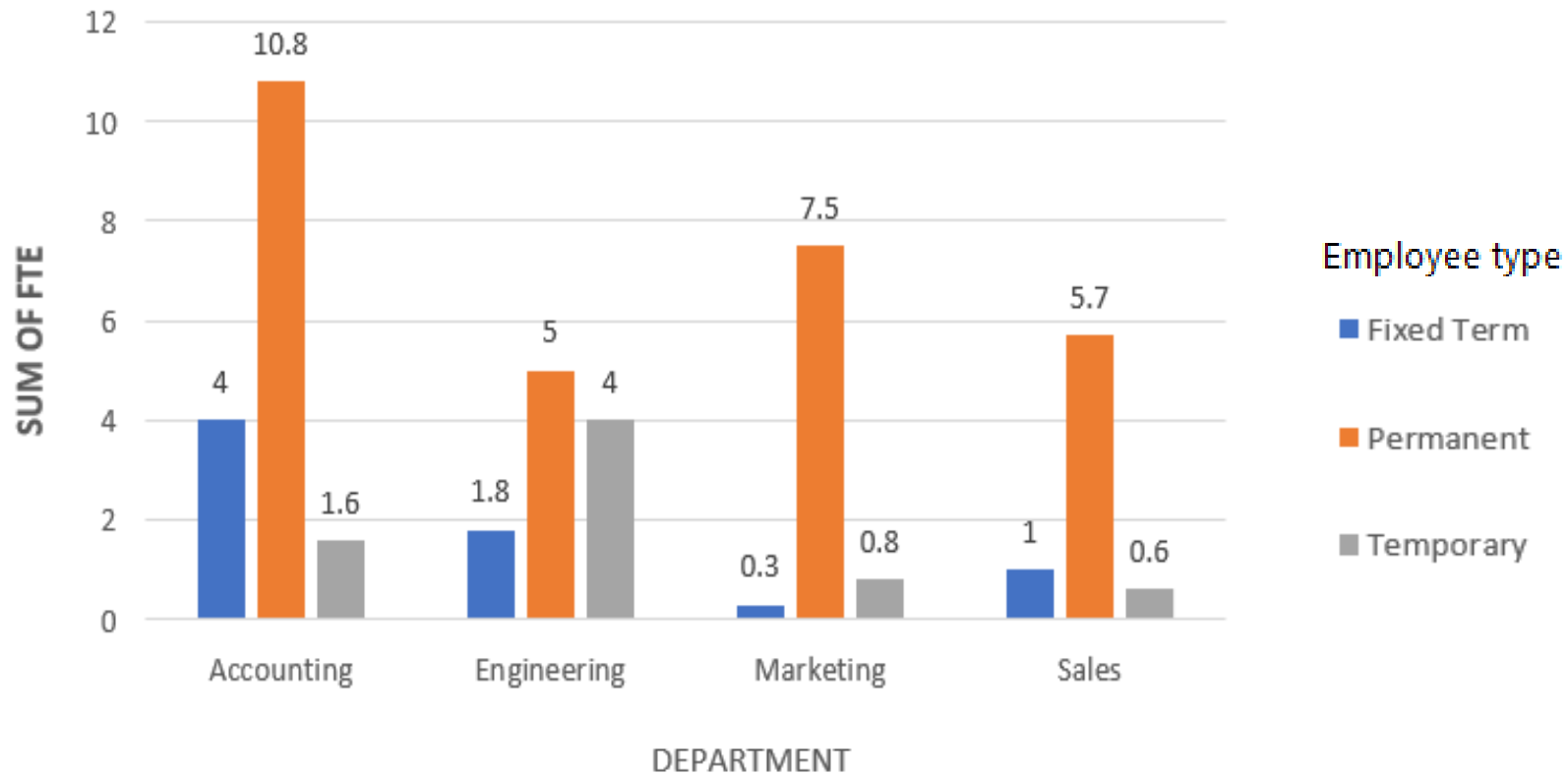
- **STEP -5**
DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.
- **STEP -6**
SELECT THE PIVOT TABLE AND CLICK ON INSERT.
- **STEP-7**
NOW CLICK ON THE CHART THAT YOU WANT.
- **STEP -8**
THE CHART IS CREATED.

RESULTS

1.TABLE

Sum of FTE	Column Labels			
Row Labels	Fixed Term	Permanent	Temporary	Grand Total
Accounting	4	10.8	1.6	16.4
Engineering	1.8	5	4	10.8
Marketing	0.3	7.5	0.8	8.6
Sales	1	5.7	0.6	7.3
Grand Total	7.1	29	7	43.1

2.BAR DIAGRAM



Conclusion

In conclusion, the employee performance analysis provides a comprehensive and streamlined method to evaluate overall effectiveness by integrating key metrics such as task completion, work quality, and efficiency. The resulting performance score offers clear insights, enabling management to recognize top performers, identify areas for improvement, and make informed decisions to enhance productivity and employee development. This concise approach ensures that performance assessments are both objective and actionable.