EMPLOYEE DATA ANALYSIS USING EXCEL

Name: Vishali M
Department: B. Com Corporate Secretaryship
College: DRBCCC Hindu college

Project Tittle

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PROBLEM STATEMENT

- **Goal**: To make data analysis easier and faster in Excel.
- **Current Issue**: Data is messy and not organized well.
- **Problem**: Data is entered differently across sheets, causing confusion and errors.
- **Effect**: Wrong information is used, leading to bad decisions.
- **Cause**: No clear rules for how to enter and check data.
- **Limits** Not enough time and knowledge of advanced Excel tools.
- **What We Want**: A better way to organize and check data so reports are correct.
- **Who It Affects**: People who enter data, the team analyzing it, and managers using the reports.

PROJECT OVERVIEW

Objective: Evaluate employee data to uncover insights and improve HR strategies.

Data Collection: Gather employee information such as performance metrics, demographics, and job details.

Data Cleaning: Organize and correct the data for accuracy and consistency.

Reporting: Compile findings into a clear report with charts and summaries.

Presentation: Develop a dashboard or slide presentation to communicate results effectively.

Review and Refine: Validate the analysis and adjust based on feedback.

DATASET DESCRIPTION

- The employee data analysis dataset in Excel consists of structured information about employees, organized into rows and columns. Each row represents an individual employee, while the columns capture various attributes such as **Employee ID, Name, Age, Gender, Department, Job Title, Hire Date, Salary, Performance Ratings, and Years of Experience.** The dataset may also include other relevant metrics like Attendance Records, Training Completed, and Promotions.
- The goal of this dataset is to analysis employee trends such as performance, salary distribution, and turnover rates. Using Excel, the dataset can be sorted, filtered with tools like pivot tables, charts, and formulas. For example, Excel can help identify trends in performance by department, compare salaries across roles, or analysis the relationship between years of experience and promotion rates. This dataset enables data-driven decisions to improve employee management, workforce planning, and overall organizational performance.

Who are the End Users?

- **HR Team:** They use the data to make decisions about hiring, promotions, salaries, and training.
- **Managers and Executives**: They need the data to plan for the future, evaluate employee performance, and decide how to keep top employees.
- **Team Leaders**: They use the information to see how their team is doing, recognize top performers, and address any problems like high employee turnover.
- **Finance Team**: They check if salaries and bonuses fit within the company budget.
- **Employee Relations Team**: They use the data to improve employee satisfaction and solve any issues related to workplace happiness.
- **Data Analysts:** They dig deeper into the data and create detailed reports for HR or management.

MODELLING APPROACH

- Collect Data
- Clean Data
- Organize Data
- Analyse with Formulas
- Create Pivot Tables
- Make Charts
- Use Conditional Formatting
- Run Scenarios
- Generate Reports

CONCLUSION

Using Excel for employee data analysis helps organizations understand important aspects of their workforce, like performance, salaries, and turnover rates. By organizing and analysing the data, companies can spot trends and make better decisions about hiring, promotions, and pay. Excel's features, such as formulas, charts, and pivot tables, make it easier to see patterns and key information.

Overall, this analysis helps HR and managers make smarter decisions, improve employee management, and address any issues more effectively.