


Employee Data Analysis using Excel



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PROJECT TITLE



Employee Performance Analysis using Excel

AGEND

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1. Problem Statement
2. Project Overview
3. End Users
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PROBLEM STATEMEN

IObectives: to analyse and generate insights from employee data to improve workforce management and decision-making.

Dataset: you have been provided with an excel dataset containing the following columns:

- 1.Employee id
- 2.Name
- 3.Department
- 4.Date of birth
- 5.Position
- 6.Date of hire
- 7.Salary
- 8.bonus
- 9.House worked per week
- 10.Performance rating



PROJECT OVERVIEW

Objective: to analyse employee data to derive actionable insights for enhancing organizational performance , optimizing resource allocation , and informing strategic HR decisions.

Scope: this project involves examining various aspects of employee data, including demographics, employment history, compensation, and performance the analysis will focus on, and patterns that can aid in making informed HR decisions.

Stakeholders: HR Department, Management Team, Data Analysis Team

Success Criteria:

1. Accurate and thorough data analysis
2. Clear and actionable insights
3. Effective visualizations that facilitate understanding of



WHO ARE THE END USERS?

Owner
Management
Human resources
Employee
Company

OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting - highlight blanks
Filter
Formula
Pivot table
information
Graph

- remove blanks
- performance analysis
- summarize
- data visualization



Dataset Description

Employee Dataset - From Edunet Dashboard

Available Features - 26

Necessary Features - 9

Employee Id - In Number

Name - In Text

Performance Level - In Text

Gender - Male,Female

Employee Rating - In Numerical Value

THE "WOW" IN OUR SOLUTION



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



MODELLIN

Data collection:

1.To gather comprehensive and accurate employee data that will serve as the foundation for analysis aimed at improving hr and management decisions.

2.verify the accuracy and completeness of the data

Feature collection:

1.to identify and collect relevant features (Data attributes) that will be used in the analysis of employee data to extract meaningful insights and support decision-making.

2.review the collected features and select those that are most relevant to the analysis objectives.

Data cleaning:

1.to prepare the employee dataset by correcting errors, handling missing values, and ensuring consistency to enable accurate and reliable analysis.

2.A cleaned and well-organised dataset that is free from errors, inconsistencies, and missing values, ensuring reliable and accurate analysis.

Performance level:

1.track performance changes over time to identify patterns or improvements.

2.assess if employees are meeting performance goals and targets over specified periods

Summary:

1.to provide a concise overview of the findings and insights derived from the analysis of employee data, aiding hr and management in making informed decisions.

2.this summary consolidates the findings from employee data analysis into an accessible format, enabling effective communication of insights and recommendations to stakeholders.

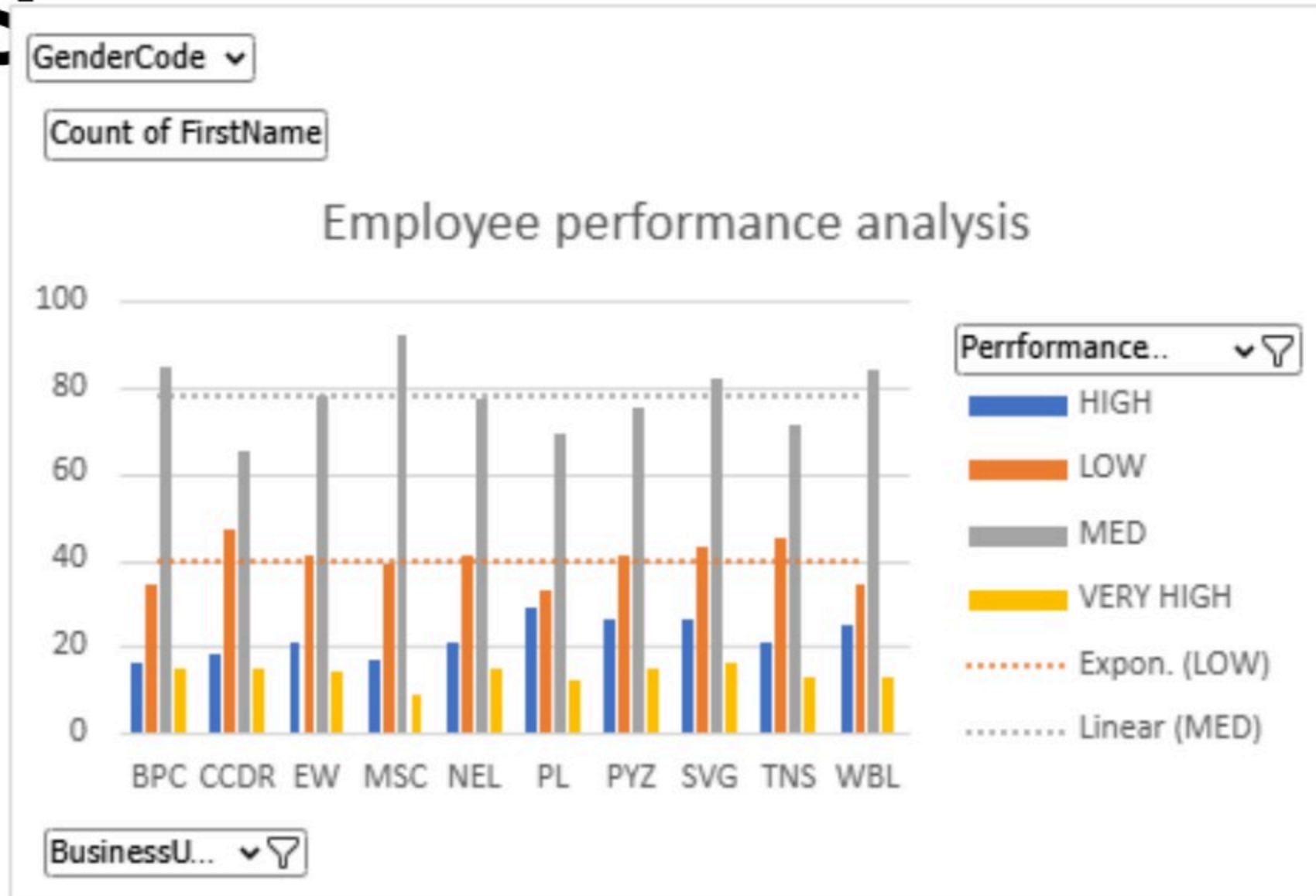
Visulaization:

1. for basic charts and graphs such as bar charts, line charts, and histograms.

2.ensure that visualizations are clear and easy to understand, avoiding clutter and focusing on key insights.

RESULT

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conclusion

The analysis provides a comprehensive overview of employee performance, compensation, and demographic trends, offering actionable insights to enhance hr practices and organisational performance.

Performance distribution:

the analysis reveals that performance ratings are generally concentrated in the mid-range, with a small percentage of employees rated at the extremes (high or low).