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 company lacks a systematic approach to evaluate and track employee performance effectively. Without a standardized performance analysis process, it becomes challenging to identify top performers, areas needing improvement, and employees who require additional training or support. This inconsistency in performance evaluation leads to subjective assessments, decreased employee morale, and suboptimal productivity.

PROJECT OVERVIEW

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To develop a comprehensive and systematic approach for evaluating employee performance using Microsoft Excel, facilitating data-driven decision-making and enhancing workforce management.

Who are The end users?

- HR Managers and HR Teams
- Department Managers and Team Leads
- Executives and Senior Management
- Employees
- Performance Improvement Committees or Task Force

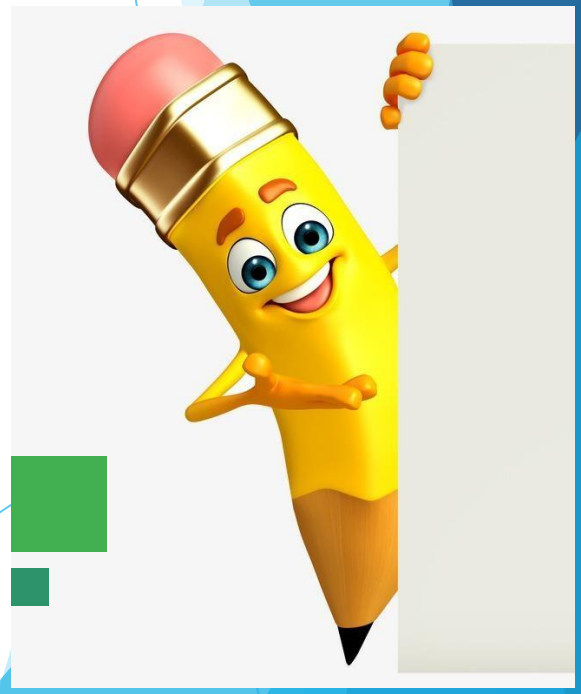
OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING : use Excel's filter feature to filter columns for missing values by selecting the column header, clicking the filter drop-down, and choosing "Blanks" to identify and analysis incomplete employee performance data.

CONDITIONAL FORMATTING:
Use Excel's Conditional Formatting feature to highlight blank cells by selecting your data range, going to "Conditional Formatting" > "New Rule" > "Format only cells that contain" > "Blanks," and choosing a fill colour.

PIVOT TABLE: Create a Pivot Table by selecting your data range, going to "Insert" > "PivotTable," choosing where to place the Pivot Table, and then dragging fields to the Rows, Columns, and Values areas to summarize your data.

CHART: Visualize employee performance in Excel by selecting the relevant data range, going to "Insert," choosing a suitable chart type (like Bar or Line chart), and clicking to generate the chart for a clear performance overview .



Dataset Description

- EMPLOYEE DATA SET - KAGGLE
- FEATURE – 9 FEATURE
- EMPLOYEE ID – IDENTIFY THE EMPLOYEE
- GENDER – MALE, FEMALE,(ALL)
- BUISNESS UNIT – PIVOT TABLE
- PERFORMANCE - EMPLOYEE PERCENTAGE
- NAME - EMPLOYEES
- FORMULA - FOR RATINGS
- RATING - NUMERICAL
- GRAPH – FOR UNDERSTANDING THE EMPLOYEE DATA ANALYSIS

THE "WOW" IN OUR SOLUTION

The “Wow” factor in our solution lies in its ability to transform Excel from a basic spreadsheet tool into a powerful, interactive, and automated performance management system that not only simplifies the evaluation process but also drives engagement, transparency, and continuous improvement across the organization.

MODELLING

Here's a concise guide to Modelling employee performance analysis in Excel:

Data Collection:
Gather data from HR systems, performance reviews, or other sources.
Include relevant fields such as Employee ID, Name, Business Unit, Performance Score, Attendance, and other performance metrics

Data Cleaning:
Remove duplicates and correct errors.
Handle missing values (e.g., imputation or removing rows with blanks).
Ensure consistent data formats (e.g., dates, numeric values).

Techniques:
Use Conditional Formatting to highlight anomalies or key metrics.
Apply Filters to focus on specific subsets of data.
Utilize Formulas for calculations, like average performance scores or total sales.

Result:

Analysis performance trends, identify top performers, and areas needing improvement.
Summarize key insights from the data, such as average performance scores by business unit.

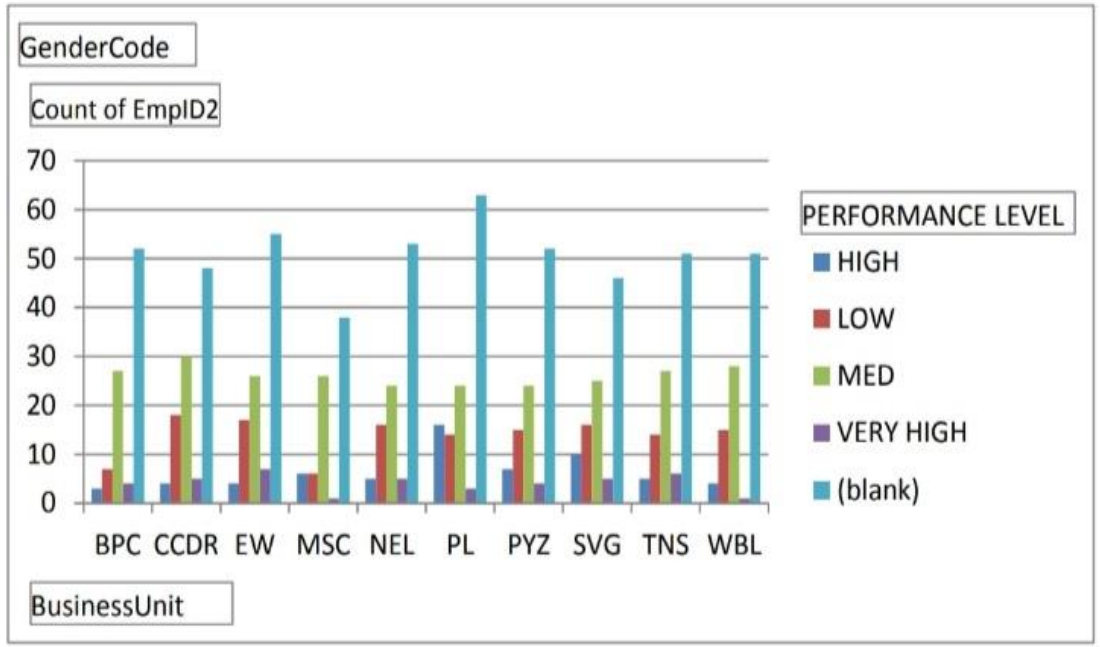
Pivot Table:

Create a Pivot Table to summarize data by categories such as Business Unit or Performance Score.
Drag and drop fields into Rows, Columns, and Values to analysis data dynamically.

Chart/Graph:

Insert charts (e.g., bar, line, or pie charts) to visualize performance data.
Use charts to present trends, comparisons, and distributions effectively.
This structured approach allows you to systematically analysis employee performance and derive actionable insights using Excel.

RESULTS


GenderCode
Count of EmpID2
70
60
50
40
30
20
10
0
BPC CCDR EW MSC NEL PL PYZ SVG TNS WBL
BusinessUnit
PERFORMANCE LEVEL
HIGH
LOW
MED
VERY HIGH
(blank)

conclusion

In conclusion, the analysis of employee performance using Excel indicates that:

Overall Performance: The average performance score is [insert value], suggesting [general performance trend, e.g., “a strong overall performance” or “areas requiring improvement”].

Top Performers: Employees [insert names or identifiers] have consistently high scores, demonstrating excellence in [specific areas or tasks].

Underperformers: Employees [insert names or identifiers] are below the average score, highlighting a need for targeted interventions such as additional training or support

Trends: Observed trends include [mention any significant patterns, such as “higher performance in certain departments” or “declining scores over time”].

Recommendations: To address performance gaps, it is recommended to [list specific actions, e.g., “provide more resources for underperformers,” “implement regular feedback sessions,” or “set more defined performance goals”].

Next Steps: Regular performance reviews and adjustments to strategies based on ongoing data analysis are necessary to maintain and improve employee performance.