

Employee Data Analysis using Excel

STUDENT NAME: Sumetha D

REGISTER NO: 312216355

DEPARTMENT: BCom General

COLLEGE: Shri Shankarlal Sundarbai Shasun Jain
College For Women.

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's job performance over time.

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



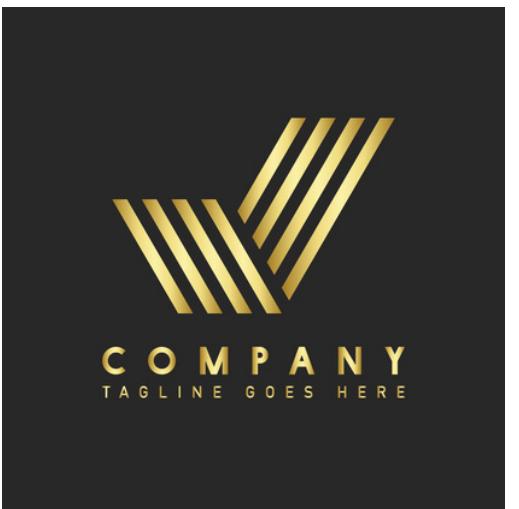
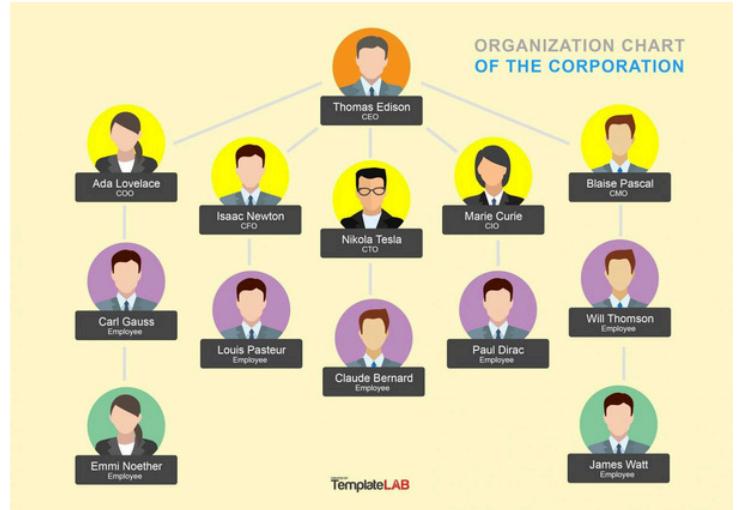
PROJECT OVERVIEW

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 ANALYSIS

What-if Analysis

Trend Analysis

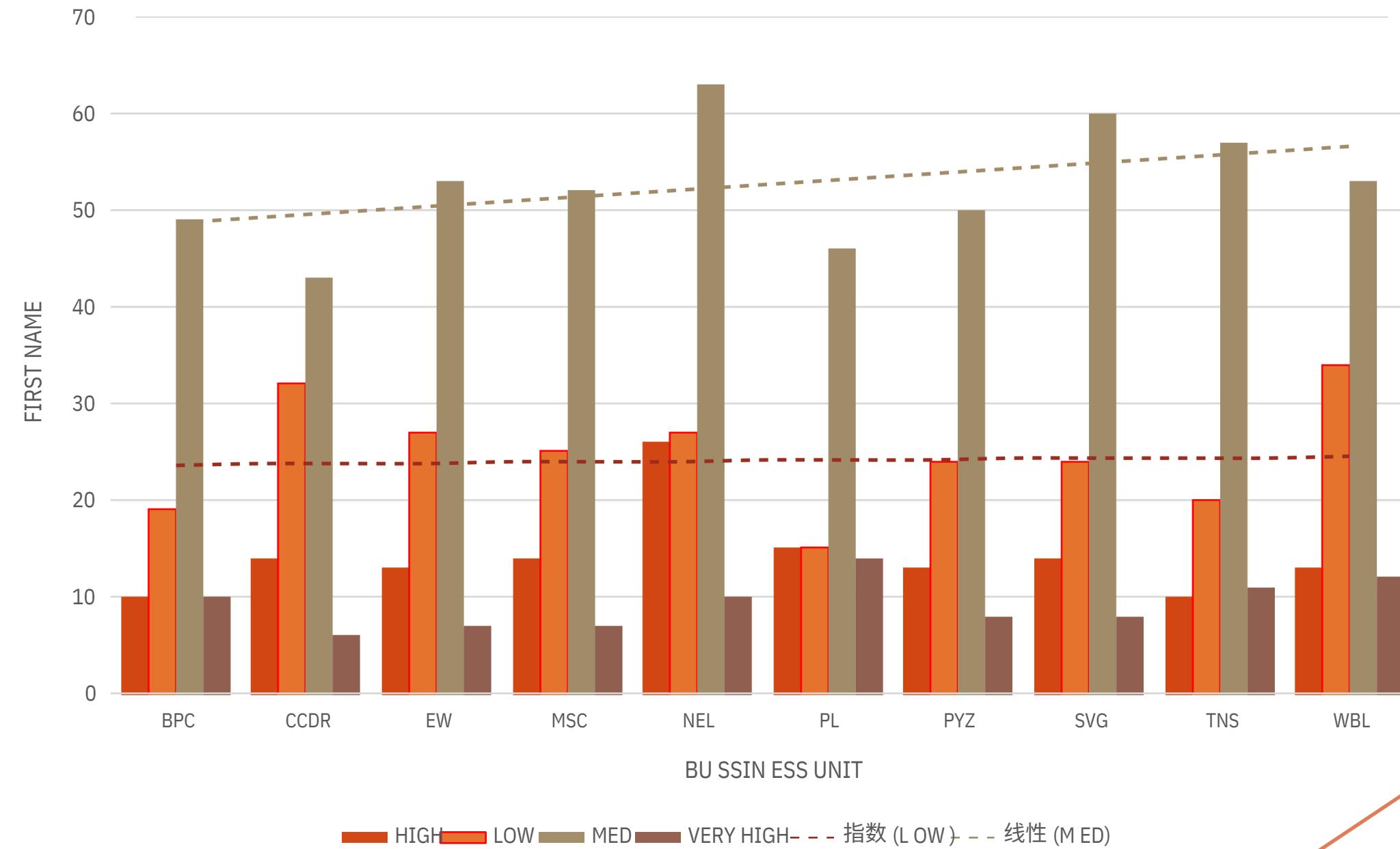
REPORTING

Automated Reports

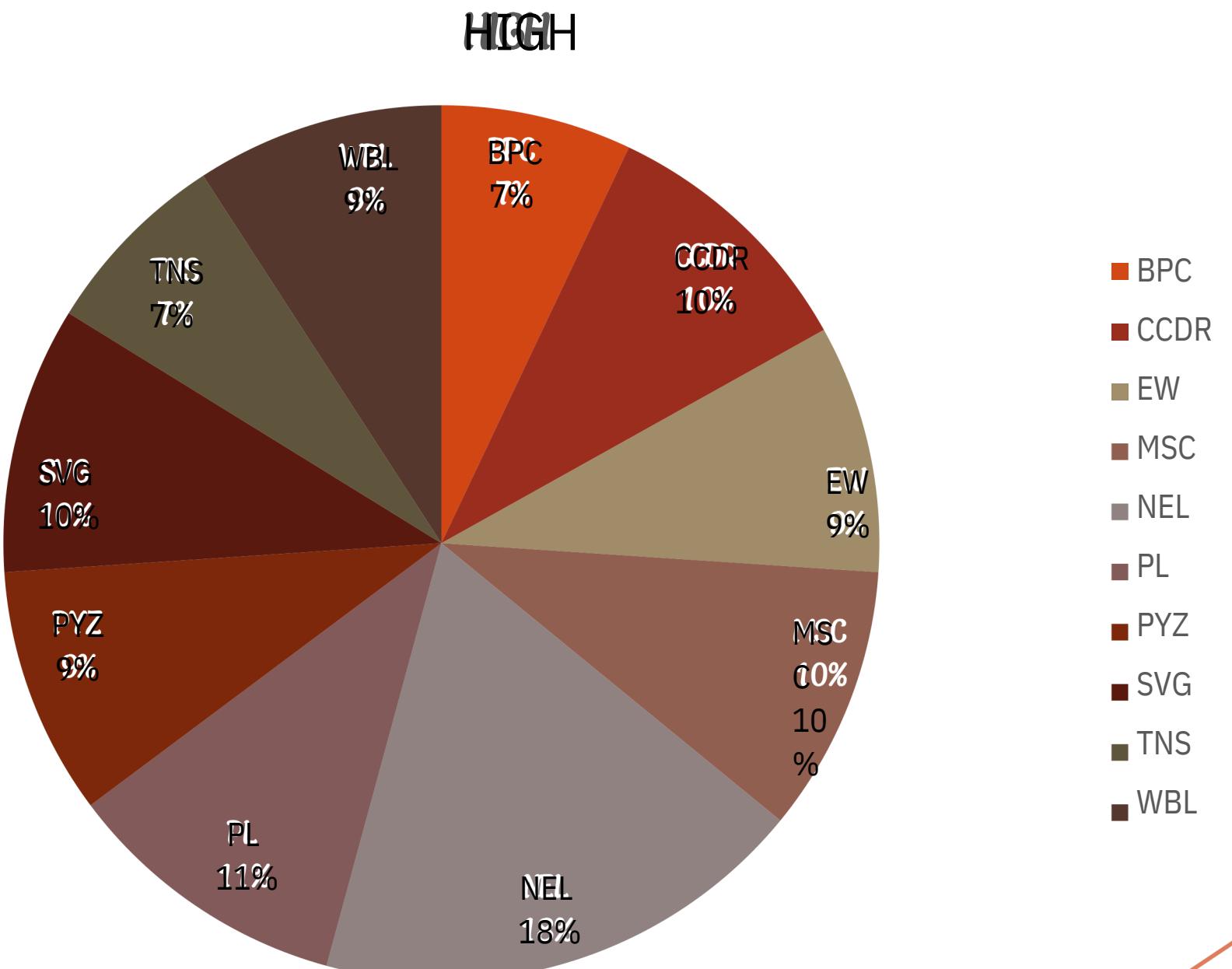
Custom Reports

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS



RESULTS



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.

Recognition and Rewards: Recognize and reward high-performing employees to maintain morale and encourage others. This can be done through bonuses, promotions, or public recognition.