

Employee Data Analysis using Excel



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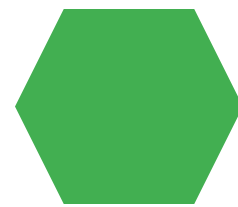
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PROJECT TITLE

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

To analyze and evaluate employee performance using Microsoft Excel's Pivot Table feature, providing actionable insights to support performance management decisions.



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

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

1. **Data Preparation:** Compile employee performance data from various sources, such as performance reviews, productivity metrics, and attendance records. Ensure data is clean and structured, with relevant fields such as employee names, performance scores, departments, and review periods.
2. **Creating Pivot Tables:** Use Pivot Tables to aggregate and summarize performance data. Key features include, ***Rows and Columns:*** Define how to categorize data (e.g., by employee, department, or performance period). ***Values:*** Set up calculations to analyze performance metrics (e.g., average scores, total hours worked). ***Filters:*** Apply filters to focus on specific subsets of data (e.g., high performers, specific departments).

MODELLING

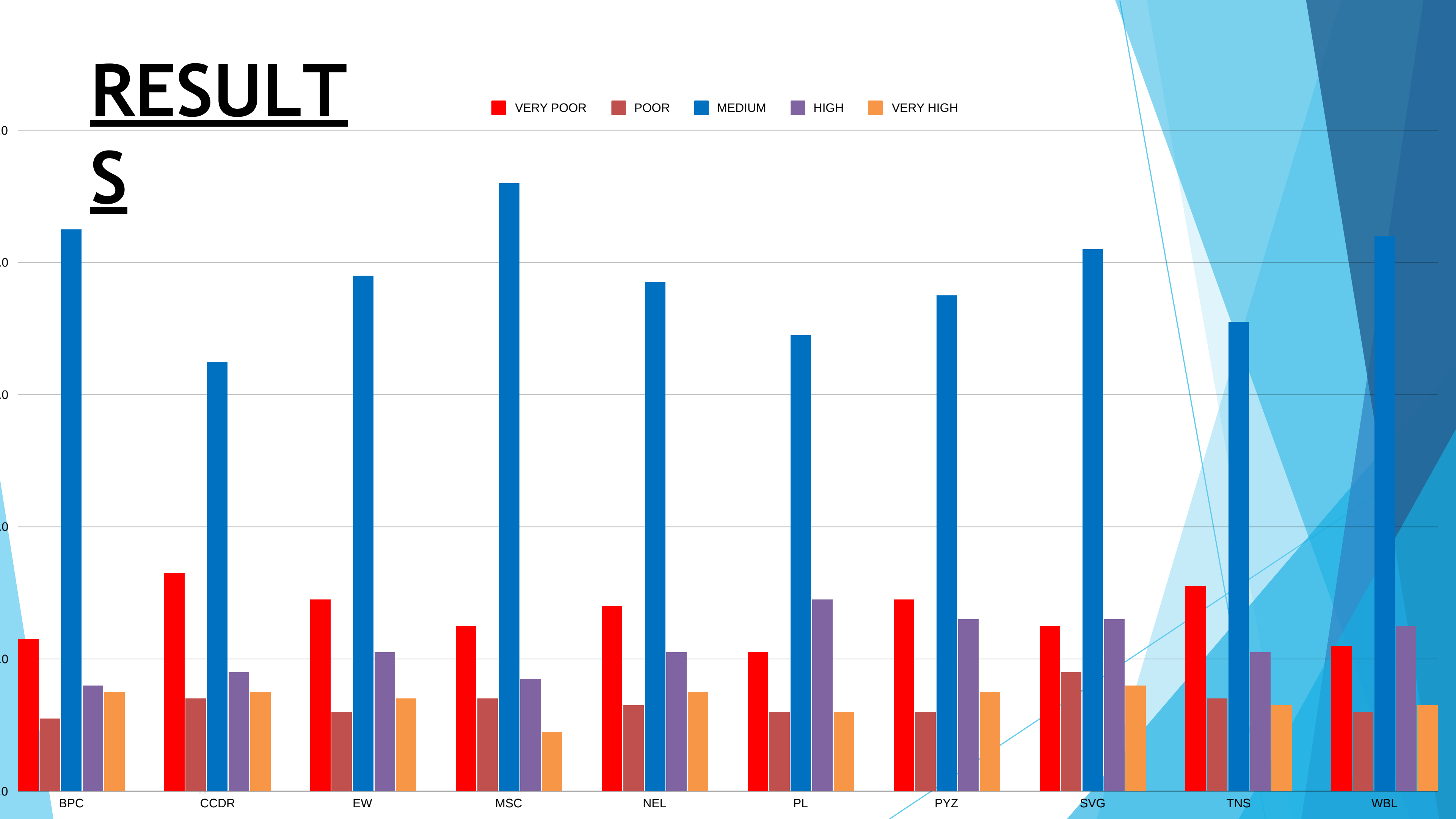
3. Analysis and Visualization: Generate Pivot Charts to visually represent performance trends and comparisons. Create dashboards for an at-a-glance overview of key performance indicators.

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.

RESULT

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VERY POOR POOR MEDIUM HIGH VERY HIGH



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