



# 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

The organization aims to assess the distribution of employees and their performance across various business units, with a focus on gender. The objective is to analyze the number of employees in each business unit, broken down by gender, and to evaluate their current performance ratings. This analysis will highlight any potential gender disparities in employee distribution and performance within the business units, offering valuable insights to support data-driven decision-making and strategic human resource planning.



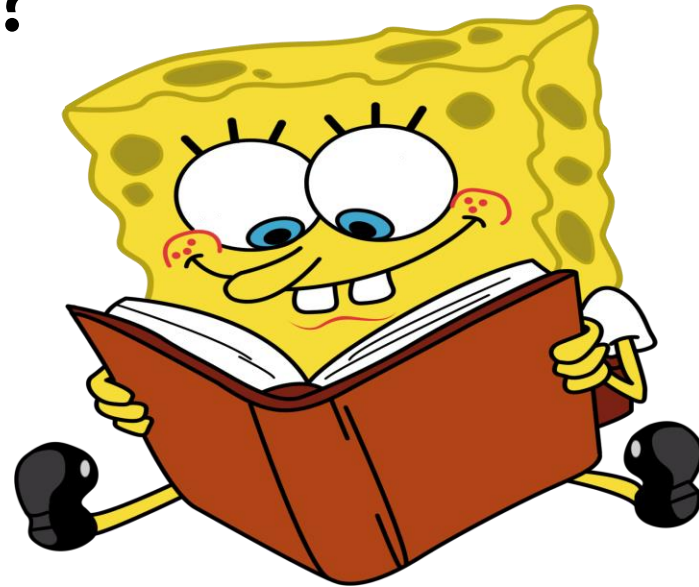
# PROJECT OVERVIEW

Data analytics involves gathering, transforming, and organizing information to draw meaningful insights, make predictions, and support informed decision-making. Data plays a crucial role in everyday life, often in ways that go unnoticed. Whether it's measuring coffee beans for a morning brew, checking the weather forecast to plan the day's outfit, or using a fitness tracker to monitor steps, people engage with data regularly and use it to inform decisions in their daily routines.



# WHO ARE THE END USERS?

- Manager
- Hr of company
- Empolyee
- Employer and
- Other member of organization



# OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional formating: missing values
- Filtering: remove blank cells
- Pivot table: summy of employee data analysis
- Graph: visualization of employee data analysis



# Dataset Description

Employee ID: Unique identifier for each employee in the organization.

First Name: The first name of the employee.

Last Name: The last name of the employee.

Start Date: The date when the employee started working for the organization.

Exit Date: The date when the employee left or exited the organization (if applicable).

Title: The job title or position of the employee within the organization.

Supervisor: The name of the employee's immediate supervisor or manager.

Email: The email address associated with the employee's communication within the organization.

Business Unit: The specific business unit or department to which the employee belongs.

Employee Status: The current employment status of the employee (e.g., Active, On Leave, Terminated).



# Dataset Description

Employee Type: The type of employment the employee has (e.g., Full-time, Part-time, Contract).

Pay Zone: The pay zone or salary band to which the employee's compensation falls.

Employee Classification Type: The classification type of the employee (e.g., Exempt, Non-exempt).

Termination Type: The type of termination if the employee has left the organization (e.g., Resignation, Layoff, Retirement).

Termination Description: Additional details or reasons for the employee's termination (if applicable).

Department Type: The broader category or type of department the employee's work is associated with.

Division Description: The division or branch of the organization where the employee works.

# Dataset Description

DOB (Date of Birth): The date of birth of the employee.

State: The state or region where the employee is located.

Job Function: A brief description of the employee's primary job function or role.

Gender: A code representing the gender of the employee (e.g., M for Male, F for Female, N for Non-binary).

Location: A code representing the physical location or office where the employee is based.

Race (or) Ethnicity: A description of the employee's racial or ethnic background (if provided).

Marital Status: The marital status of the employee (e.g., Single, Married, Divorced).

Performance Score: A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).

Current Employee Rating: The current rating or evaluation of the employee's overall performance.

# THE "WOW" IN OUR SOLUTION



- Interactive Data Filtering: Enables real-time filtering for immediate data insights.
- Multiple Slicers for Comparative Analysis: Allows side-by-side comparison of various data dimensions.
- Accessibility and Ease of use: Offers a user-friendly interface for smooth and intuitive interactions.

# MODELLING

## **FEATURE COLLECTION:**

IN THIS DATA BASE IT HAS 26 FEATURES I HAD USE 4 FEATURS OF MY PROJECTS.

## **DATA CLEANING:**

IN THIS STEP I HAD IDENTIFY THE MISSING VALUE AND REMOVE THE BLANK.

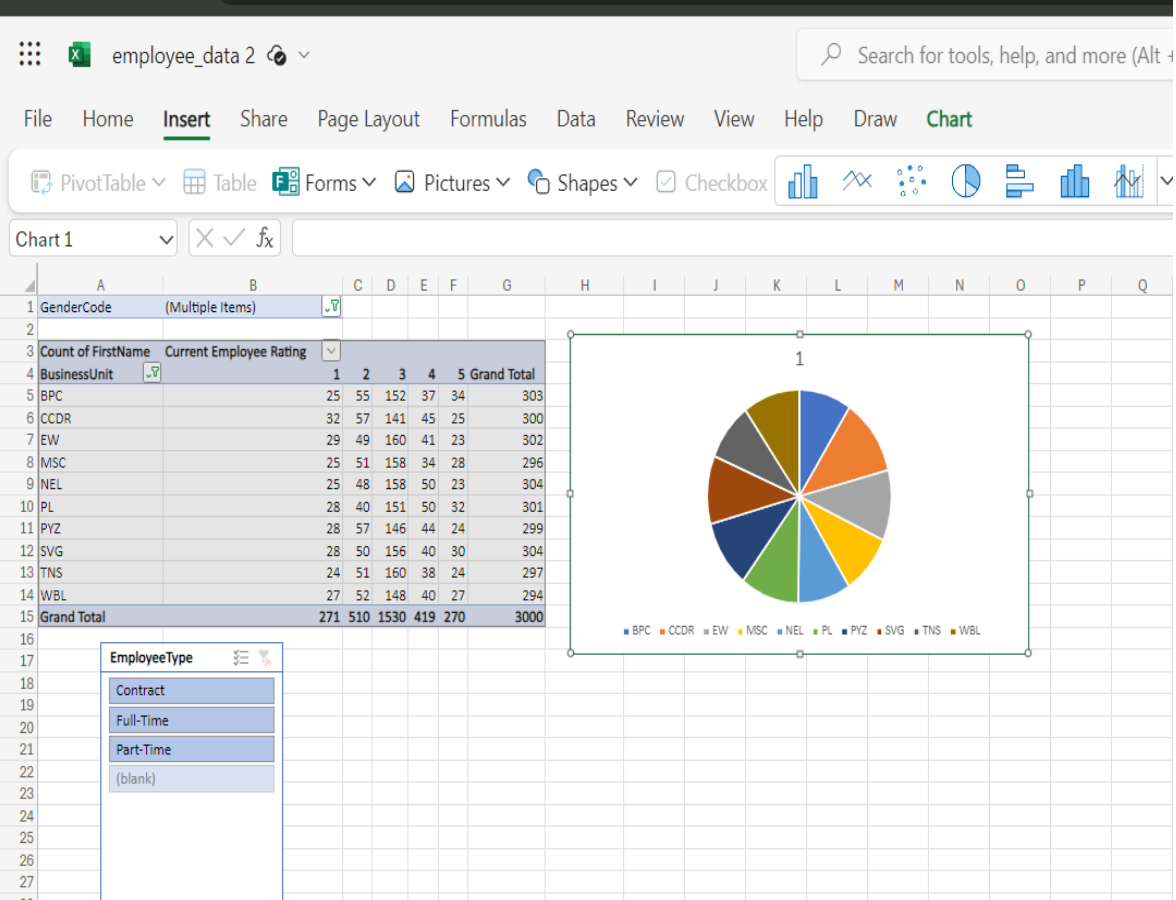
## **SUMMARY:**

FOR MY PROJECT I HAD USE PIVOT TABLES FOR EMPLOYEE DATA ANALYSIS. I HAVE USED SLICER TOOL IN ORDER TO CLASSIFY EMPLOYEES ON THE BASIS OF CONTRACT- FULL TIME AND PART TIME

## **VISUALIZATION:**

FOR MY PROJECT I HAD USE TO VISULIZED MY EMPLOYEE DATA ANALYSIS AS "GRAPH".

# RESULTS



# conclusion

The Excel-based employee performance analysis offers key insights into performance across gender, department, and job level. Using pivot tables, slicers, and conditional formatting, raw data was transformed into actionable summaries, revealing trends and disparities. This analysis supports data-driven decision-making, helping HR and management optimize employee development, resource allocation, and foster a fair, inclusive workplace. The findings will aid in strategic human resource planning and ongoing performance management improvements.