Employee Data Analysis using Excel

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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

1. In this project , we are analyzing employee performance using excel to track the working skills of the employees in their job role.

2. We can motivate the employees whose performace level are low .

3. We can give rewards to employees whose performace level are high and very high to improve their current performance.

4. We can track the contribution made by the employees towards the growth and development of the business

PROJECT OVERVIEW

1. In this project we are analyzing about the employees and their performance level using pivot table and graphs in excel
   •.
2. This project shows the level of performance of the employees from different type of business unit in the organnisation

3. The level of performace are categorized into four level are :
   1) very high
   2) high
   3) med
   4) low

WHO ARE THE END USERS?

1) Organisation

2) Employers

3)Managers

4)Employee

OUR SOLUTION AND ITS VALUE PROPOSITION

THE TECHNIQUES USED:

1. Conditional formatting : to highlight missing values
2. Filter : removing the missing exit date
3. Formula : for calculating employee performace
4. Pivot table: summarize the employee performace analysis
5. Graph chart and pie chart : Data Visualization

Dataset Description

1. We took the employee dataset which is given for project . The dataset contains 26 features . But we used only 9 features in it

2. All the 9 features are the following:

   emp id- num
   first name- text
   emp type- full time , part time, contract
   performace level- high,low,med,very high
   gender- women, men
   business unit- text
   emp rating- numeric
   preformace scores- text
   emp status- text

THE "WOW" IN OUR SOLUTION

We used particular formula for finding the performance level of employee

The formula is :

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

MODELLING

DATA COLLECTION:

1)The data is taken from edunet foundation dash board.
2) the dataset contains the employee details
3) the dataset contains 26 features of the employees

FEATURE COLLECTION:

1)We took 9 features out of the 26 features in the dataset
2) Those features are empid , first name, last name, business unit,emp type, emp status, gender, emp performance scores, emp ranking
3) These features are used in employee performace analysis for tracking the working skills of employees

DATA CLEANING:

1) We found the missing values using the conditional formatting in the exit date by highlighting the blank values

2) We seprated those missing blank values using the filtering method.

PERFORMANCE LEVEL:

1) We found the performace level using the performance rating column.

2) we used a formula to find the performance level of employee. The formula is

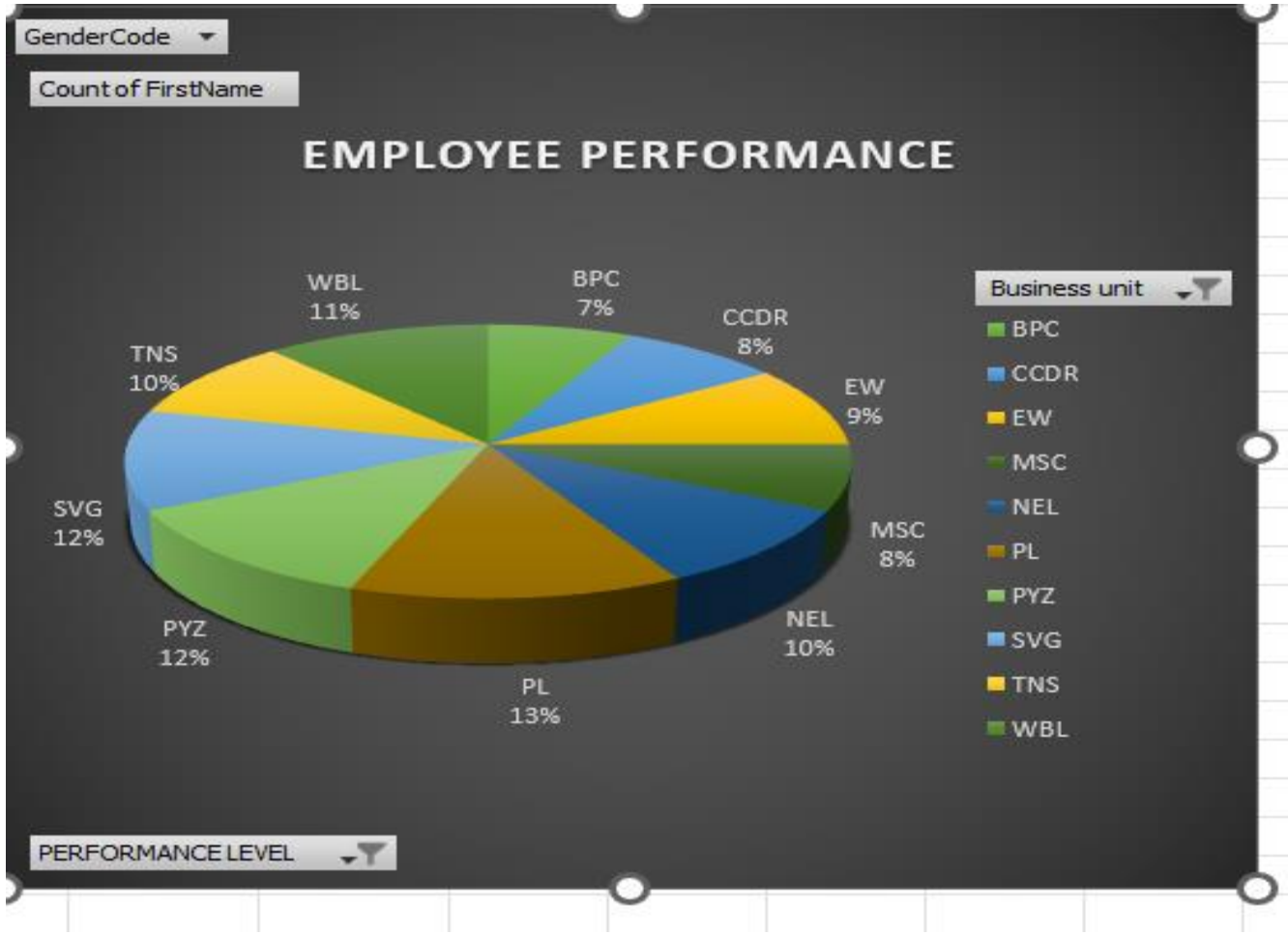
=IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW")

SUMMARY:

1)We used pivot table to summarize the employee performance.

2) We used graph and pie chart for data visualization which helps in better understanding for the people

RESULTS


GenderCode
Count of FirstName
EMPLOYEE PERFORMANCE
WBL 11%
BPC 7%
CCDR 8%
EW 9%
MSC 8%
NEL 10%
PL 13%
PYZ 12%
SVG 12%
TNS 10%
Business unit
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
PERFORMANCE LEVEL

BAR GRAPH


GenderCode
Count of FirstName
Employee performance analysis
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
Business unit
HIGH
LOW
MED
VERY HIGH
PERFORMANCE LEVEL

conclusion

In the analysis, we found employee performance level from various business unit in the organisation . In that we found the performance of the PL unit is 13% which is highest performance and following by PYZ , SVG is 12% . The employees from these business unit are performing well than other units in the organisation.

We used the pivot table for summarizing the performance of each unit and found the best performing business unit. We used the bar graph and pie chart for data visualization which helped us in understanding well about the situation. The best performed business unit employees will get rewards and incentives to motivate them for working hard