

Employee Data Analysis using Excel



STUDENT NAME: S.KAVIYA

REGISTER NO: 2A4956BFBA77EE890734796240AD285C,312208701

DEPARTMENT: B.COM(GENERAL)

COLLEGE: MEENAKSHI COLLEGE FOR WOMEN



PROJECT TITLE:

Employee Performance Analysis

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

The purpose of a project statement is to clearly define the scope and objectives of the project, providing a structured framework for its execution. It outlines the specific goals of the project aims to achieve, describes the methodologies and resources that will be used, and sets the parameters for measuring success.






PROJECT OVERVIEW

This overview is crucial for aligning the efforts of the project team, securing stakeholder buy-in, and laying the foundation for successful project execution and delivery.



WHO ARE THE END USERS?

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

OUR SOLUTION AND ITS VALUE PROPOSITION



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FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF
EMPLOYEE PERFORMANCE

BAR DIAGRAM - FINAL REPORT



Dataset Description

- EMPLOYEE ID- ALPHANUMERIC(TEXT)
- NAME- ALPHABETICAL(TEXT)
- GENDER- ALPHABETICAL(TEXT)
- DEPARTMENT - ALPHABETICAL(TEXT)
- SALARY - NUMERICAL
- START DATE - ALPHANUMERIC(TEXT)
- FTE- NUMERICAL
- EMPLOYEE TYPE- ALPHABETICAL(TEXT)
- EMPLOYEE LOCATION- ALPHABETICAL(TEXT)
- CURRENT EMPLOYEE RATING- NUMERICAL
- TITLE-ALPHABETICAL(TEXT)
- BUSINESS UNITS- ALPHABETICAL(TEXT)
- PERFORMANCE RATE-NUMERICAL
- PAY ZONE- ALPHABETICAL(TEXT)
- EMPLOYEE TYPE- ALPHABETICAL(TEXT)
- EMPLOYEE STATUS-ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION



- ❖ **Effective data visualization makes it easier to present complex data in an engaging and understandable way.**
- ❖ **Well-presented data can have a significant impact on decision-makers, helping to drive change and innovation.**



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 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**

DRAG THE 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

Count of PayZone		Column Labels		
Row Labels	Active	Future Start		Grand Total
BPC	4	1		5
CCDR	4	2		6
EW	2	2		4
MSC	3			3
NEL	3			3
PL	3			3
PYZ	3			3
SVG	2	1		3
TNS	3			3
WBL	4			4
Grand Total	31	6		37

2. BAR DIAGRAM



conclusion

The dataset reveals the overall composition of the workforce, including demographics such as gender, salary, employee type and work location. This information is crucial for understanding the diversity and experience level within the organization.

The analysis aids in workforce planning by forecasting future staffing needs based on current trends and organizational growth projections. This enables better preparation for scaling operations or restructuring the workforce.