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

- **Current Situation:** The company seeks to implement a fair and motivational bonus structure for its employees.

- **Challenge:** Ensure that bonus distribution aligns with the company's equity principles and rewards outstanding performance.

PROJECTOVERVIEW

- **Objective:** Establish a structured bonus system that acknowledges and rewards the efforts of male and female staff members.

- **Scope:** This project involves defining and communicating the bonus amounts and ensuring the process is transparent and equitable.

WHO ARE THE END USERS?

- **Target Audience:** Male and female staff members across all departments.

- **Impact:** Employees will understand the bonus distribution criteria and feel valued for their contributions.

OUR SOLUTION AND ITS VALUE PROPOSITION
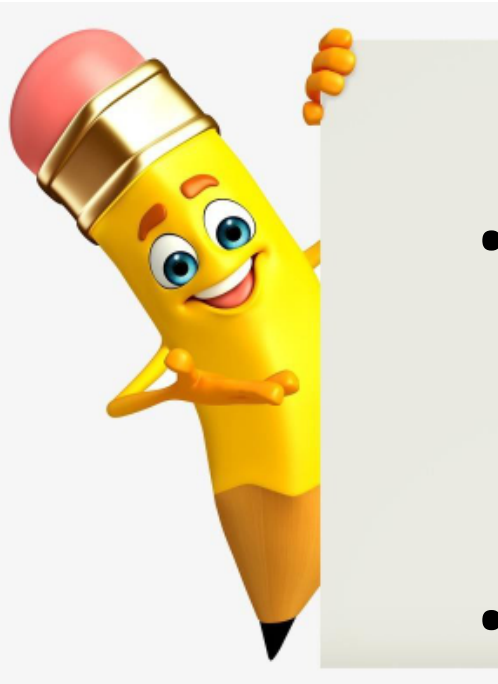
- **Rationale:** This structure aims to recognize and incentivize performance while also addressing potential gender-related compensation disparities.

- **Proposed Bonus Structure:**

5	5000
4	4000
3	3000
2	2000
1	1000

Dataset Description

- Employee Data Set = Edunet Dashboard
- 9 Feature they are provided.
- 5 features are taken to data analysis
- They are:
  1. Emp Id = Value & Number
  2. Name = Text
  3. Gender = Male, Female
  4. Employee Rating = numerical value
  5. Bonus = 5-5000,4-4000,3-3000,2-2000,1-1000.

THE "WOW" IN OUR SOLUTION

- =IF(J2=5,5000,IF(J2=4,4000,IF(J2=3,3000,IF(J2=2,2000,IF(J2=1,1000)))))

MODELLING

COLLECTION OF DATA SET :

- The data was collected from the edunet dash board
- And all the data was alignment and there are 7 features are given
- In these 7 features as that I was selected the 3 features to analysis the employee rating form the employee data base.

FEATURES COLLECTING:

- In the data base their was an blank cell are in the data

- To remove the blank cell first used the conditional formatting tool used to highlight the black cell with the filling of color

☐ After filling with the color of the blank cell .

☐ With the help of the slicer & filter option removed the blank row and color in the dataset.

DATA HIGHLIGHTING:

☐ In the given 7 features we have to highlight the feature which we have to analysis the date

☐ Emn Id, name, gender, employee type , increment amount.

RATING LEVEL CALCULATION:

☐ The increment amount are calculated by the formula of
=IF(J2=5,5000,IF(J2=4,4000,IF(J2=3,3000,IF(J2=2,2000,IF(J2=1,1000))))).

☐ The value of bonus is based on employee job rating. if employee has 5 rating if he/she will get 5000 as bonus, if employee has 4 rating if he/she will get 4000 as bonus, if employee has 3 rating if he/she will get 3000 as bonus , if employee has 2 rating if he/she will get 2000 as bonus , if employee has 1 rating if he/she will get 1000 as bonus.

PIVOT TABLE:

☐ In the pivot table they are used to summarize the data which are provided in the data set.
☐ The important column are selected in the pivot table are Emn Id, name, gender, employee type, increment amount.
☐ They are customize in the pivot table option

   Bonus =Rows
   Gender= Column
   Name= Filter
   Count of job rating = Values

GRAPH CHART :

☐ In the analysis the important thing we have to insert the graph chart .
☐ The recommended chart we can select the data are shown in the data.

- In the graph chart they are shown the trend line of the data set which we have selected in the table
- In all the data are selected and we have to name the graph chart of the data " bonus amount of employee on salary"
- each and every line and diagram are provided in the chart

SLICER& FILTER:

- in the slicer and filter they are provided the summarizing the data in the short list.
- In these are provided under the heading are in the greater of the option .
- After selecting the dialogue box the new box will appear and select which data are used to provided under the pivot table.
- The data are provided in the pivot table , graph chart, slicer.

RESULTS
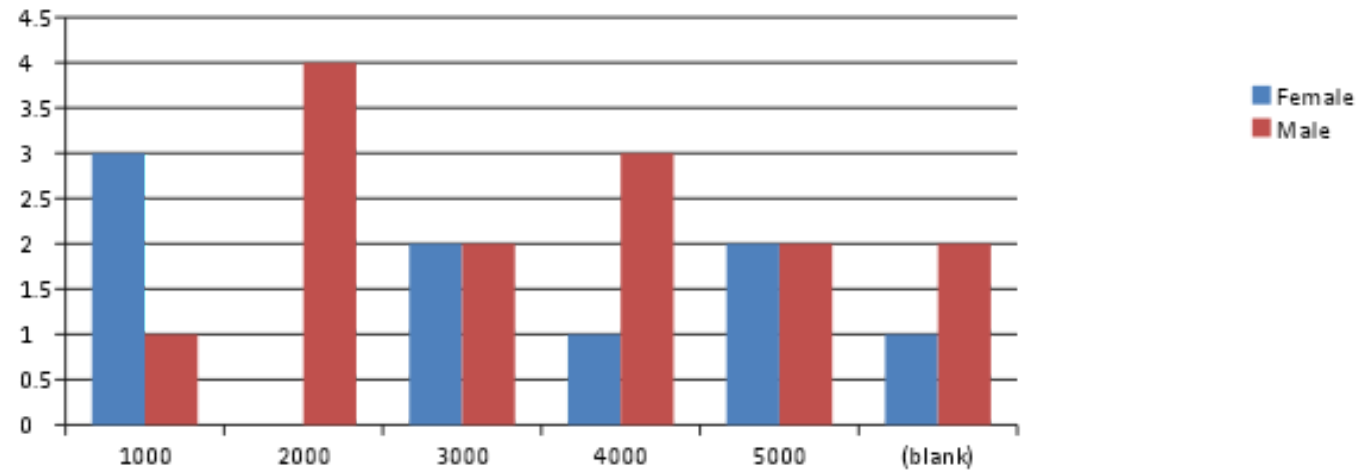
FINDINGS

Findings:Equity Considerations: The proposed bonuses is based on employee's work performance and job rating.

Impact Assessment: Initial feedback and analysis suggest that the proposed bonus amounts are well-received and align with performance expectations.

conclusion

- **Summary:** Implementing a bonus structure aligns with company goals of fair compensation and performance recognition.
- **Next Steps:**
- **Communication Plan:** Clearly communicate the new bonus structure to all employees.
- **Feedback Mechanism:** Establish a process for collecting employee feedback and addressing any concerns.