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

Here are the problem statements in brief:

1. Lack of visibility into employee performance.
2. Inefficient data analysis.
3. Poor talent management.
4. Inadequate performance management.
5. Insufficient data-driven insights.

PROJECT OVERVIEW

OBJECTIVE:

Analyze employee data to gain insights into performance, demographics, and trends, and identify areas for improvement and opportunities for growth.

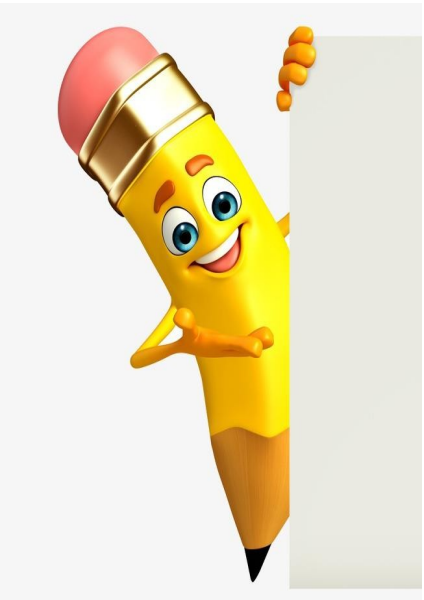
SCOPE:

•Collect and clean employee data (e.g., ID, name, department, job role, performance ratings, etc.)-
•Apply data analysis techniques using Excel formulas, pivot tables, and visualization tools-
•Categorize performance ratings into levels (e.g., VERY HIGH, HIGH, MED, LOW)-
• Identify trends and correlations between variables (e.g., performance vs. department, job role, etc.)

WHO ARE THE END USERS?

1. ***HR (Human Resources) Team:*** They will use the insights to inform decisions on employee development, performance management, and talent acquisition.
2. ***Management***: Department heads and managers will use the data to identify areas for improvement, set goals, and evaluate team performance.
3. ***Business Leaders:*** Executive leadership will use the insights to make strategic decisions about organizational growth, talent management, and resource allocation.
4. ***Team Leads:*** Team leads will use the data to identify strengths and weaknesses within their teams, plan training and development initiatives, and optimize team performance.
5. ***Employees***: Employees may also benefit from seeing their own performance data, understanding how they contribute to the organization, and identifying areas for personal growth and development.

OUR SOLUTION AND ITS VALUE PROPOSITION



Step 1-5: **Data Preparation**

1. Select the entire sheet
2. Go to Conditional Formatting > More Rules > Format only cells with cell value alone
3. Select "Down arrow" and "Blanks" and apply a fill color
4. Sort and filter the data
5. Filter out blank cells in the respective columns

Step 6-8: **Pivot Table**

1. Insert a Pivot Table from the entire sheet range
2. Place it in a new sheet
3. Filter the Pivot Table by "Gender Code"

Step 9-10: **Add Formula and Configure Pivot Table**

1. Add a formula in the last column (name "Performance Level")
2. Drag "1st Name" to the Rows area and "Business Unit" to the Values area

Dataset Description

Employees dataset taken from KAGGLE
In dataset, out of 26 data I took only 9 features out of it.
The selected 10 features are listed below.

1. Employees ID
2. First name
3. Last name
4. Business unit
5. Employees type
6. Employees status
7. Employees classification type
8. Gender code
9. Performance score
10. Current employee rating

THE "WOW" IN OUR SOLUTION

FORMULA =IF(AND(Z8>=5),"VERY HIGH",IF(AND(Z8>=4),"HIGH",IF(AND(Z8>=3),"MED","LOW")))

MODELLING

- DATA COLLECTION
  The data has been collected through Edunet dashboard

- FEATURE COLLECTION
  The listed 10 features were taken from the analyses of data

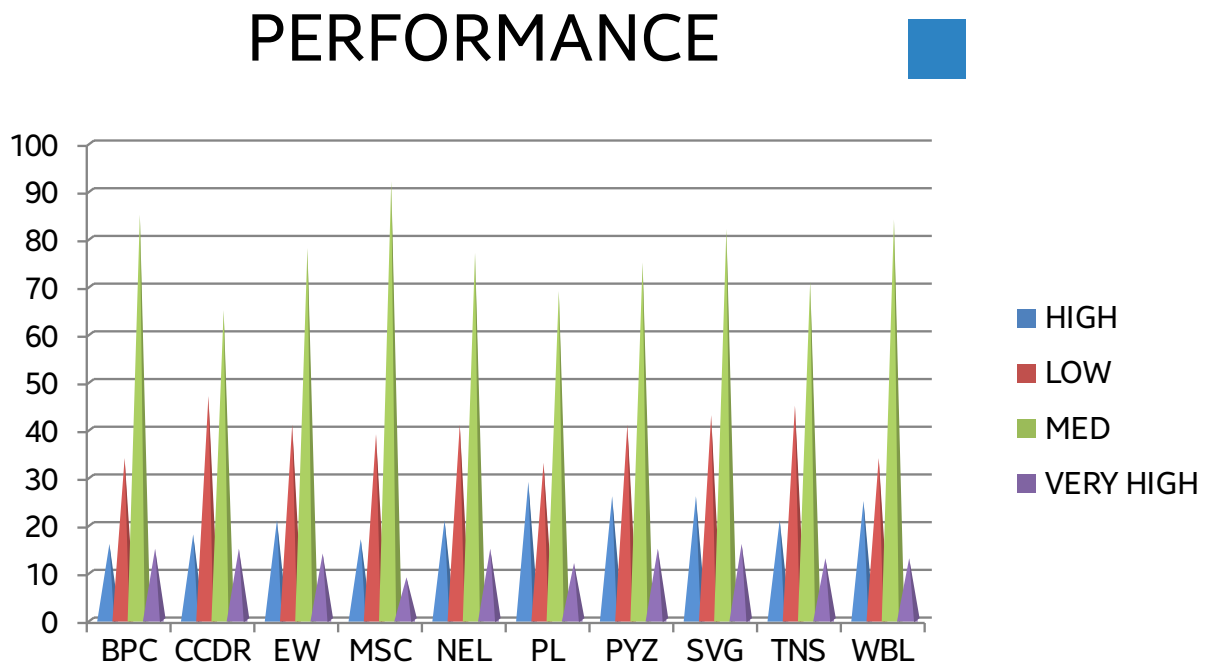
- DATA CLEANING
  Identify the missing values.
  Flitering the missing values.

- CALCULATION PERFORMANCE LEVEL
  By considering the current employee rating. I found performance level using formula.

- SUMMARY OF PIVOT TABLE
  Segregating a certain features to rows, columns and heading so on.

- VISUALIZATIONS
  Once completed pivot table, create a graph for precise visualization

RESULTS


PERFORMANCE
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH

CONCLUSION

Here's a concise conclusion:

The Employee Data Analysis project turned raw data into actionable insights, enabling data-driven decisions, improving performance management, and enhancing talent management, driving organizational growth and optimization.