

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

This analysis will help uncover patterns and insights that can inform better decision-making regarding workforce management and development.



PROJECT OVERVIEW



This project aims to analyze workforce data to uncover trends in performance, retention and satisfaction. By analyzing various employee metrics such as demographics, performance reviews tenure and turnover.



WHO ARE THE END USERS?



Manager



OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting - Highlight blanks
Filter
Formula
Pivot table
Graph

- Remove blanks
- Performance analysis
- Summarize information
- 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 ($Z_8 > -5$, "VERY HIGH" $Z_8 > -4$, "HIGH" $Z_8 > -3$, "MED", TRUE, "LOW")



MODELLING

A. Data Collection

- 1) Identify relevant data sources and download employee data from edunet dashboard.
- 2) Gather data related to employee demographics, performance metrics and other relevant variables.
- 3) Ensure data is comprehensive.

B. Feature Collection

1) Select key features (e.g., employee id, gender, D.O.B, business unit).

C. Data Cleaning

1) Highlight incomplete records through conditional formatting.

2) Remove blanks data using filter.

3) Standardize data to ensure consistency across different metrics.

D. Performance Level

- 1) Define performance level (e.g. low, med, high, very high) based on performance score.
- 2) Assign each employee to the appropriate category.

E. Summary

- 1) Summarize key findings from the data preparation.
- 2) Pivot table setup by add gender, business unit, performance level.

F. Visualization

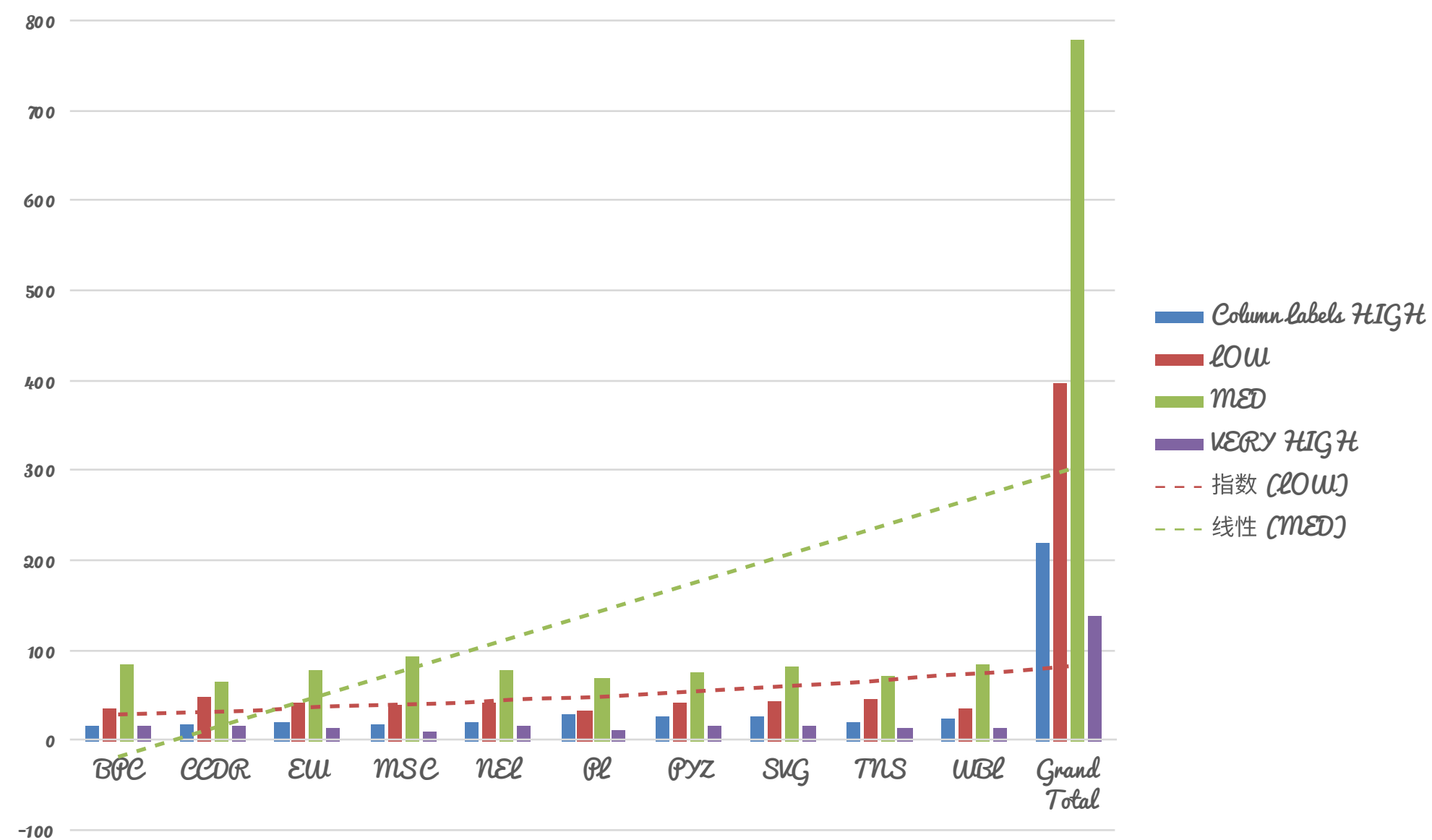
1) After set up of pivot table select the type of chart (e.g., bar chart) for comparing performance level.

Purpose: Compare performance level across different departments.

Insights: Easily identify which business unit have to improve their performance.

RESULTS

Employee Performance Analysis



Conclusion

From this Employee performance analysis ,most of the employees fall within the medium performance range. A smaller group of employees shows high performance , while very few fall into the low or very high performance categories. This suggest a need to focus on elevating medium performers to high performers while addressing the factors that contribute to low performance.