

# Data Analysis using Excel

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**PROJECT  
TITLE**



# **EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL**

# AGEND

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# **PROBLEM STATEMENT**

- 1. Track attendance and absenteeism**
- 2. Evaluate sales performance or revenue generation**
- 3. Assess task completion rates or productivity**
- 4. Analyze customer satisfaction ratings or feedback**
- 5. Compare performance across different departments or teams**



# PROJECT OVERVIEW

- Collect and organize employee performance data
- Set up an Excel dashboard to visualize performance metrics
- Create formulas and charts to analyze and compare performance
- Identify areas for improvement and track progress over time

An Excel workbook with a user-friendly dashboard2. Clear and concise performance metrics and charts3. Formulas and calculations to analyze performance data4. Recommendations for future performance improvement initiatives



# WHO ARE THE END USERS?

1. **HR Generalists:** To track employee performance, identify training needs, and inform talent management decisions.
2. **Team Managers:** To monitor team performance, set goals, and provide targeted feedback to team members.
3. **Department Heads:** To evaluate departmental performance, make informed decisions, and optimize resource allocation.
4. **Business Analysts:** To analyze performance trends, identify areas for improvement, and recommend data-driven solutions.
5. **Operations Managers:** To track key performance indicators (KPIs), optimize processes, and enhance overall efficiency.

# OUR SOLUTION AND ITS VALUE PROPOSITION

- CONDITIONAL FORMATTING – MISSING
- FILTER- REMOVE
- FORMULA- PERFORMANCE
- PIVOT-SUMMARY
- GRAPH-DATA VISUALIZATION

# Dataset Description

- Employee= KAGGLE
- **26-Features**
- **9-Features**
- Emp Id- Number
- Name Text
- Emp- Type
- Current Employee Rating-  
Number
- Gender- Male Female
- Employee Rating –Number



# THE "WOW" IN OUR SOLUTION



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



# MODELLIN G

## Data Preparation

- Import and clean employee data (e.g., demographics, job info, performance metrics)
- Ensure data quality and consistency.

### **Descriptive Analytic**

- Create summaries and visualizations (e.g., tables, charts, graphs) to understand
- Employee demographics (e.g., age, gender, department)
- Job characteristics (e.g., role, tenure, salary)
- Current Employee Rating (e.g., ratings, promotions, turnover)

### **Inferential Analytics**

- Correlation analysis (e.g., between performance and salary)
- Regression analysis (e.g., predicting turnover based on demographics)
- Cluster analysis (e.g., grouping similar employees)

# RESULTS

## **Prescriptive Analytics**

- Talent development and training programs
- Diversity, equity, and inclusion initiatives
- Compensation and benefits strategies
- Employee engagement and retention plan

## **PivotTables**

- PivotTables and Power Pivot for data summarization and analysis
- Conditional Formatting and Color Scales for data visualization-
- Regression and Correlation analysis using Excel's built-in functions
- Solver and Scenario Manager for optimization and forecasting

# RESULTS

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	GenderCode	(All) ▼										
3												
4	Count of FirstName	Column Labels										
5	Row Labels	1	2	3	4	5	Grand Total					
6	BPC	4	15	49	10	10	88					
7	CCDR	12	20	43	14	6	95					
8	EW	9	18	53	13	7	100					
9	MSC	7	18	52	14	7	98					
10	NEL	10	17	63	26	10	126					
11	PL	8	7	46	15	14	90					
12	PYZ	11	13	50	13	8	95					
13	SVG	11	13	60	14	8	106					
14	TNS	6	14	57	10	11	98					
15	WBL	10	24	53	13	12	112					
16	Grand Total	88	159	526	142	93	1008					
17												
18												
19												

EmployeeType

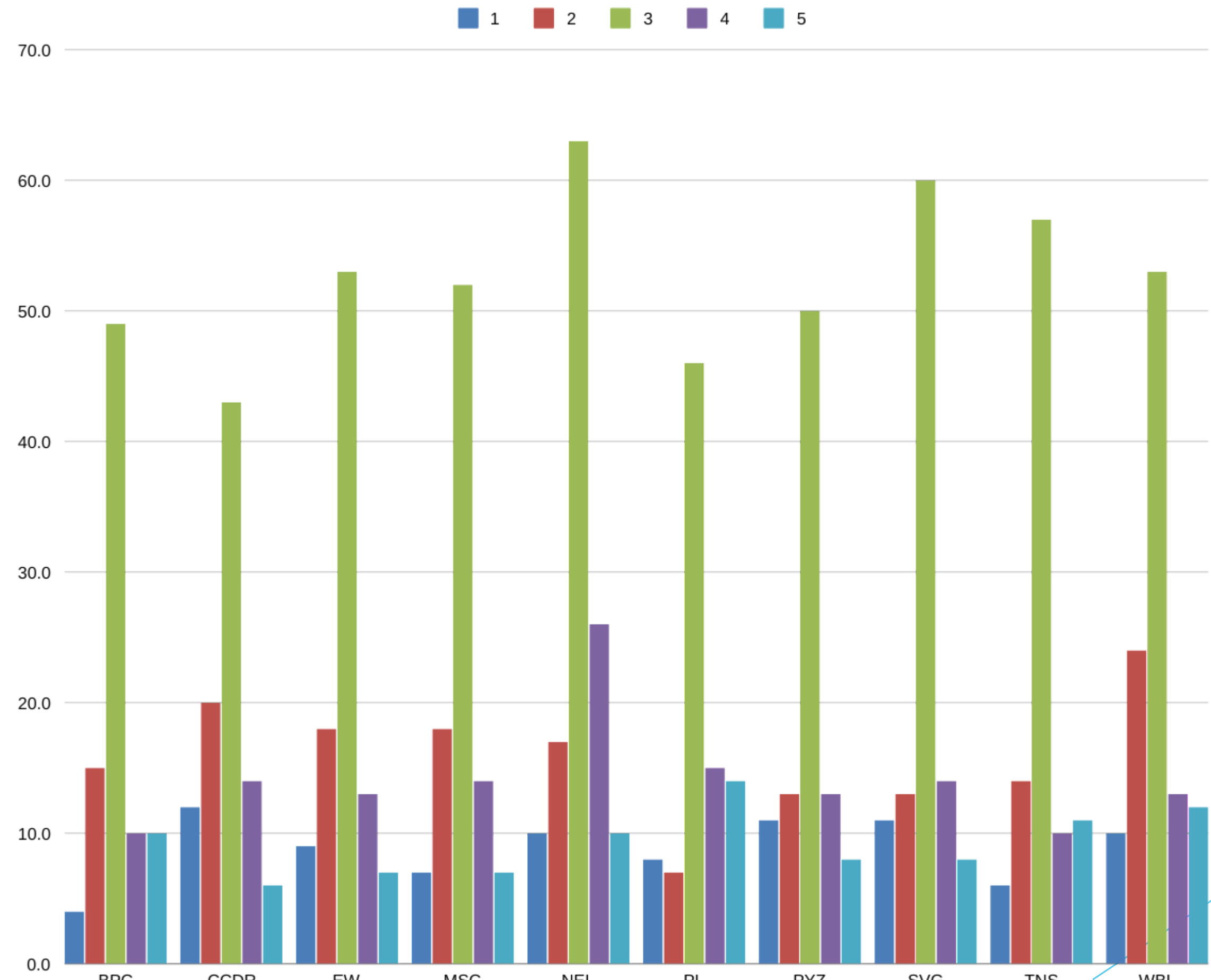
Contract

Full-Time

Part-Time

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# RESULTS



# Conclusion

**We have identified trends, patterns, and correlations that will inform our decision-making and drive business outcomes. Specifically, we have:**

- Identified areas of high employee turnover and absenteeism, allowing us to target retention strategies
- Analysed salary and benefits data to ensure equity and competitiveness
- Visualized employee performance metrics to inform development and promotion decisions
- Detected correlations between training programs and job satisfaction, highlighting areas for investment
- Created data-driven recommendations to enhance employee engagement, productivity, and overall business performance

