

# EMPLOYEE DATA ANALYSIS USING EXCEL

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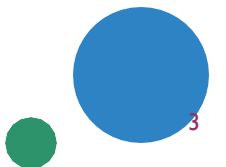
CUNNAN CHETTY'S HINDU COLLEGE

# **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



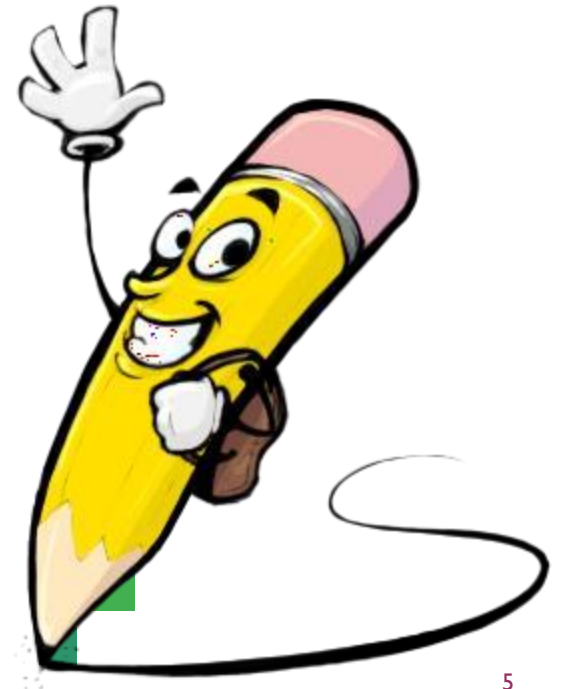
# PROBLEM STATEMENT

- Employee performance analysis is conducted to assess an employee's performance in each department. It helps track their activities and growth on a department-by-department basis. This analysis is also useful for determining appropriate remuneration or recognition for deserving individuals.



# PROJECT OVERVIEW

- Analyzing the performance of the employees by considering the various factors like rating, performance level, gender, zone, type etc.
- In order to identify the trend and performance on different category in a company or in an organisation.
- And it helps to identify which sector's performance is high, better and low



# WHO ARE THE END USERS?

- Companies like IT sectors.
- Industries.
- Banks.
- Marketing field.

It helps to analyze the current status of their companies or organisations by hierarchical members.

# OUR SOLUTION AND ITS VALUE PROPOSITION

- ✓ Conditional Formatting
- ✓ Filtering
- ✓ Formula used to identify performance level.
- ✓ Pivot table for summarising
- ✓ Graph- for data visualization (in units)
- ✓ Bar graph- to figure out the overall performance percentage of the department

## DATASET DESCRIPTION

- Employee data downloaded from edunet dashboard.
- Features:
  - Totally 26 features were available. In that 11 features were considered.
- Employee ID - in numbers
- Names - in text
- Employee type.
- Performance level.
- Gender- male,female.
- Employee rating



# THE "WOW" IN OUR SOLUTION



To identify the performance level.

=IFS(Z8>=5,"VERY  
HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

# MODELLING

## Data Collection

- Downloaded the data from edunet student's dashboard.

## Feature Collection:

- Highlighted data which is required using the fill option.

## Data Cleaning:

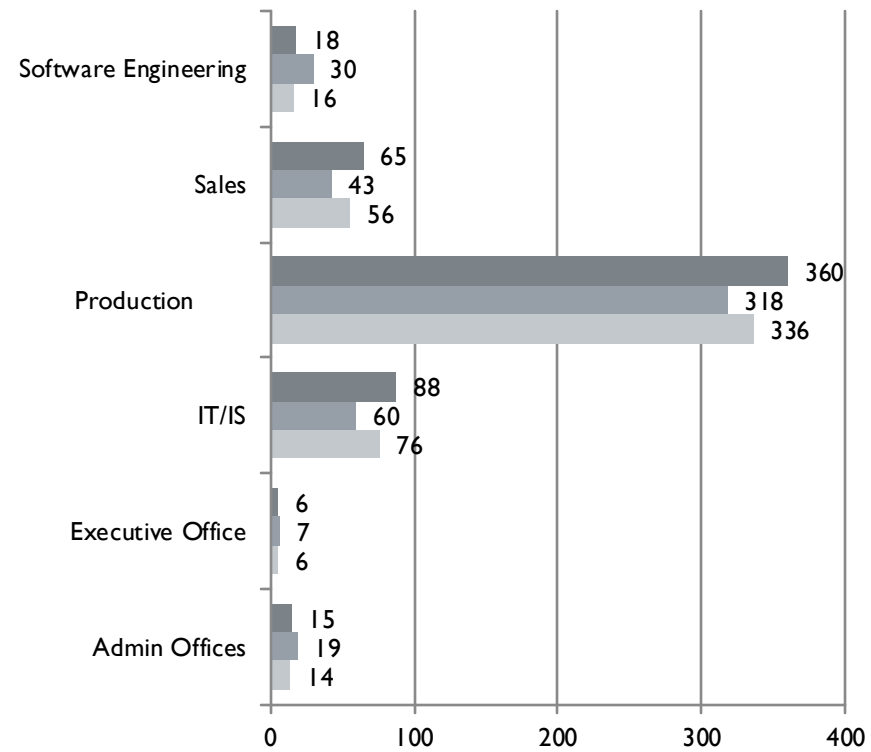
- Identified the missing values using conditional formatting.
- Removed / Filtered the missing data using filter-filter by colour.

## Performance level:

- Performance Analysis is based on Department type is filtered by gender (Male employees)

# RESULTS

## employee classification



■ Temporary  
■ Part-Time  
■ Full-Time

## CONCLUSION

Therefore the production department employees performs higher comparing to other department and whereas admin offices performs lower comparing to other department.

. Hence the Production department employees works more efficiently and effectively comparing to other departments according to the employee data given.