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

An employee performance review is an evaluation where managers, peers, or other stakeholders assess a team member' sjobperformanceovertime.

An employee performance review is one of the best ways to identify what' s working— and what can be improved.

PROJECT   OVERVIEW

A performance review is a two-way conversation between an employee and their manager to discuss their strengths, quality of work, and growth.

The goal is to provide insights into the factors affecting employee performance, identify department-wise performances, and develop a machine learning model that predicts employee performance ratings. The insights gained from this analysis can be used for informed hiring decisions and strategies to enhance employee performance.

WHO ARE THE END USERS?

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting- Missing

Filter- Remove

Formula- Performance

Pivot table- Summary

Graph- Data Visualization

Dataset Description

- Employee Data- Kaggle
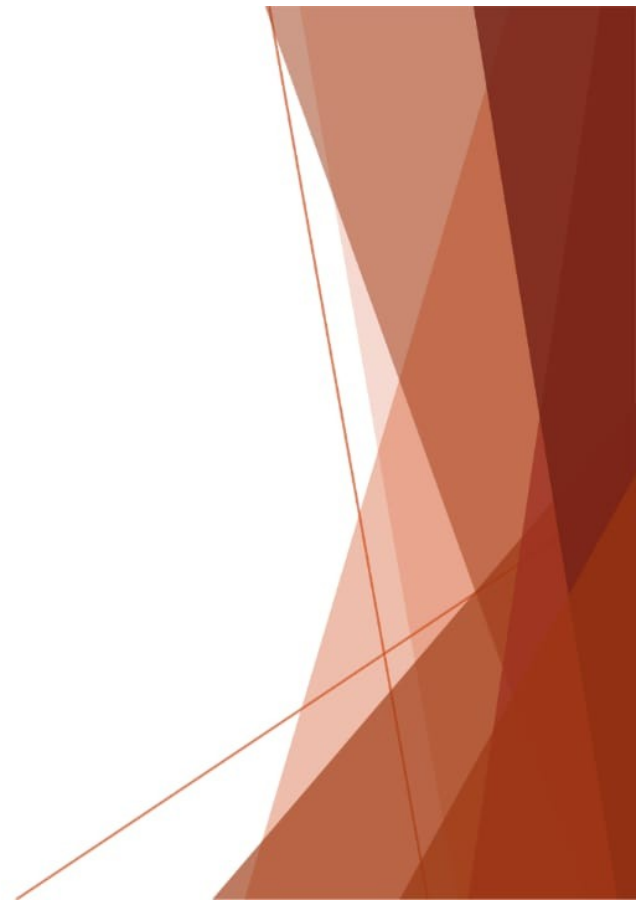- 26 Features
- 9 Features
- Employee id- Numerical value
- Name- Text
- Employee Type
- Performance level
- Gender- Male Female
- Employee Rating- Numerical value

THE "WOW" IN OUR SOLUTION

Analyzing performance data in Excel using Array formula and dynamic range name methods.The recording and analysis of performance data is the quintessential spreadsheet application.

```
FORMULA=IFS(I2>=5,"VERY
   HIGH",I2>=4,"HIGH",I2>=3,"MED",TRUE,"LOW")
```

MODELLING

DATA COLLECTION
Data Organization

Data Validation

DATA MODELLING
Key Performance

Pivot table

DATA CLEANING
Missing values

Filter

PERFORMANCE LEVEL
Employee Rating

Formula=IFS(I4>=5,"VERY HIGH",I4>=4,"HIGH",I4>=3,"MED",TRUE,"LOW")

MODELLING

VISUALIZATION
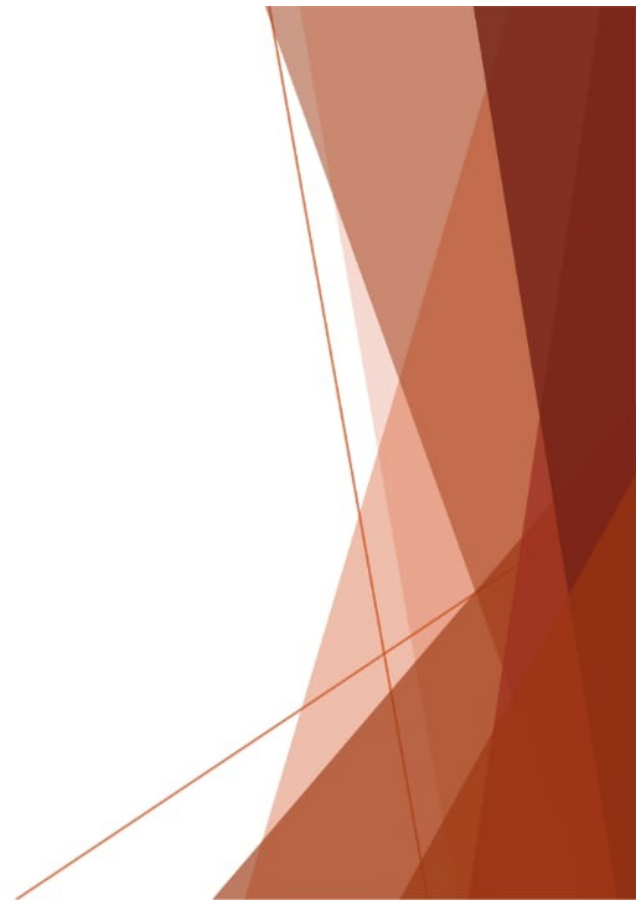
Chart

Graphs

Trends
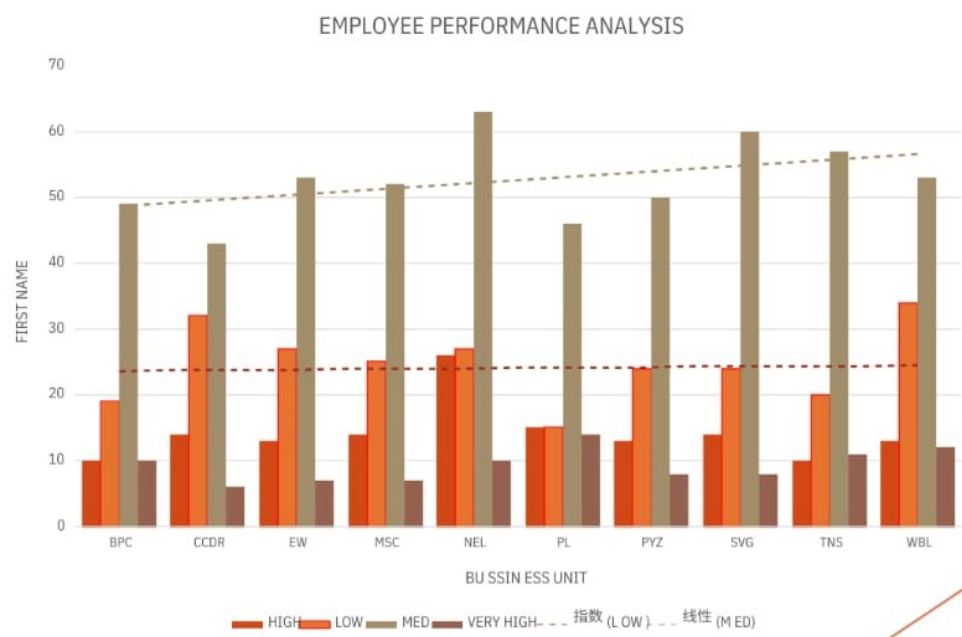
SCENARIO ANAYSIS
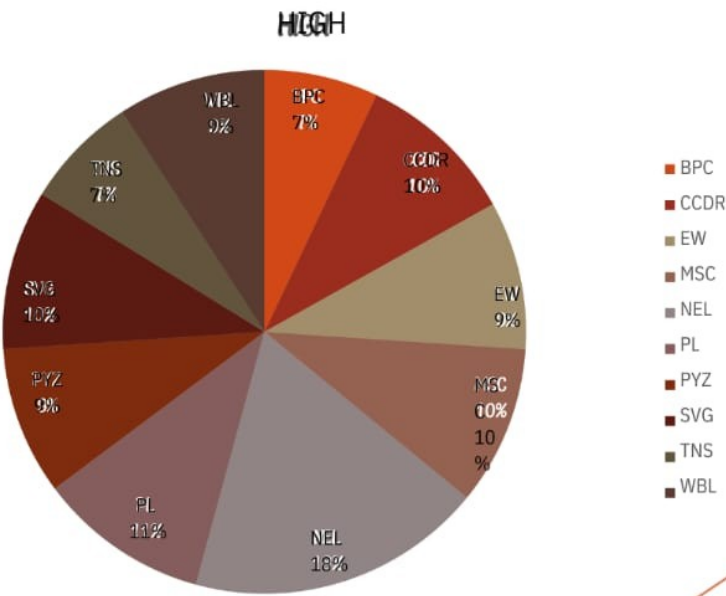
What-if Analysis

Trend Analysis

REPORTING

Automated Reports

Custom Reports

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS

RESULTS

HIGH

BPC 7%
CCDR 10%
EW 9%
MSC 10%
NEL 18%
PL 11%
PYZ 9%
SVG 10%
TNS 7%
WBL 9%

Legend:
- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL

Conclusion

- The largest segment is NEL at 18%, indicating it has the highest proportion among the categories. The smallest segment is TNS at 7%. The other categories are fairly evenly distributed, with most ranging

  between 9% and 11%.

- The exponential trend line for 'Low' and the linear trend line for 'Medium' performance indicate potential areas for improvement.

CONCLUSION

Targeted Training Programs: Implement training programs focused on the

skills and areas where low performance is prevalent. For example, units like BPC and WBL could benefit from additional training and support.

Regular Feedback and Mentoring: Establish a system for regular feedback

and mentoring to help employees understand their performance and areas for improvement.

RecognitionandRewards:Recognizeandrewardhigh-performing employees to maintain morale and encourage others. This can be done through bonuses, promotions, or public recognition.