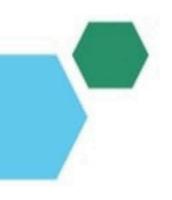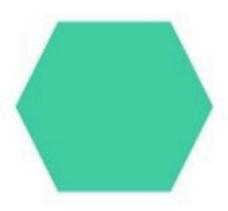# Employee Data Analysis using Excel

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PROJECT TITLE

Using Pivot table for Employee Turnover Analysis

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 employee turnover using pivot tables, enabling the organization to identify trends, patterns, and factors contributing to employee departures and develop strategies to improve employee retention.
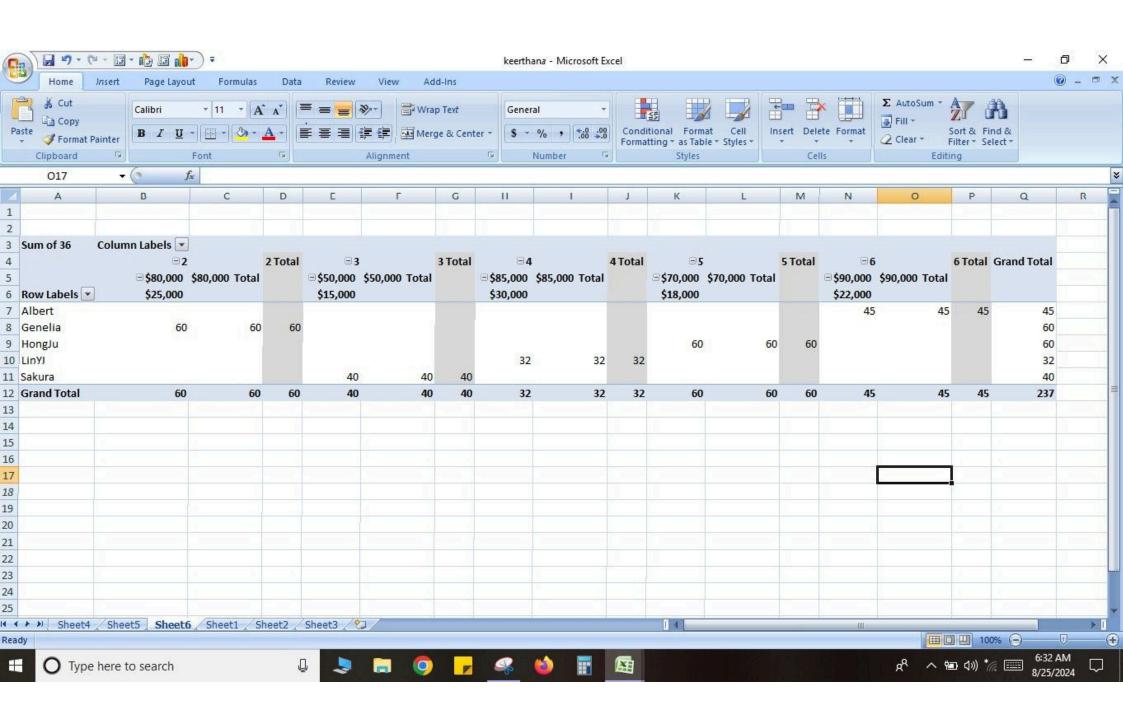
PROJECT OVERVIEW

This project focuses on using pivot tables as a tool to analyze employee turnover data across various dimensions such as department, tenure, reason for leaving, and time periods. The analysis will help in understanding key trends and insights, allowing the company to make data-driven decisions to improve retention and reduce turnover costs.

Key Deliverables:
- *A comprehensive analysis report.*
- *Pivot tables and charts for turnover analysis.*
- *Recommendations for reducing turnover based on insights.*

Sum of 36	Column Labels															
	2		2 Total	3		3 Total	4		4 Total	5		5 Total	6		6 Total	Grand Total
	$80,000	$80,000 Total		$50,000	$50,000 Total		$85,000	$85,000 Total		$70,000	$70,000 Total		$90,000	$90,000 Total		
Row Labels	$25,000			$15,000			$30,000			$18,000			$22,000			
Albert													45	45	45	45
Genelia	60	60	60													60
HongJu										60	60	60				60
LinYJ							32	32	32							32
Sakura				40	40	40										40
Grand Total	60	60	60	40	40	40	32	32	32	60	60	60	45	45	45	237

WHO ARE THE END USERS?

PRIMARY AUDIENCE

- HR Managers: To identify areas of high turnover and develop targeted retention strategies.

- Department Heads: To understand turnover within their teams and take corrective actions.

- Executives: To get a high-level overview of turnover trends and its impact on the organization.

SECONDARY AUDIENCE

- Data Analysts: To support HR in ongoing monitoring and analysis.

- Recruitment Teams: To align hiring strategies with turnover trends.
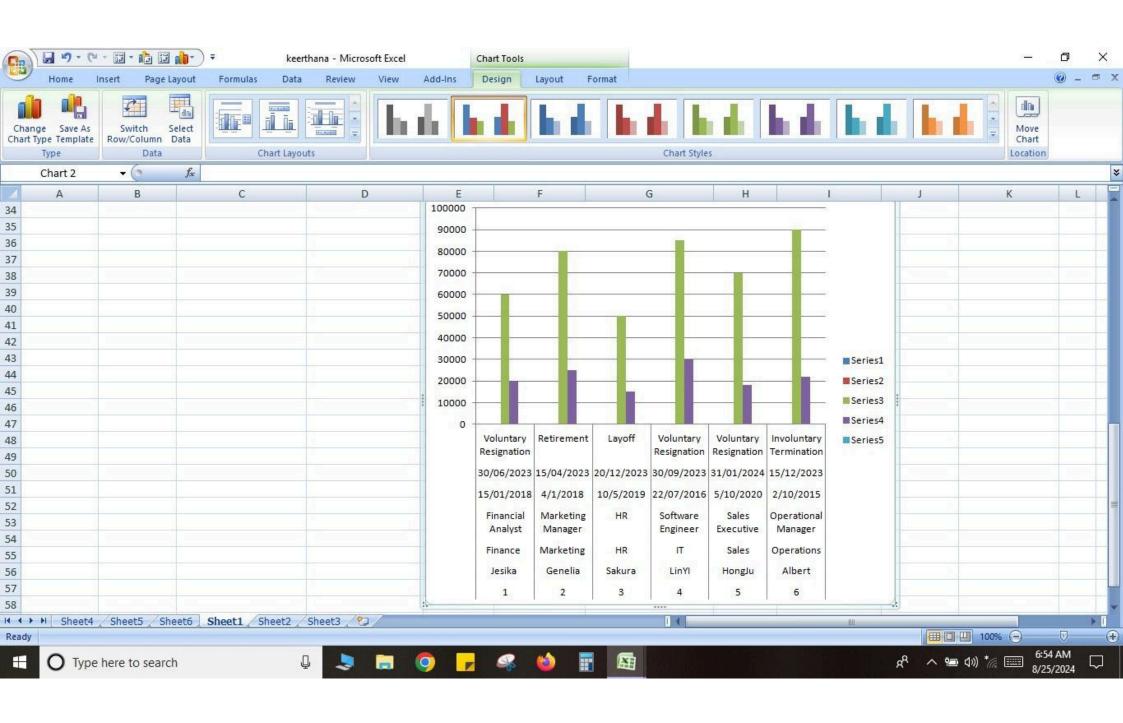
OUR SOLUTION AND ITS VALUE PROPOSITION

SOLUTION:
Utilizing pivot tables to provide a dynamic and flexible
analysis of employee turnover.
This will include summarizing turnover rates by various categories,
trend analysis, and comparative analysis across different departments and roles.

VALUE PROPOSITION
- Data-Driven Insights: Empower decision-makers with actionable insights
based on comprehensive data analysis.
- Targeted Interventions: Identify specific areas and reasons for high turnover
to implement effective retention strategies.
- Cost Reduction: Minimize the financial impact of turnover by addressing
root causes and reducing turnover rates.
- Continuous Monitoring: Enable ongoing analysis of turnover trends
to respond quickly to emerging issues.

The below statement is a chart bar

Dataset Description

The dataset will consist of employee records, including:

- *Employee ID*
- *Department*
- *Job Role*
- *Date of Hire*
- *Date of Departure (if applicable)*
- *Tenure*
- *Reason for Leaving*
- *Other relevant demographic information (e.g., age, gender, location)*

THE "WOW" IN OUR SOLUTION

Our solution stands out for the best results on the turnover analysis of employees. The employees turnover analysis consists of various details like hire date, termination date, reason for leaving, tenure, salary & replacement costs. It is used by the HR's for calculating the turnover of employees accurately & precisely.

MODELLIN*G*

PIVOT TABLE DESIGN:
- Turnover Rate by Department: Create a pivot table to calculate the turnover rate for each department.
- Tenure Analysis: Analyze turnover by employee tenure to identify patterns in how long employees stay before leaving.
- Reason for Leaving Analysis: Break down turnover by different reasons for leaving (e.g., resignation, termination, retirement).
- Trend Analysis: Use pivot tables to analyze turnover trends over time (e.g., by quarter or year).

VISUALIZATION:
Develop pivot charts to visually represent the data, making it easier to interpret key findings.

RESULTS

KEY FINDINGS:

*- High Turnover Areas: Identify departments or roles
with the highest turnover rates.*

*- Turnover by Tenure: Discuss any significant patterns
related to employee tenure and turnover.*

*- Common Reasons for Leaving: Highlight the
most frequent reasons for employee departures.*

*- Trend Observations: Share any noticeable trends
over time, such as seasonal spikes in turnover.*

DISCUSSION:

*- Root Causes: Explore potential reasons behind
the identified turnover patterns.*

*- Implications for the Organization: Discuss how
these findings could impact the organization and suggest actions.*

conclusion

SUMMARY OF INSIGHTS:
Recap the key insights gained from the analysis.

RECOMMENDATIONS:
- Targeted Retention Strategies: Based on the findings,
suggest strategies for improving retention in high-turnover areas.
- Ongoing Monitoring: Recommend the implementation of regular
turnover analysis using pivot tables to track progress
and adapt strategies.