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

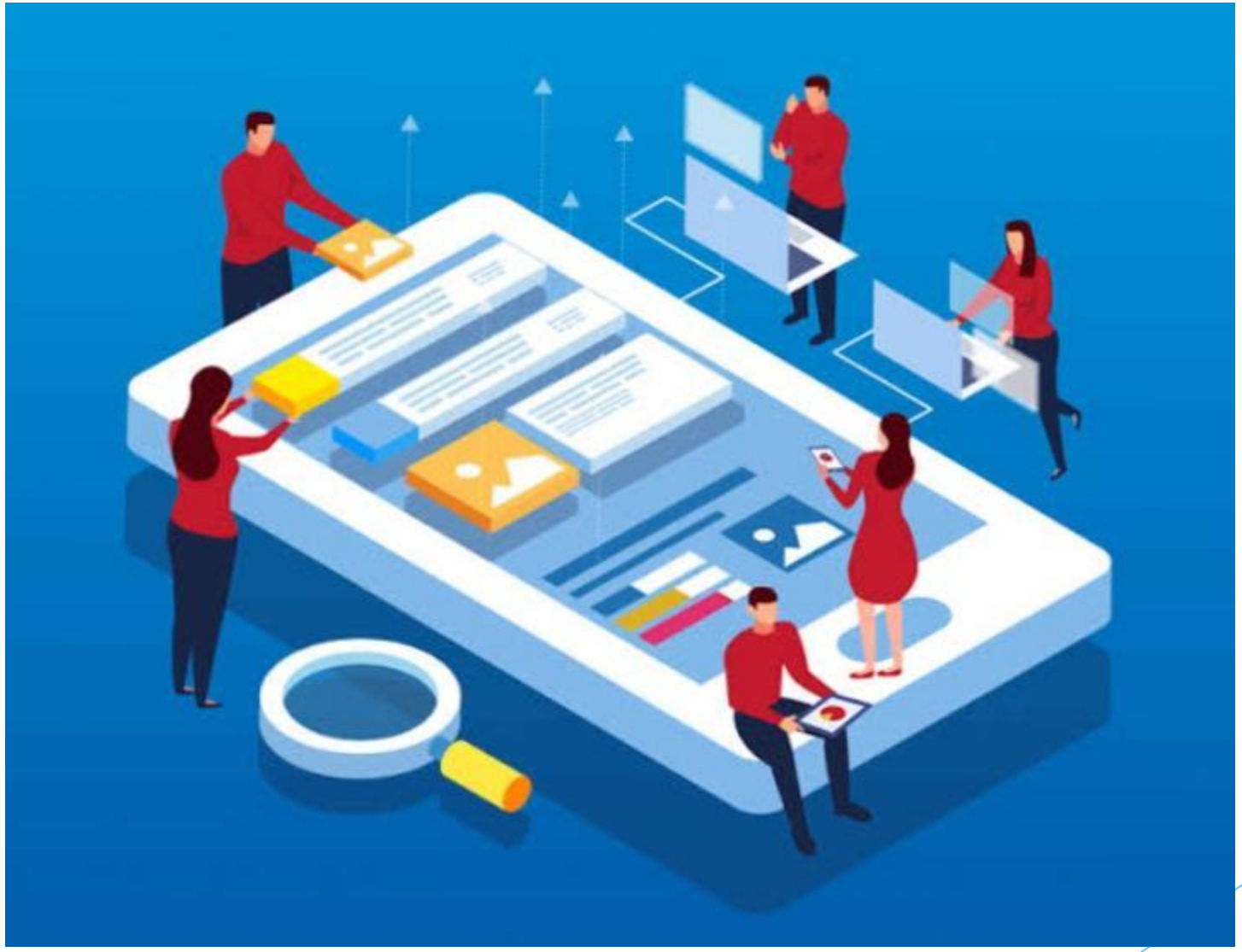
PROBLEM STATEMENT

"Analyze employee performance data to identify trends, strengths, and weaknesses, and provide actionable insights to support informed decisions about talent development, performance improvement, and strategic workforce planning.

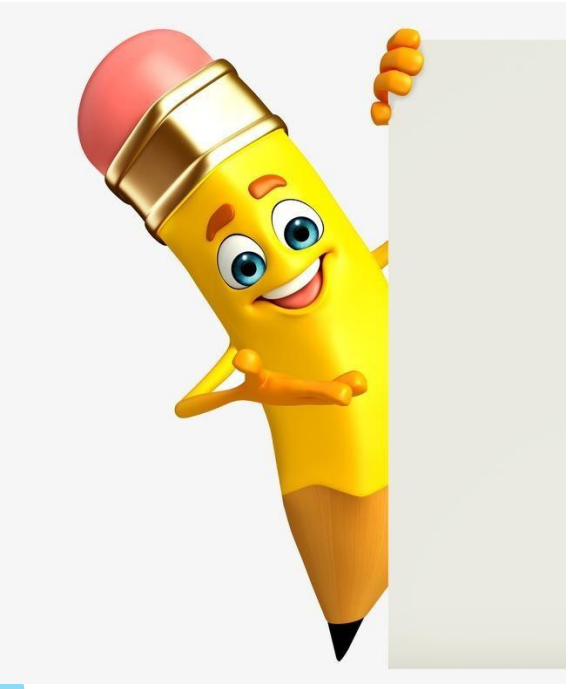
PROJECT OVERVIEW

This approach leverages Pivot Tables in Excel to summarize, analyze, and visualize employee performance data. By organizing data into a dynamic and interactive format, users can easily identify trends, performance metrics, and key insights.

WHO ARE THE END USERS?



OUR SOLUTION AND ITS VALUE PROPOSITION



- **Employee ID -** Sort from Smallest to Largest
- **Conditional Formatting -** Missing Values
- **Filter -** Removal of Missing Values Columns
- **Formula -** Findout Employee Performance Category Level
- **Pivot Table -** Summary of the Employees Performance Analysis
- **Recommended Chart -** Employee Performance Analysis Visualization
- **Pie Chart -** Identify the Business Unit Wise Summary Visualization

DATASET DESCRIPTION

- Employees Database Downloaded from “Kaggle”
- There are 26 Features are fetched in the Employees Database
- I chosen up 9 Features for the Employee Performance Analysis
- Employee ID was in the Numerical Value which was sorted from Smallest to Largest
- Name has been given by First Name & Last Name
- Business Unit was mentioned as Short form
- Employee Status either Active nor Terminated by Voluntary

DATASET DESCRIPTION

- Employee Type was given in the form of Part Time, Contract & Full Time
- Employee Classification Type was mentioned in the form of Voluntary, Involuntary & Retirement
- Performance Score has been entered as Improvement, Need Improvement, Fully Meets the Improvement, Exceeds the Improvements
- Current Employee Ratings were mentioned as Numerical Value ranging from 1 to 5
- Performance Category Level has been findout through the Formula

THE "WOW" IN OUR SOLUTION

PERFORMANCE CATEGORY LEVEL :

=IFS(Z3>=5,"VERY HIGH",Z3>=4,"HIGH",Z3>=3,"MEDIUM", Z3>=2,"POOR",Z3>=1,"VERY POOR")

MODELLING

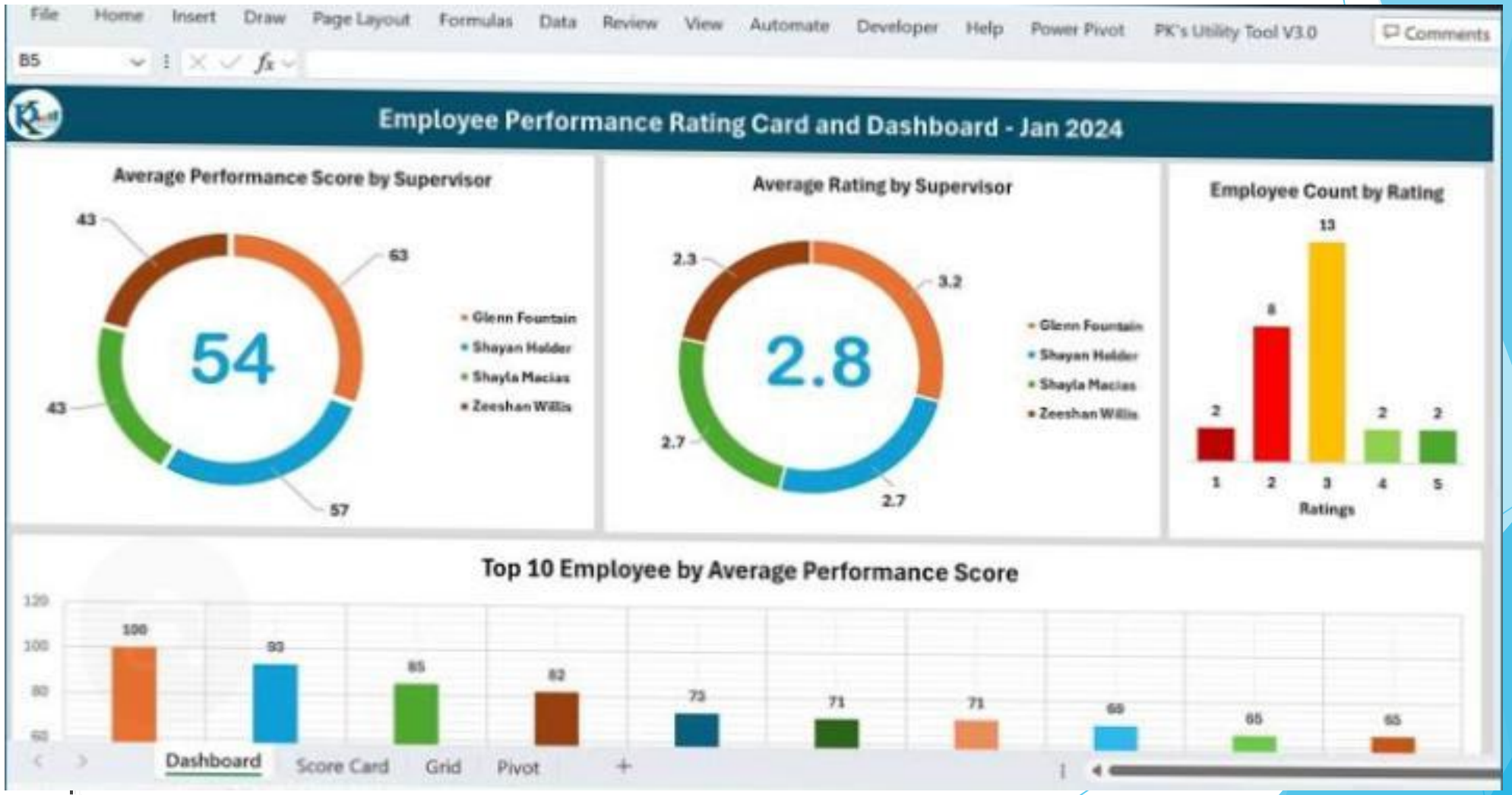
Data Modeling:- Create a centralized data repository to store employee performance data- Design a data structure to organize and relate data fields (e.g., employee ID, job title, department, performance metrics)_Performance Metrics Modeling:_- Define key performance indicators (KPIs) and calculation formulas- Create metrics for quantitative and qualitative performance aspects_Dashboard Modeling:_- Design a dashboard layout to visualize KPIs and trends- Choose charts and graphs to display data insights effectively

MODELLING

3. Analysis and Visualization: Generate Pivot Charts to visually represent performance trends and comparisons. Create dashboards for an at-a-glance overview of key performance indicators.

4. Insights and Recommendations: Identify patterns and anomalies in employee performance. Generate actionable insights to support decisions on promotions, training needs, and performance improvement strategies.

RESULTS


File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Power Pivot PK's Utility Tool V3.0 Comments
B5
Employee Performance Rating Card and Dashboard - Jan 2024
Average Performance Score by Supervisor
43
63
54
43
57
Glenn Fountain
Shayan Holder
Shayla Macias
Zeeshan Willis
Average Rating by Supervisor
2.3
3.2
2.8
2.7
2.7
Glenn Fountain
Shayan Holder
Shayla Macias
Zeeshan Willis
Employee Count by Rating
2
8
13
2
2
1
2
3
4
5
Ratings
Top 10 Employee by Average Performance Score
120
100
80
60
100
93
85
82
73
71
71
69
65
65
Dashboard
Score Card
Grid
Pivot

CONCLUSION

Using Pivot Tables in Excel for employee performance analysis offers a powerful and efficient way to handle and interpret complex data. By leveraging this tool, organizations can transform raw performance data into meaningful insights that drive strategic HR decisions. Excel Pivot Tables are a valuable tool for employee performance analysis, providing a streamlined approach to data analysis, visualization, and decision-making. By implementing this method, organizations can achieve a more accurate and actionable understanding of employee performance, ultimately contributing to enhanced organizational effectiveness and employee satisfaction. Key Points:

- Enhanced Data Organization
- Dynamic Analysis
- Improved Decision-Making
- Effective Visualization
- Time Efficiency