

EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

1. Project Overview
2. End Users
3. Our Solution and Proposition
4. Dataset Description
5. Modelling Approach
6. Results and Discussion
7. Conclusion
8. Problem Statement

PROBLEM STATEMENT

In an organization often face challenges in evaluating employee performance due to

- Inconsistent Methods
- Data Overload
- Time consuming process
- Leading to inefficient and
- Inaccurate assessments

This project aims to address these issues by utilizing Excel for streamlined and effective performance analysis,



PROJECT OVERVIEW

This project leverages Excel to streamline the analysis of employee performance. It involves collecting, processing, and analyzing performance data, followed by visualizing key Insights through charts and dashboard to support informed decision-making



WHO ARE THE END USERS?

The End user of the Employee performance analysis are followed

- HR Managers
- Team Leaders or Supervisors
- Senior Management
- Employees etc.



OUR SOLUTION AND ITS VALUE PROPOSITION



1. Conditional Formatting – Fill the blank cell using conditional formatting
2. Filter – eliminating the blank cell
3. Formula – using (IFS Formula) convert employee rating into performance level by grading
4. Pivot table – preparing pivot table to identify who works more efficient in an unit wise
5. Charts – preparing visualization of pivot table into an chart



DATASET DESCRIPTION

The data which I used for this analysis ,which I download from Kaggle

- There are 26 feature in the data
- I used 10 from the data, there are
- Employee id
- First Name
- Last name
- End date
- Business unit
- Employee type
- Employee classification type
- Gender code
- Current employee rating
- Employee performance (which were create based on current employee rating)

THE "WOW" IN OUR SOLUTION



There are two wow factor in this analysis, there are

1. Using IFS Formula to create performance analysis column
2. By using slicer we can identify which classification worker has highest rating

MODELLING

1. Data collection

- i. Go to Kaggle website
- ii. Select data base
- iii. Enter employee data set and download

2. Feature collection

- i. Select the needed data for the analysis
- ii. Fill those data

3. Data cleaning

- i. select the end date column
- ii. By using conditional formatting fill the empty cells in the column
- iii. Click the filter option for the specific column
- iv. Select the sort by filter
- v. Select the blank cell

4. Performance level

- i. Select the employee rating column
- ii. Create an another column name as performance level
- iii. By using IFS Formula grade the employee rating into "VERY HIGH","HIGH","MED "and "LOW"

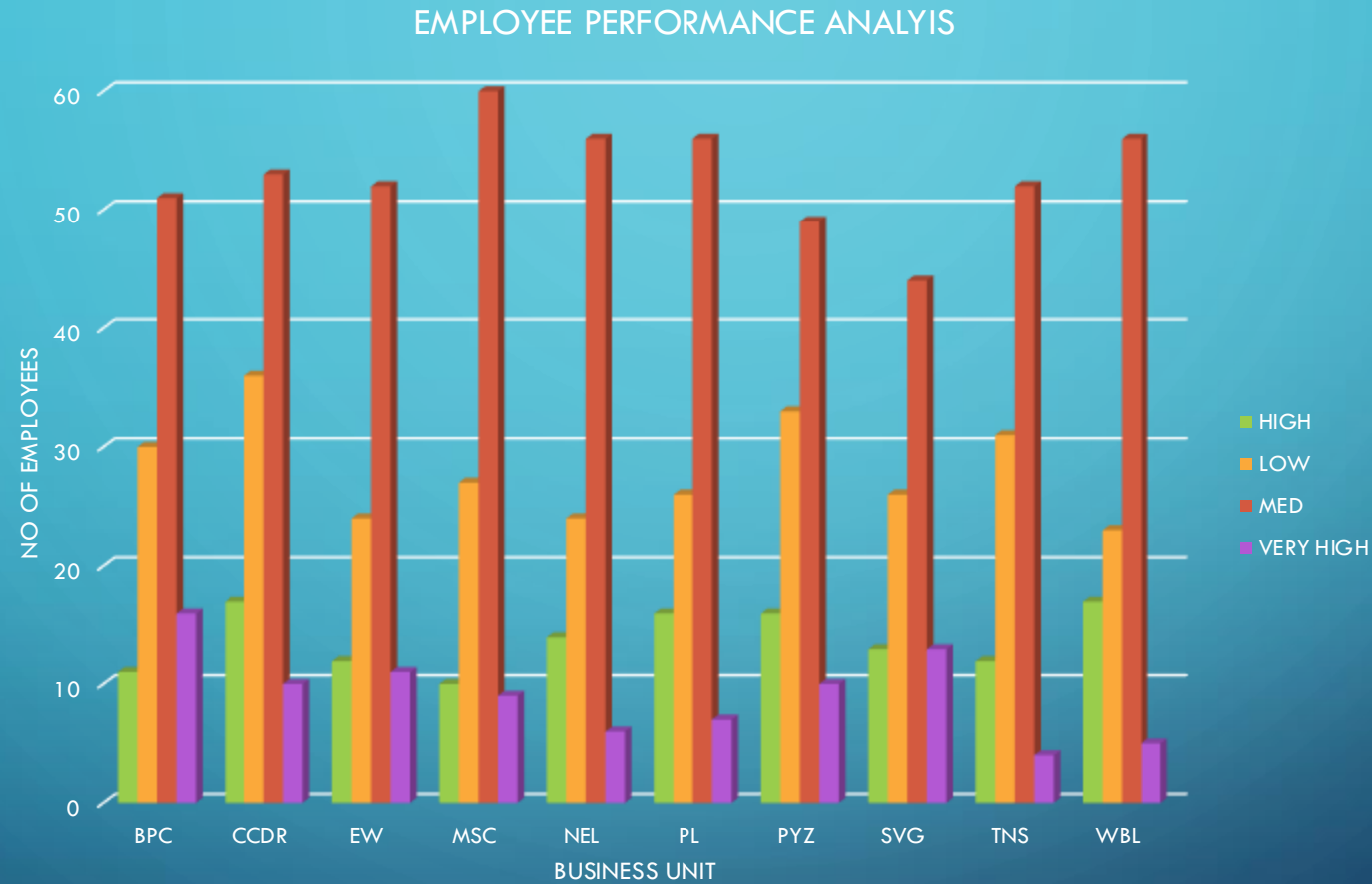
5. Pivot table

- i. Select the entire data
- ii. Click the insert option
- iii. Select the pivot table(in a new page)
- iv. Select the field for the table
 - Row – business unit
 - column – performance level
 - Filters – gender code
 - values – first name
- v. Finish the pivot table

6. Visualization

- i. select the pivot table
- ii. Click insert option
- iii. click the recommended chart
- iv. Chart will be visualise
- v. Make some adjustment (name for the chart, give axis name etc.)

RESULTS



CONCLUSION

This project demonstrates the power of Excel as a tool for efficient employee performance analysis. By leveraging data-driven insights, organizations can improve decision-making processes, enhance productivity, and foster employee development. The use of Excel allows for a practical and accessible approach to performance management, ensuring that evaluations are consistent, accurate, and aligned with organizational goals.