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

Primary Objectives:

- Improved Performance: Identify areas of strength and weakness, set goals, and provide feedback to enhance employee pe rf or m ance .
- Decision-Making: Inform decisions on promotions, demotions, transfers, or terminations.

Additional Benefits:

- Aligns with Organizational Goals: Ensures employees' objectives are aligned with company strategic objectives.
- Compliance and Risk Management: Documents performance issues, helping mitigate potential legal risks.
- Boosts Productivity: Encourages accountability, efficiency, and effectiveness.

By conducting regular employee performance analysis, organizations can optimize talent utilization, drive business outcomes, and create a culture of continuousimprovement.

PROJECT OVERVIEW

EMPLOYEE PERFORMANCE ANALYSIS

- Employee performance analysis, also known as performance evaluation or appraisal, is a systematic process to assess an employee's work performance, accomplishments, and areas for improvement.
- By implementing a structured employee performance analysis process, organizations can optimize talent utilization, drive business outcomes, and foster a culture of continuousimprovement.

WHO ARE THE END USERS?

Employees

M an agers

External Stakeholders

OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional Formatting :
  To highlight the Missing Value in the given data.
- Filter:
  To filter the Missing values in the given data.
- Formula:
  To calculate the Performance Level in the given data.
  =IFS(Z2>=5,"very high",Z2>=4,"high",Z2>=3,"med","True","Low")
- Pivot Table:
  To summaraize the given data.
- Graph:
  To visualize the given data in chart representation.

Dataset Description

- Employee dataset from kaggle
- 26 features available, but considered only 9 features,They are:

  EmpID = Numeric
  FirstName = Text
  LastName = Text
  BusinessUnit = Text
  EmployeeStatus = Text
  EmployeeType = Text
  EmployeeClassificationType = Text
  Performance Score = Text
  Current Employee Rating = Numeric

THE "WOW" IN OUR SOLUTION

Performance level Calculation:

=IFS(Z2>=5,"very high",Z2>=4,"high",Z2>=3,"med","True","Low")

MODELLING

Data Collection:

1) Download data from Skillsbuild platform.
2) Extracted the Zip. File.
3) Save the data into a excel file.

Feature Collection:

1) 26 Features in the dataset,but selected only 9 out of it.

Data Cleaning:

1) Highlighted the Missing Value in the given Dataset using Condiional Formatting.
2) Filtered the Blank cells using filter option.

Performance Level Calculation:

1) Using =IFS(Z2>=5,"very high",Z2>=4,"high",Z2>=3,"med","True","Low") formula we calculated the Performance level.
2) Using Autofill we done the same thing to other rows.

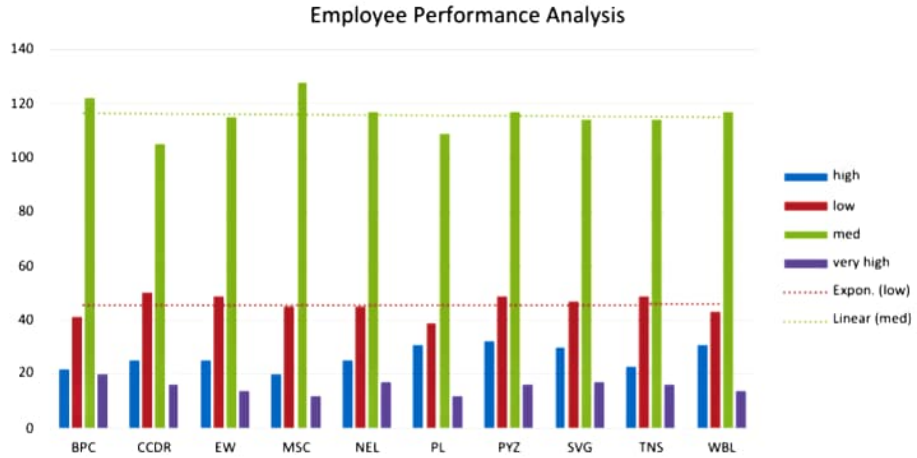
Pivot Table:

1)We summarized the dataset.

Graph Chart:

1) Data visualization.

RESULTS


Employee Performance Analysis
140
120
100
80
60
40
20
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
high
low
med
very high
Expon. (low)
Linear (med)

conclusion

- By comparing the performance of the employees the no. of employees who are in medium level are in higher amount in the organization than very high and high performance employee we need to motivate the employee more to betterment the organization.
- High and very high performance employees can train the low and medium level empolyees for the growth of the fi rm.