

# 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'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.

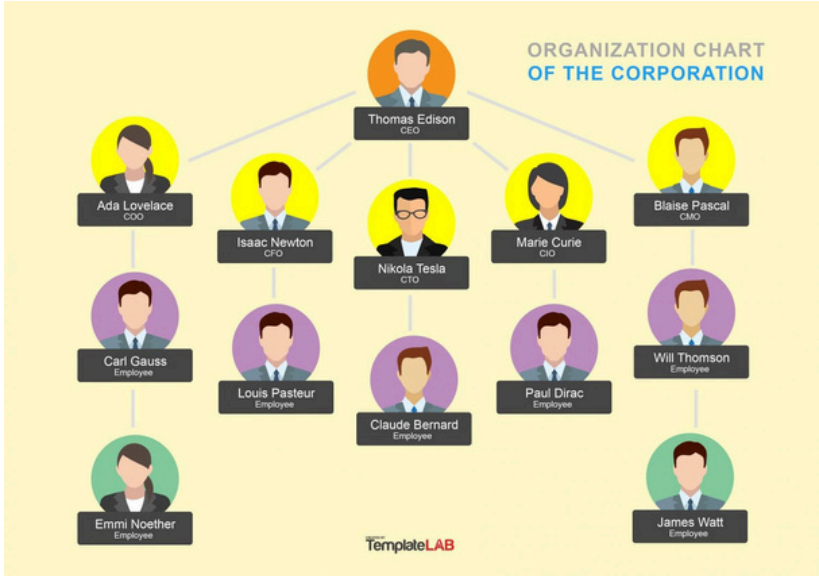


# PROJECT OVERVIEW

- 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

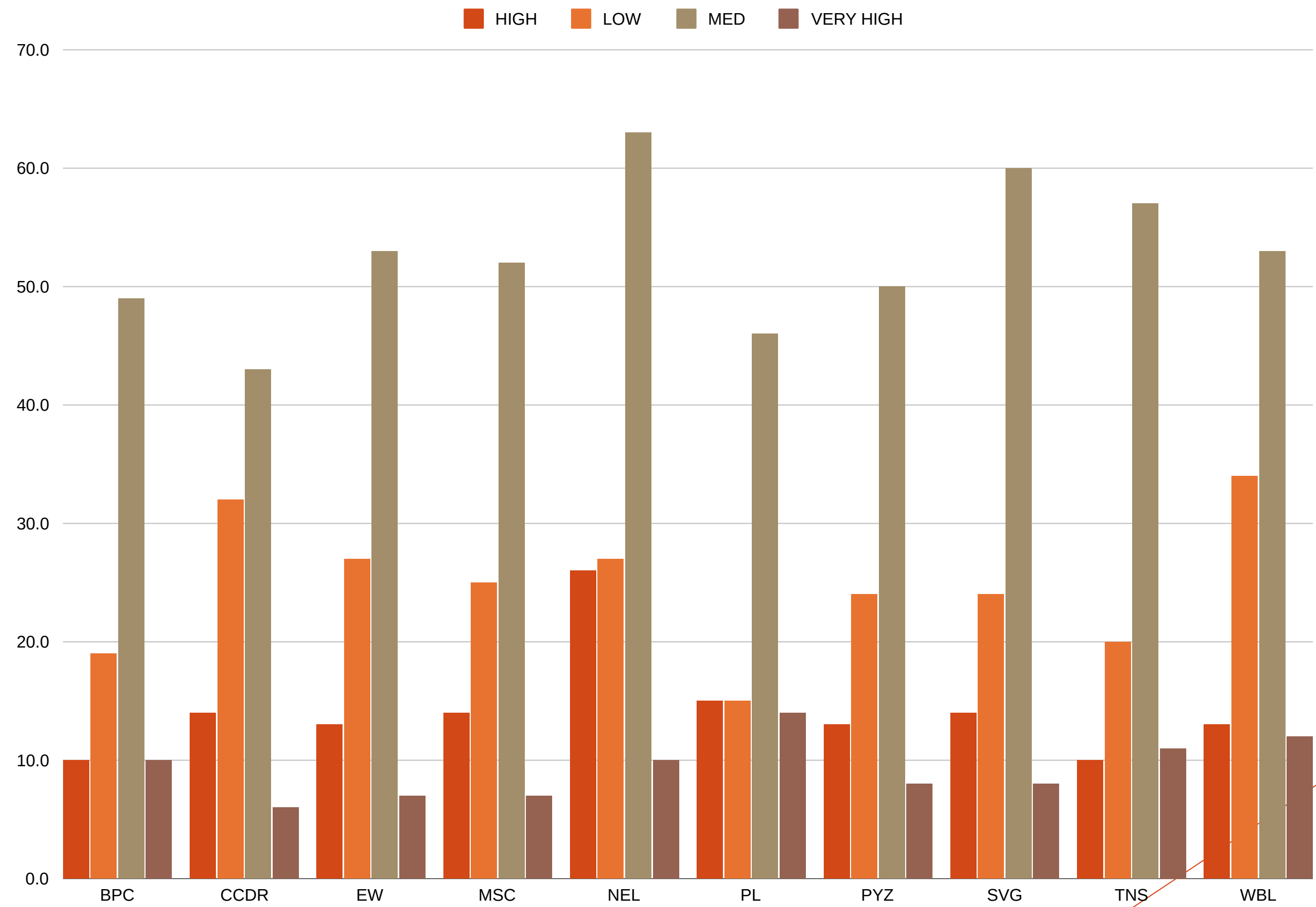
## SCENARIO ANALYSIS

- What-if Analysis
- Trend Analysis

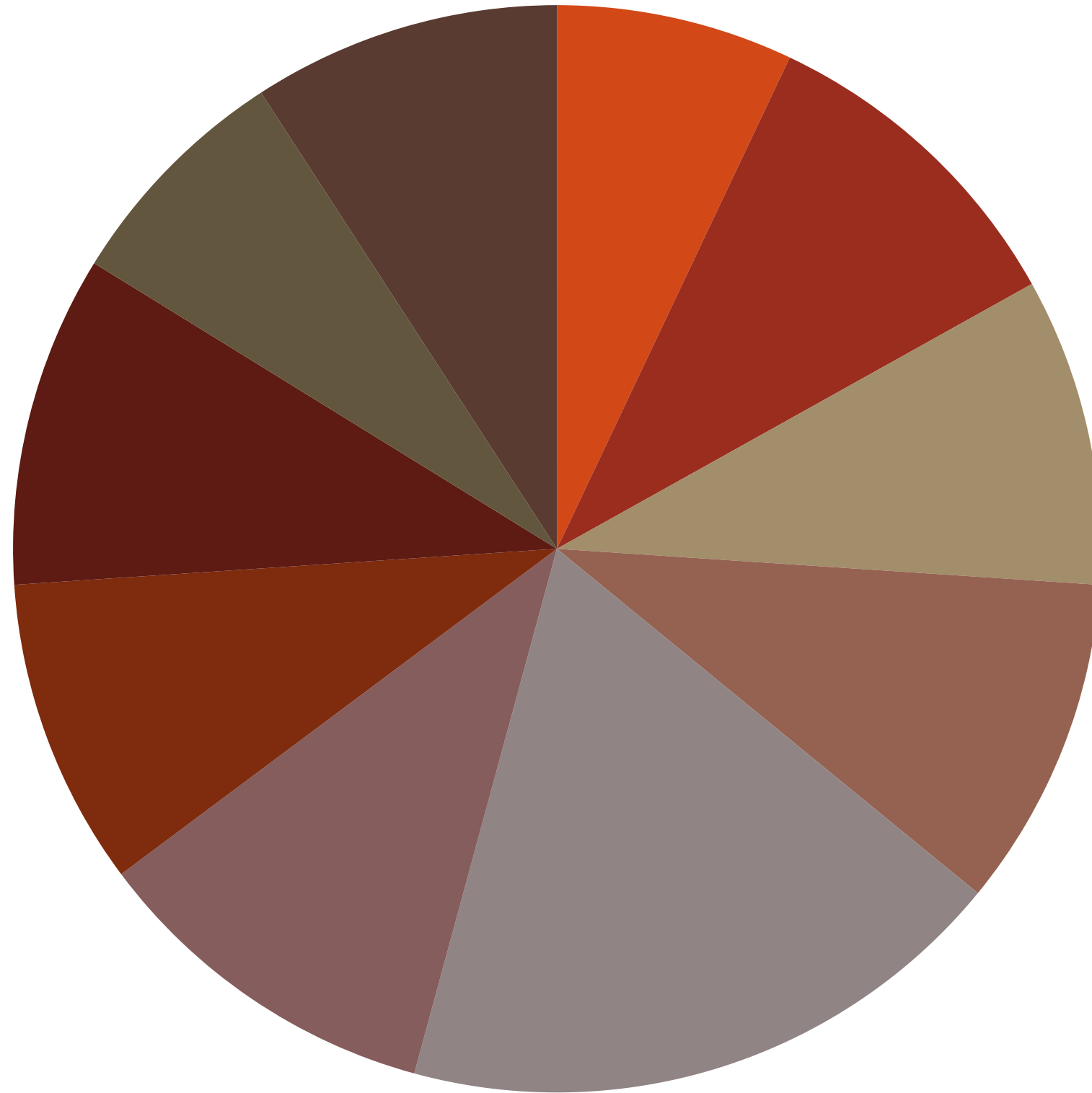
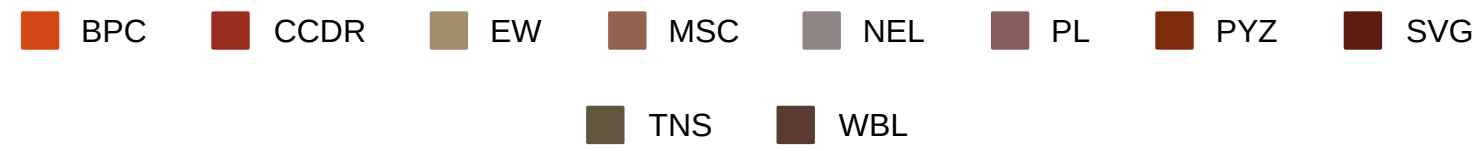
## REPORTING

- Automated Reports
- Custom Reports

# RESULTS



# 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' performance 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.