

# 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

- ▶ By analyzing performance of the employee using Excel, and graph we can identify the employee's achievements and growth.
- ▶ Its helps to make increment for the employee who are performing well in the organization.
- ▶ Its helps to analysis the performance status, performance level, and current level position of the employee.

# PROJECT OVERVIEW

- ▶ Analysis the performance of the employee by categories their gender, Business unit, employee type, employee classification type, termination, race, location, department , job function, performance score, current employee rating and performance level.
- ▶ In order to identify the trend and pattern of the different categories of employee such as high, medium, very high and low performance.
- ▶ It focus on evaluating and improving the Productivity, efficiency and overall contribution of the employees without the organization .

# WHO ARE THE END USERS?

## ▶ WHO WILL BE BENEFIT FROM THIS?

Employer  
Employee  
Organization  
HR Manager  
Finance Department  
Hierarchy  
Executive Leadership  
Supervisor

## ▶ HOW WILL THEY BENEFIT?

By identification of high performances, providing training and developmental needs, providing recognition and rewards, the employee's and the organization can benefit from this.

# OUR SOLUTION AND ITS VALUE PROPOSITION

- ▶ CONDITION FORMATING – To identify the missing date
- ▶ FORMULA – For identifying the performance of the employee
- ▶ PIVOT TABLE – To convert the data into short summary
- ▶ GRAPH – Data visualization

# DATASET DESCRIPTION

## ▶ EMPLOYEE DATA:

EMPLOYEE ID  
NAME  
JOB TITTLE  
DEPARTMENT  
MANAGER  
HIRE DATE

## ▶ PERFORMANCE METRICS:

SALES NUMBERS  
PRODUCTIVITY RATES  
CUSTOMER SATISFACTION SCORES  
QUALITY METRIES  
TIMELINESSS AND ATTENDANCE  
EMPLOYEE – KAGGLE  
26 FEATURES



# THE "WOW" IN OUR SOLUTION



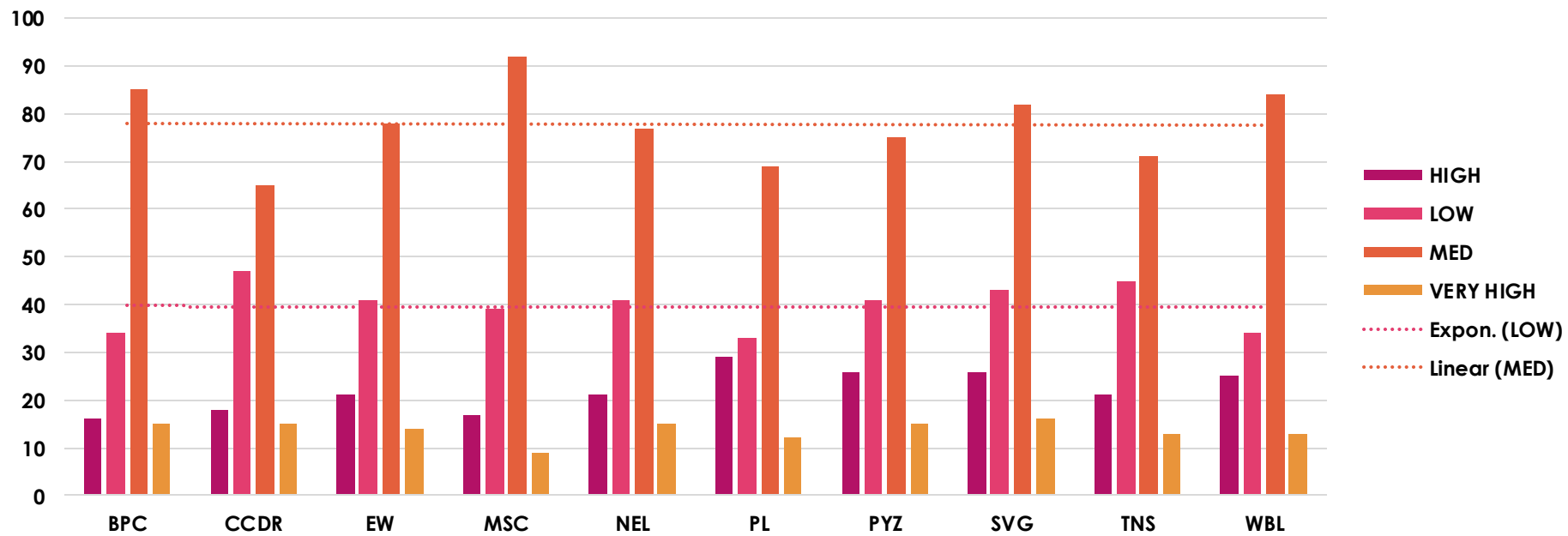
**PERFORMANCE LEVEL-=IFS(Z8>5",VERY  
HIGH,Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LO  
W")**

# MODELLING

- ▶ **DATA COLLECTION:** Gathering performance of employee data from the Kaggle
- ▶ **FEATURE COLLECTION:** From 26 features we are taking 9 features and highlight those items to show the main features of the employee's.
- ▶ **DATA ADJUSTMENT:** Identifying blank column and enter the appropriate data into the column.
- ▶ Removing duplicate information to ensure unique character in the data
- ▶ **PERFORMANCE LEVEL:** by entering the performance level of the employee and entering the level of the employee by rating VERY HIGH, HIGH, MED, LOW.
- ▶ **SUMMARY:**
- ▶ **PIVOT TABLE:** by using pivot table employee data has been made in a graph paper and performance of the employee are shown in it.

# RESULTS

Employee Performance Analysis



# CONCLUSION

## ➤ PERFORMANCE DISTRIBUTION:

The majority of the employee's or departments are clustered around the "MED" Performance level, with fewer in the "VERY HIGH" and "HIGH" Categories. The "LOW" performance category also has significant representation.

## ➤ TREND

The trend lines suggest that "LOW" Performance may be declining slightly, while "MED" performance seems to be more consistent or increasing slightly.

The graph indicates that while the majority of employees or departments are performing at a medium level, there are opportunities to evaluate more employees into the "HIGH" and "VERY HIGH" performance categories.