Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

PROBLEM STATEMENT

The problem statement is to determine the performance of the employees working in the organization to know their performance level, organization's growth, appraisal and increments given to the employees to encourage and motivate them to work efficiently.

PROJECT OVERVIEW

Emoployee performance analysis refers to the process of finding the level of performance of the employees using various details like their name, department, employee type, their rating and performance score etc. It helps the organization to train their employees who are falls under the category of low level performers.

WHOARETHEENDUSERS?

OUR SOLUTION AND ITS VALUE PROPOSITION

Techniques and its explanation

- Conditional statement   - To identify missing figures
- Filter   - Remove missing figures
   - Formula   - To find the performance level
   - Pivot Table   - To draw a table with chosen options

○ Graph   - To visualize the data in chart form

Dataset Description

Employee data - Taken from the Edunet (from Kaggle) There are 26 features in that downloaded employee data.
I took 9 features from that data. They are:

i.	Employee ID	- Numerical Value
ii.	First Name	- Text
iii.	Last Name	- Text
iv.	Business Unit	- Text (Name of the business unit)
v.	Employee Status	- Text (Active, Future Start & Voluntarily Terminated)
vi.	Employee Type	- Text (Contract, Full-Time, Part-Time)
vii.	Gender Code	- Text (Male & Female)

viii.Performance Score   - Text (Fully Meets, Exceeds, Needs Improvement & PIP)

ix. Current Employee Rating - Numerical Value

THE "WOW" IN OUR SOLUTION

FORMULA USED

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

MODELLING

1. **Data Collection:**

    ○ Go to Google > Search Kaggle> In Kaggle, create an account > Download the
    dataset of the employees.

- Go to Naan Mudhalvan Portal > Login > Click on mandatory courses > Click watch on Edunet skills build > Click Access Course > Download the employee dataset.

2. **Data Selecting:**

- Choose the required data from the employee dataset like Employee ID, First name, Last name, Employee type, Business unit, Employee status, Gender code, Performance score and Current rating rating.

3. **Data Filtering:**

- Choose the exit data column and select Conditional Statement > Highlight cells rules > More rules > Format cells with > Choose blanks > Format > Fill > Choose colour > Click ok. The blanks items in the selected column appears in that colour.

- Choose the same column and select Filter > Filter by colour > No fill. The blank cell will be removed.
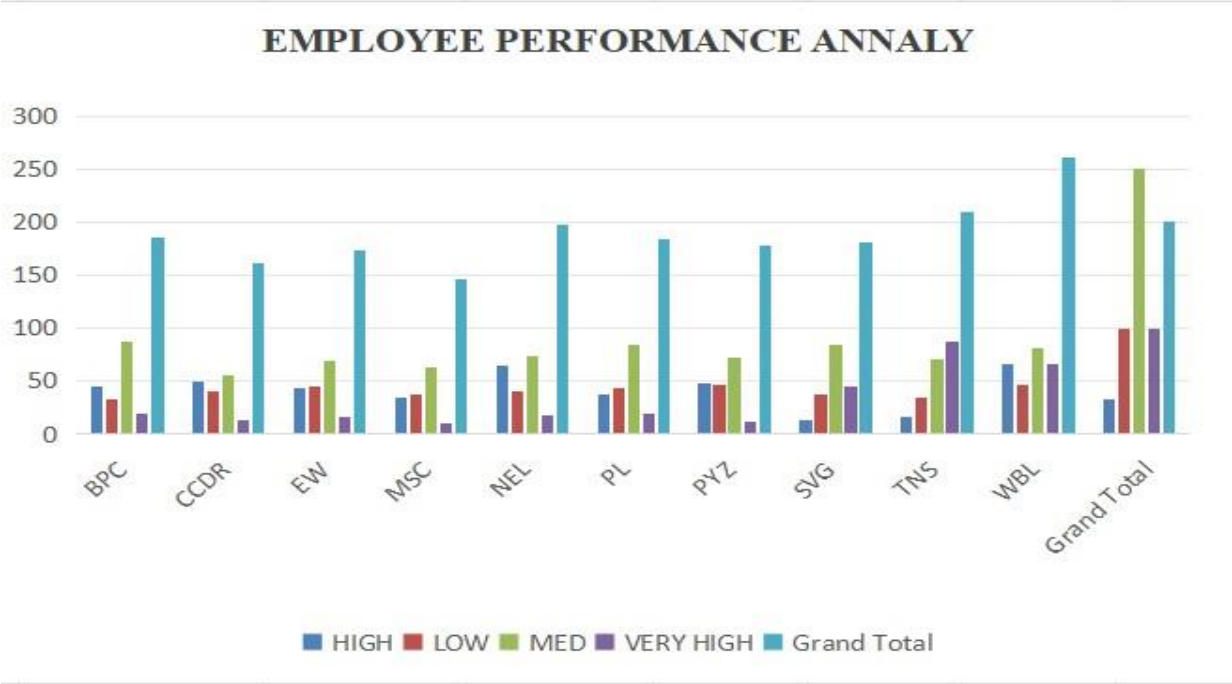
4. **Use Formula:**

   ○ Use the formula =IFS(Z8>=5,"VERY HIGH", Z8>=4,"HIGH", Z8>=3,"MED",TRUE,"LOW") to find the performance level of the employees into four categories.

5. **Graphical Presentation:**

   ○ Insert > choose pivot table > New worksheet > ok.

   ○ Choose Filters > Gender code, Column > Performance Level, Row > Business Unit and Value > First name. A pivot table will be formed with the following data.

   ○ Insert > Pivot chart from various types of charts. The chart will appear with the following data.

   ○ Add the axis, axis title, chart title and legends.

   The required graph will appear.

RESULTS

EMPLOYEE PERFORMANCE ANNALY

Results

The result for this employee performance analysis is that the medium level employees are more in number compared to the high and very high category of employees.

conclusion

The organization should provide necessary training to the employees in the work environment at the medium level. It will lead to the growth and development of the organization. It also improves the skills of the employees.