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PROJECT TITLE

Employee Experience Analysis using Excel

AGENDA

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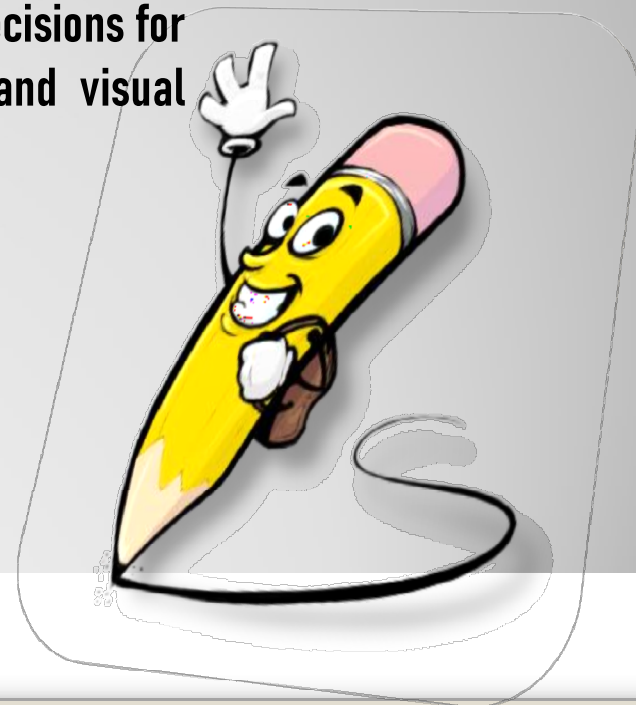
PROBLEM STATEMENT

Employee Experience analysis using Excel involves evaluating and measuring an employee's working years effectiveness and efficiency based on no. of years working. Data is then analyzed using Excel's functions and tools, such as pivot tables, charts, and conditional formatting, to identify patterns, strengths, and areas for improvement. The analysis helps in making informed decisions regarding training needs, promotions, and overall workforce optimization.



PROJECT OVERVIEW

The project "Employee Experience Analysis Using Excel" aims to systematically evaluate employee working years and effectiveness by leveraging Excel's analytical tools. The project will involve collecting and organizing experience data such as task completion rates, accuracy, and attendance records. This data will be processed and analyzed using Excel functions like pivot tables, charts, and statistical formulas to generate insights into individual performance. The outcome will help in identifying high experience recognizing training needs, and making data-driven decisions for performance improvement. The final deliverable will include a detailed report and visual dashboards for easy interpretation and strategic planning.



WHO ARE THE END USERS?

Human Resources (HR) Managers:

Department Managers/Supervisors:

Senior Management/Executives:

Employees:

Dataset Description

Descriptions for each of the columns in the dataset:

- 1.Employee ID:** Unique identifier for each employee in the organization.
- 2.First Name:** The first name of the employee.
- 3.Last Name:** The last name of the employee.
- 4.Start Date:** The beginning of work on a schedule activity.
- 5. Exit Date:** The leaving of work on a schedule activity.

THE "WOW" IN OUR SOLUTION



• **Experience Level:**
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MODELLING

In the "Employee Experience Analysis Using Excel" project, the modeling phase involves setting up the Excel workbook with various tools and techniques to analyze and visualize the data effectively. Here's how each component will be used:

Data Filtering

Purpose: To sort and refine the data to focus on specific criteria, such as department, date range, or individual employee experience.

Implementation: Excel's filtering feature will be applied to datasets, allowing users to easily narrow down the data to view only the relevant information. For example, filtering by starting date or by exit date.

Pivot Tables

Purpose: To summarize and analyze large datasets by grouping and aggregating data based on different performance metrics.

Implementation: Pivot tables will be used to dynamically calculate and experience level by starting date and exit date of the employee. This will allow users to view experience metrics.

MODELLING

Charts

Purpose: To visualize the data in an easily interpretable format, making trends and patterns more apparent.

Implementation: Various types of charts (e.g., bar charts, line charts, pie charts) will be created based on the pivot table outputs. For instance, a line chart could show the trend of an employee's experience over time, while a bar chart could compare starting and exiting date.

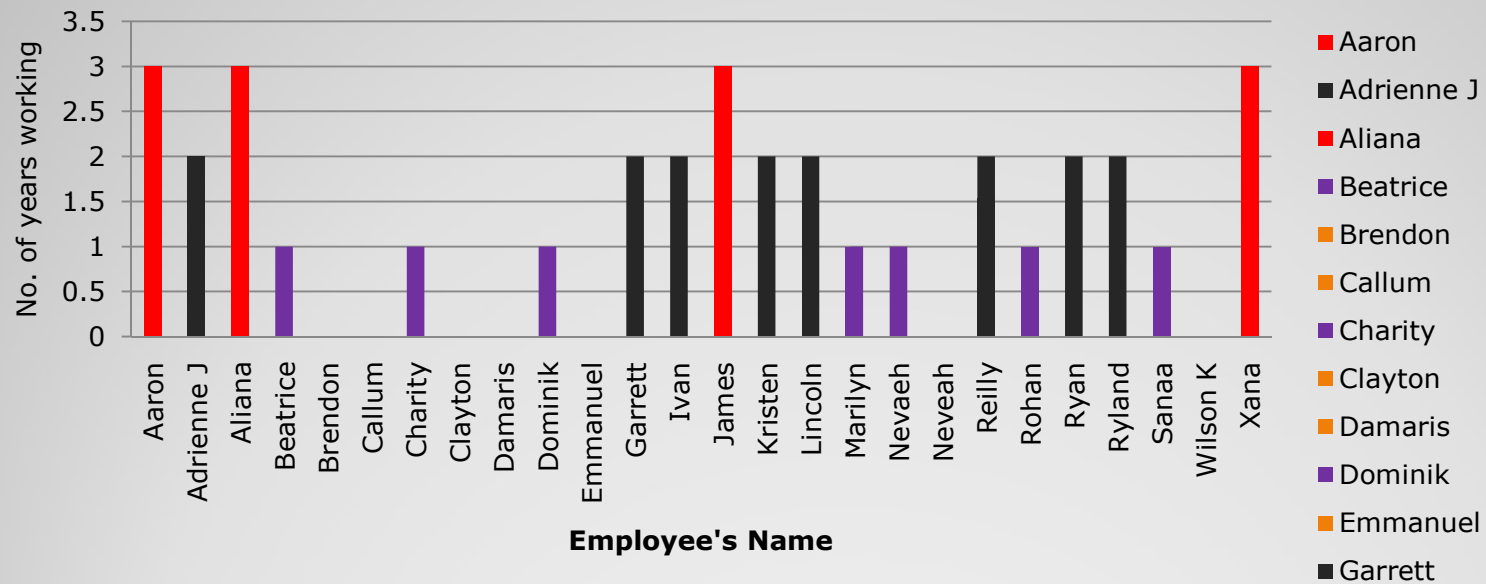
Conditional Formatting

Purpose: To highlight specific data points that meet certain conditions, making it easier to spot trends, outliers, or areas of concern.

Implementation: Conditional formatting will be applied to cells based on rules, such as highlighting cells in red if an employee's experience falls below a certain threshold, or in blue if targets are exceeded. This immediate visual cue helps in quickly identifying critical areas needing attention.

RESULTS

Experience



Conclusion

The "Employee Experience Analysis Using Excel" project provides a robust and user-friendly solution for evaluating and managing employee experience level. By leveraging Excel's powerful tools—such as filtering, pivot tables, charts, and conditional formatting—the project transforms raw experience data into actionable insights. The resulting interactive dashboards and customizable reports empower managers to make data-driven decisions, optimize workforce productivity, and foster continuous improvement across the organization. This solution not only streamlines performance management but also offers a cost-effective, scalable approach to enhancing overall organizational efficiency.