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

Obectives: to analyse and generate insights from employee data to improve workforce management and decision-making.
Dataset: you have been provided with an excel dataset containing the following columns:

1.Employee id
2.Name
3.Department
4.Date of birth
5.Position
6.Date of hire
7.Salary
8.bonus
9.House worked per week
10.Performance rating

PROJECT OVERVIEW

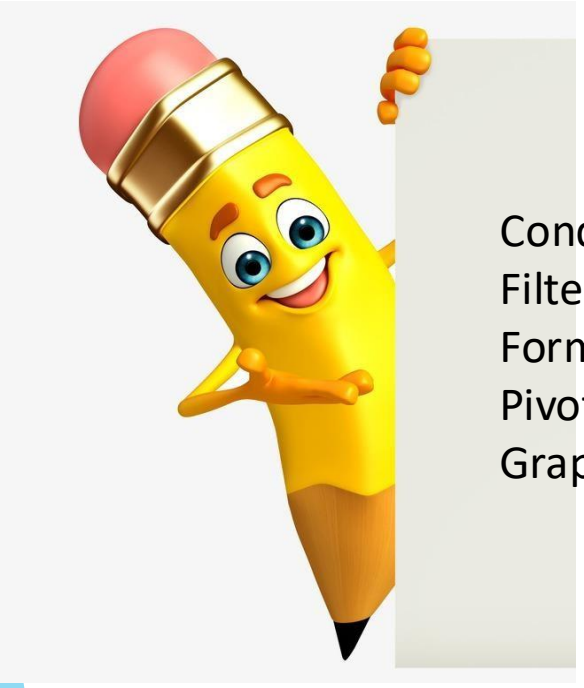
Objective: to analyse employee data to derive actionable insights for enhancing organizational performance , optimizing resource allocation , and informing strategic HR decisions.
Scope: this project involves examining various aspects of employee data, including demographics, employment history, compensation, and performance the analysis will focus on, and patterns that can aid in making informed HR decisions.
Stakeholders: HR Department, Management Team, Data Analysis Team
Success Criteria:

1. Accurate and thorough data analysis
2. Clear and actionable insights
3. Effective visualizations that facilitate understanding of data trends.

WHO ARE THE END USERS?

Owner
Management
Human resources
Employee
Company

OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting - highlight blanks
Filter - remove blanks
Formula - performance analysis
Pivot table - summarize information
Graph - data visualization

Dataset Description

Employee Dataset - From Edunet Dashboard
Available Features - 26
Necessary Features - 9
Employee Id - In Number
Name - In Text
Performance Level - In Text
Gender - Male,Female
Employee Rating - In Numerical Value

THE "WOW" IN OUR SOLUTION

- Performance Level Analysis=IFS(Z8>=5,”VERY HIGH”,Z8>=4,”HIGH”,Z8>=3,”MED”,TRUE,”LOW”)

MODELLING

Data collection:

1.To gather comprehensive and accurate employee data that will serve as the foundation for analysis aimed at improving hr and management decisions.

2.verify the accuracy and completeness of the data

Feature collection:

1.to identify and collect relevant features (Data attributes) that will be used in the analysis of employee data to extract meaningful insights and support decision-making.

2.review the collected features and select those that are most relevant to the analysis objectives.

Data cleaning:

1.to prepare the employee dataset by correcting errors, handling missing values, and ensuring consistency to enable accurate and reliable analysis.

2.A cleaned and well-organised dataset that is free from errors, inconsistencies, and missing values, ensuring reliable and accurate analysis.

Perfomance level:

1.track performance changes over time to identify pattens or impovements.

2.assess if employees are meeting performance goals and targets over specified periods.

Summary:

1.to provide a concise overview of the findings and insights derived from the analysis of employee data, aiding hr and management in making informed decisions.

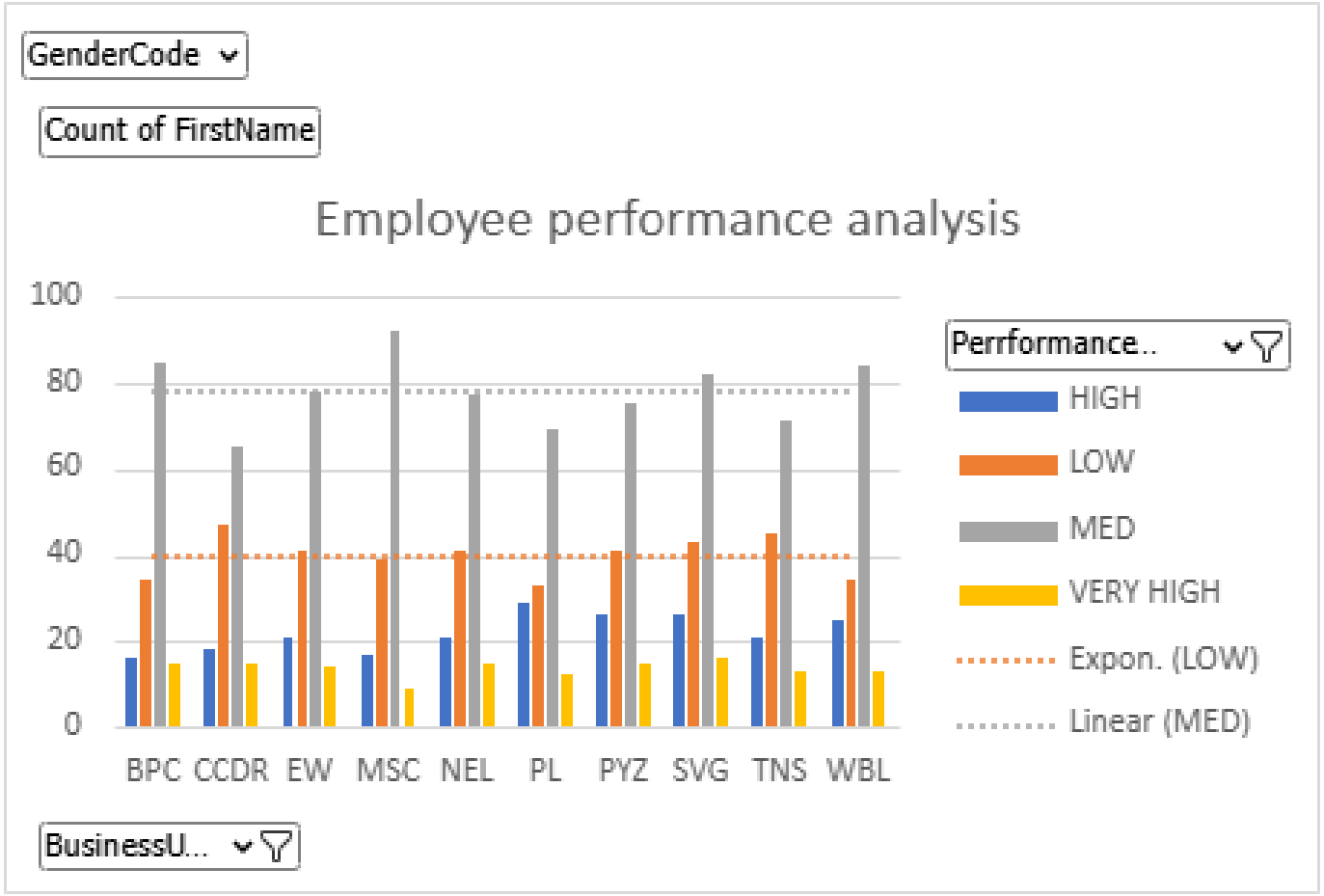
2.this summary consolidates the findings from employee data analysis into an accessible format, enabling effective communication of insights and recommendations to stakeholders.

Visulaization:

1. for basic charts and graphs such as bar charts, line charts, and histograms.

2.ensure that visualizations are clear and easy to understand, avoiding clutter and focusing on key insights.

RESULTS


GenderCode
Count of FirstName
Employee performance analysis
100
80
60
40
20
0
BPC CCDR EW MSC NEL PL PYZ SVG TNS WBL
Perrformance..
HIGH
LOW
MED
VERY HIGH
Expon. (LOW)
Linear (MED)
BusinessU...

conclusion

The analysis provides a comprehensive overview of employee performance, compensation, and demographic trends, offering actionable insights to enhance hr practices and organisational performance.

Performance distribution:

the analysis reveals that performance ratings are generally concentrated kin the mid-range, with a small percentage of employees rated at the extremes (high or low).