

# **Employee Data Analysis using Excel**

**STUDENT NAME : SHOBANA P**

**REGISTER NO : 85757FFAB75216DB40E43902F53166, 122201873**

**DEPARTMENT : B.COM(CORPORATE SECRETARYSHIP)**

**COLLEGE : MEENAKSHI COLLEGE FOR WOMEN**

## **PROJECT TITLE**


**EMPLOYEE DATA ANALYSIS  
BASED ON JOB ROLE, LEVEL,  
GENDER 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

Drag the Year column in the  row field, and Performance Score in the values field. Select the pivot table, Insert a Column Chart, and then Select any cell of the pivot table after that go to the Analyze tab in the ribbon and then Insert slicer.



## PROJECT OVERVIEW

Excel offers text functions, date and time functions, and tools like Text to Columns to prepare data for analysis. Pivot tables are essential for summarizing large datasets and generating dynamic reports.



## WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

## OUR SOLUTION AND ITS VALUE PROPOSITION



FILTERING - REMOVE VALUES  
PIVOTTABLE - SUMMARY OF WORK  
LIFE BALANCE ANALYSIS  
BAR DIAGRAM - FINAL REPORT



# Dataset Description

**Employee ID:** A unique identifier assigned to each employee. **Age:** The age of the employee, ranging from 18 to 60 years. **Gender:** The gender of the employee. **Years at Company:** The number of years the employee has been working at the company. **Job Role:** The department or role the employee works in, encoded into categories such as Finance, Healthcare, Technology, Education, and Media. **Number of Promotions:** The total number of promotions the employee has received. **Distance from Home:** The distance between the employee's home and workplace, in miles. **Job Level:** The job level of the employee: (Entry, Mid, Senior). **Leadership Opportunities:** Whether the employee has leadership opportunities: (Yes or No). **Company Reputation:** The employee's perception of the company's reputation: (Very Poor, Poor, Good, Excellent). **Employee Recognition:** The level of recognition the employee receives: (Very Low, Low, Medium, High).



# THE "WOW" IN OUR SOLUTION



Empirical results demonstrate that work-life balance positively influences jobsatisfaction and performance. Our empirical findings also revealed that jobsatisfaction partially mediates the relationship between work-life balance and job performance.



# MODELLING

- STEP-1

DOWNLOAD THE EMPLOYEE DATASET  
AND OPEN THE EMPLOYEE DATASET IN EXCEL.

- STEP-2

SELECT THE ENTIRE DATA AND CLICK  
ON DATA AND CLICK ON FILTER OPTION.

- STEP-3

FILTER FTP FROM A TO Z ORDER.

- STEP-4

SELECT THE ENTIRE DATA AND CLICK  
ON INSERT AND CLICK ON PIVOT TABLE TO  
CREATE PIVOT TABLE.

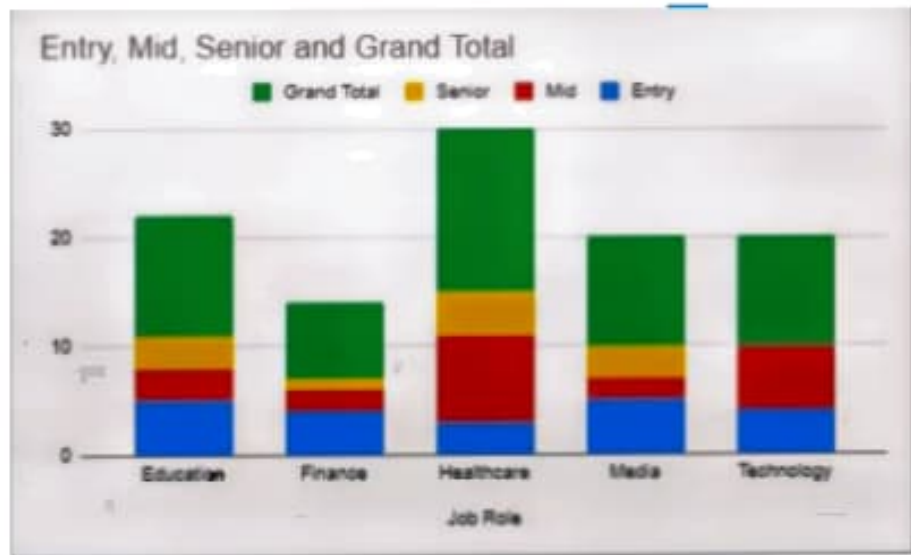
- **STEP-5**  
**DRAGTHE NEEDED DATA AND CREATE A PIVOT TABLE.**
- **STEP-6**  
**SELECT THE PIVOT TABLE AND CLICK ON INSERT.**
- **STEP-7**  
**NOW CLICK ON THE CHART THAT YOU WANT.**
- **STEP-8**  
**THE CHART IS CREATED.**

# RESULTS

## 1.TABLE

| COUNTA of Gen Job Level |       |     |        |             |
|-------------------------|-------|-----|--------|-------------|
| Job Role                | Entry | Mid | Senior | Grand Total |
| Education               | 5     | 3   | 3      | 11          |
| Finance                 | 4     | 2   | 1      | 7           |
| Healthcare              | 3     | 8   | 4      | 15          |
| Media                   | 5     | 2   | 3      | 10          |
| Technology              | 4     | 6   |        | 10          |
| Grand Total             | 21    | 21  | 11     | 53          |

## 2.BAR DIAGRAM



# **conclusion**

**The service sector, especially the banking sector, has issues related to work-life balance. Given its importance, we collected data from the local private banks on the different aspects of work-life balance. We found that work-life balance promotes job satisfaction and psychological well-being. And job satisfaction and psychological well-being are precursors of job performance. Psychological well-being mediates work-life balance and job performance.**