

# Employee Data Analysis using Excel

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PROJECT TITLE

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# Employee Performance Analysis using Excel



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# AGENDA:

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results
8. Conclusion



# PROBLEM STATEMENT :

- ❖ To solve the difficulties in an organisation.
- ❖ To focus on the growth of the organisation.
- ❖ To analyse the performances of employees.
- ❖ To motivate the low performers by giving appreciation.
- ❖ To appreciate the best performers by giving increments, bonus and promotions.



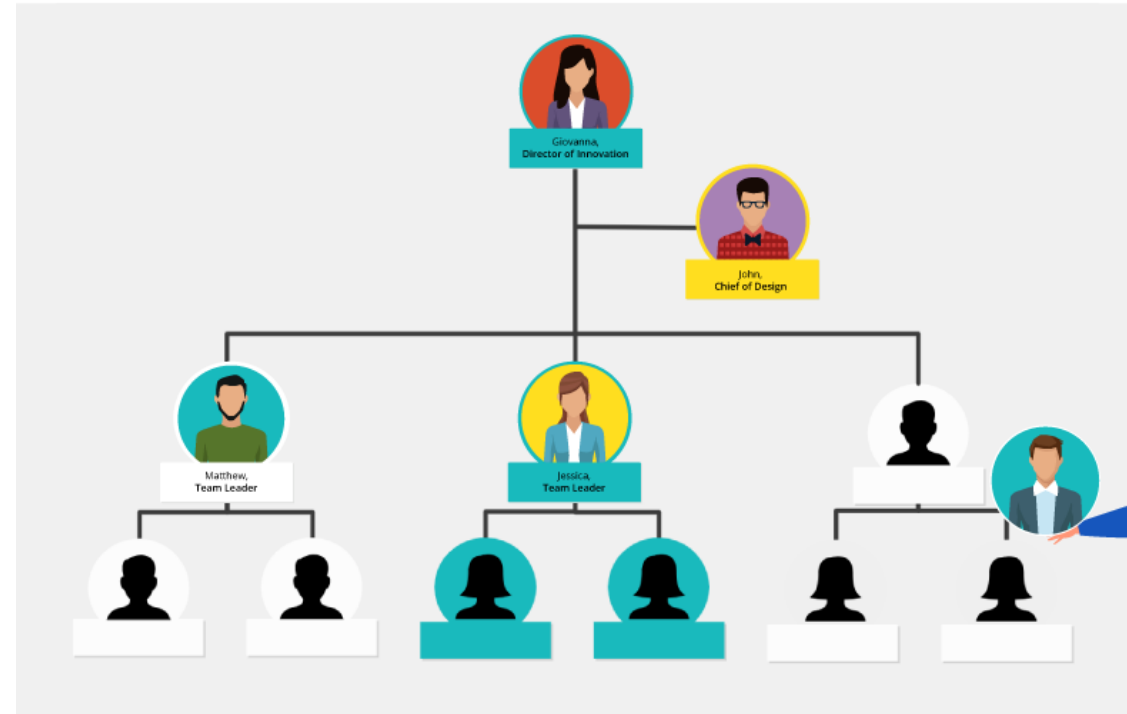
# PROJECT OVERVIEW :

- - ★ Evaluating the performance of the employee's job and their overall contribution to the company by considering the datas of the employee, like their Name, Employee ID's, Gender, Work experience, Rating and their Work locations, In order to identify the trends and patterns of different categories of employees.



# WHO ARE THE END USERS?

- CEO
- Directors
- Manager
- Foreman
- Sales Executive
- Sales Person
- Workers and Employees

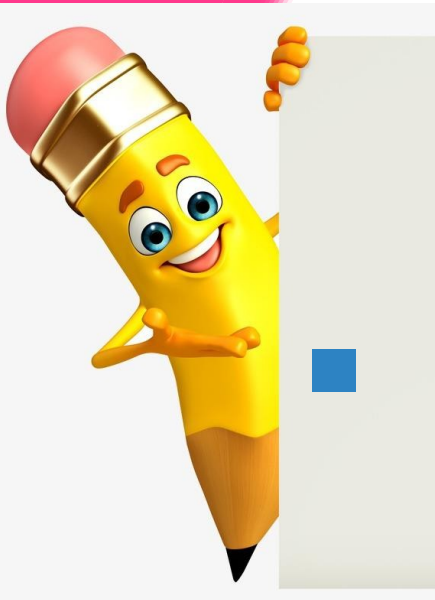


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# OUR SOLUTION AND ITS VALUE PROPOSITION

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- Conditional formatting - To find the missing values.
- Filter - To remove the blank spaces between the data's
- Formula - To rate the employees performances through formulating.
- Pivot Table - To produce a detail summary about the employees performance with various fields like Employees rating, Gender and Work locations.
- Graph - To show a pictorial representation about the data.
- Slicer - To change the view of chart through the help of slicer tool.



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# Data Set Description:

- Employee ID
- Name
- Gender
- Department
- Salary
- Start Date
- FTE
- Employee type
- Work location
- Current employee rating
- performance level





# THE “WOW” IN OUR SOLUTION:

- ✓ Easy to understand through the pictorial view.
- ✓ Straight view of the performances.
- ✓ Ratings of employees in an understandable points.



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# MODELLING:

## Data collection:

- 1) Name
- 2) Emp ID

## Feature collection:

- 1) Start date
- 2) FTE
- 3) Employee type

## Data cleaning:

- 1) Gender
- 2) Current Employee Rating



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## Performance level using formula:

- 1) Low
- 2) Med
- 3) High
- 4) Very High

## Conditional format:

- 1) Found the missing values
- 2) And Highlighted

## Filter:

- 1) Select the missing blocks
- 2) Omitted the blank cell



## Pivot Table:

- 1) Summary of the data.
- 2) Like Employee type and performances.

Gender	(Multiple Items)				
Count of Name	Column Labels				
Row Labels	High	Low	Med	Very High	Grand Total
Fixed Term	17		10	7	34
Permanent	48	11	50	15	124
Temporary	9	3	11	9	32
Grand Total	74	14	71	31	190

figure: PIVOT TABLE



## Graph:

- 1) Data visualisation.
- 2) Pictorial Representation.

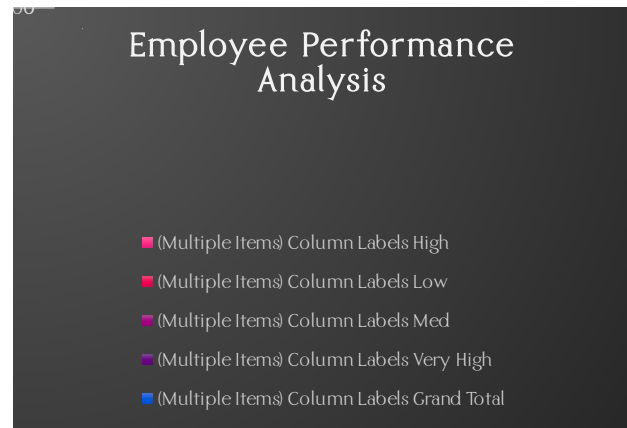


fig: Graph



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## Slicer:

- 1) Data can be viewed in chart.
- 2) Can change the view of data types.

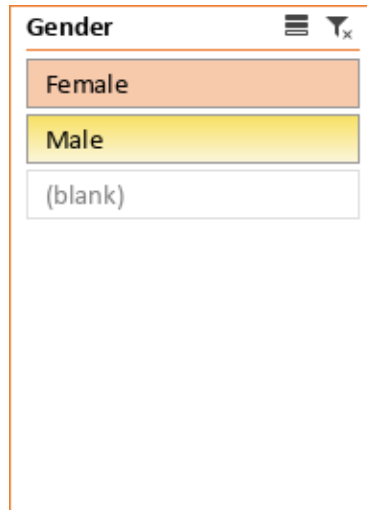


fig:Slicer chart



# RESULTS:



- Best performers among the various employee types.



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- Best Performances between the new comers and old employees.
- Trend analysis of the organisations.
- Drawbacks in the Performances.
- Convenience of the employees for their work locations.
- Analysation of profit through performances.





# CONCLUSION:

- Through this data analysis we can rectify the problems faced by the employees.
- Appreciating the best employees by giving them the incentives, bonus and promotions.
- Motivating the low level employees.
- Analyzing the trend helps to improve the performing methods of the employees.
- Allotment of working places and time periods of employees is uncomplicated.
- Performances analysis helps to find the best way to the profit making business.

