

# Employee Data Analysis using Excel



STUDENT NAME: R.SOWMYA

REGISTER NO: 312215087

DEPARTMENT: COMMERCE

COLLEGE: SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR  
WOMENS



**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

FOR EMPLOYEE PERFORMANCE ANALYSIS

- 1) FOR THEIR ACHIEVEMENT
- 2) FOR THEIR INCREMENT
- 3) FOR THEIR PERFORMANCE TRACKING
- 4) FOR THEIR GROWTH
- 5) FOR THEIR PERSONAL MOTIVATIONAL GROWTH



# PROJECT OVERVIEW

- ANALYSIS THE PERFORMANCE OF EMPLOYEE  
CONSIDER VARIOUS FACTORS LIKE PERFORMANCE  
SCORE , GENDER , RATING , ACHIEVEMENT  
ANALYSIS. EMPLOYEE TO FIND TRENDS AND  
PATTERNS PERFORMANCE DIFFERENT ON HIGH ,  
MEDIUM , LOW CATEGORIES OF EMPLOYEE.





# WHO ARE THE END USERS?

- 1) THE END USER IS EMPLOYEE
- 2) THE END USER IS EMPLOYER
- 3) THE END USER IS MANAGER
- 4) THE END USER IS FINANCIAL SUPPORT

# OUR SOLUTION AND ITS VALUE PROPOSITION



CONDITIONAL FORMATTING – It is used for highlight the missing values .  
FILTER- To remove the missing values / filtering out  
FORMULA- It analysis the performance the employee analysis  
PIVOT TABLE – It is summary of employee performance  
GRAPH- To represent the data visualization through graphs or bar chart



# Dataset Description

Employee data set – download from the Edunet dashboard.

They are 26 features of employees

- 1) Employee id – unique identifier for each employee in organization
- 2) First name – the first name of employee
- 3) Last name – the last name of employee
- 4) Start date – the date when the employee started the working in organization
- 5) Exit date – the date when the employee left the organization
- 6) Title – the job title or position of the employee within the organization.
- 7) Supervisor – the name of the employee immediately supervision or manager.
- 8) Email – the email address associated with employee communication within the organization
- 9) Business unit – the specific business unit or department to which employee belongs.



# THE "WOW" IN OUR SOLUTION



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



# MODELLING

## DATA COLLECTION

1) DOWNLOAD THE EMPLOYEE DATA IN THE EDUNET DASHBOARD  
FEATURES

- 1)IT IS VERY USEFUL TO ANALYSIS THE DATA SETS
- 2)IT IS ANALYSIS THE PERFORMANCE THE EMPLOYEES.

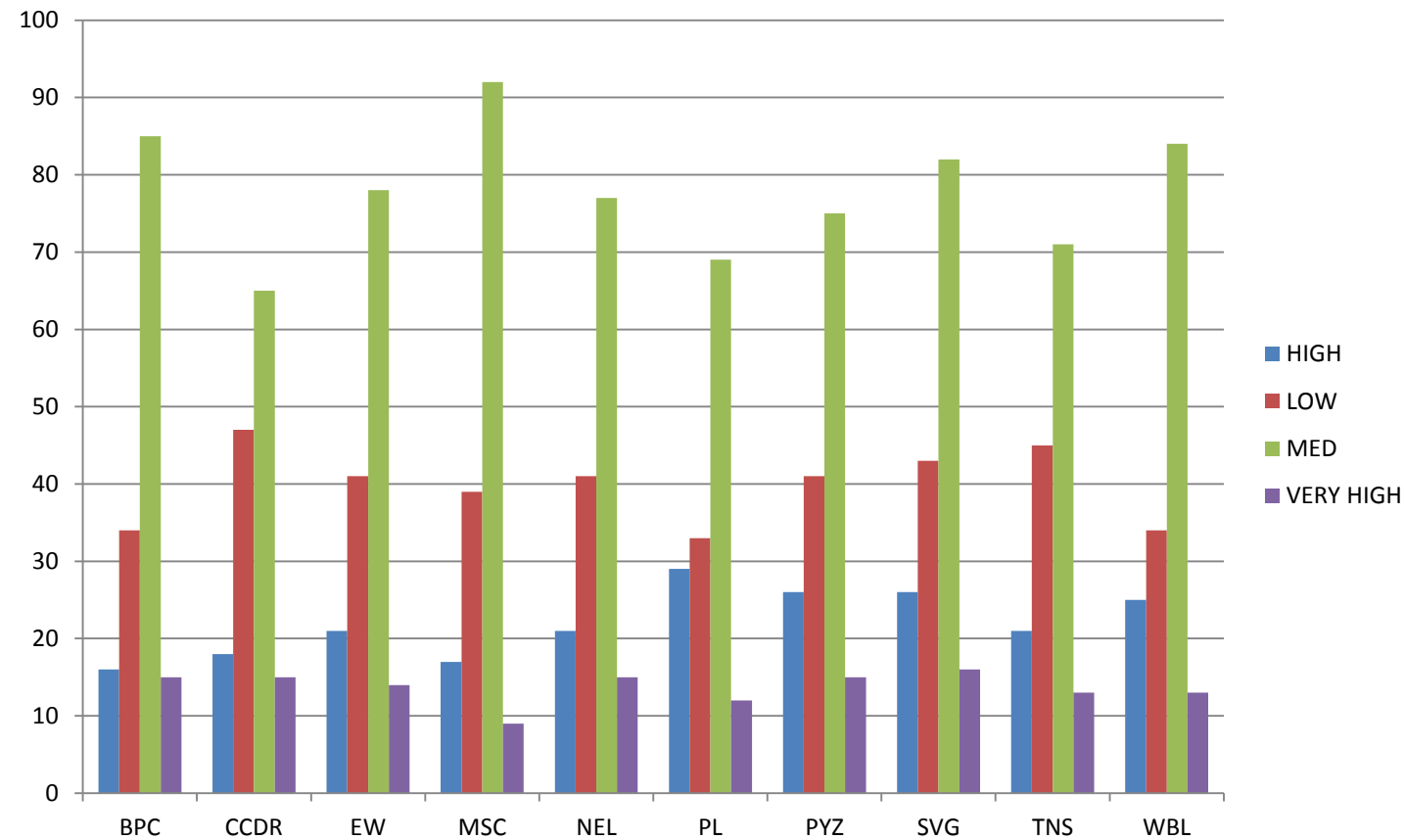
## DATA CLEANING

- 1) TO IDENTIFY THE MISSING VALUES
- 2) TO IDENTIFY THE MISSING VALUES AND FILTER OUT  
PERFORMANCE LEVEL
- 1) CONDITIONAL FORMATTING IT IS USED TO HIGH LIGHT THE MISSING VALUES
- 2) FILTER IT IS USED TO REMOVE THE MISSING VALUE / FILTER OUT IT

## SUMMARY

- 1)IT IS USED TO FIND THE EMPLOYEE ID
- 2)THE FIRST NAME AND LAST NAME OF THE EMPLOYEE
- 3)IT VERIFY THE PERFORMANCE OF EMPLOYEE
- 4)IT VERIFY THE GENDER , EMPLOYEE RATINGS , ACHIEVEMENTS.

# RESULTS



# conclusion

In this employee data we have many data sets have analysis through charts , bar charts etc. we have known the employee data performance like various factors like performance score, gender, ratings employee achievement like high, medium, low.