

# 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

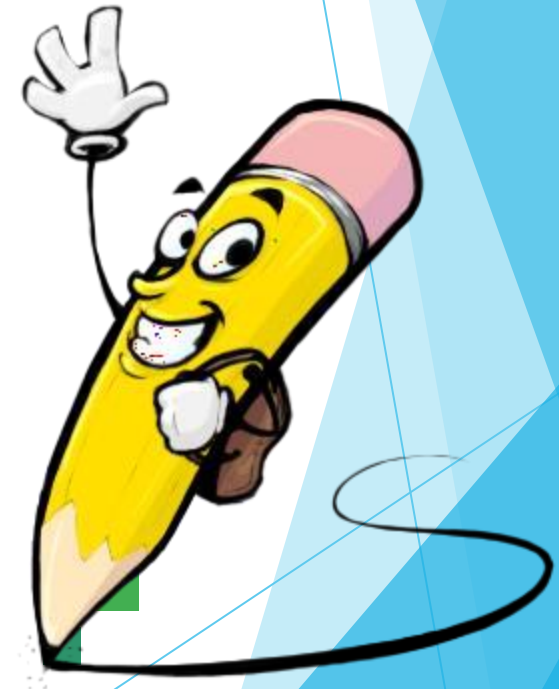
In today's competitive business environment, effective employee performance is crucial for achieving organizational goals. However, our company lacks a comprehensive, data-driven approach to evaluating and improving employee performance.

The current performance evaluation methods are largely qualitative, subjective, and prone to bias, which often results in inconsistent and inaccurate assessments. This has led to challenges in identifying top performers, understanding the factors that contribute to high or low performance, and implementing targeted interventions to improve overall productivity.



# PROJECT OVERVIEW

Employee performance is a critical factor in the success of any organization. With the growing need to optimize productivity and align employee efforts with organizational goals, it has become imperative to adopt a data-driven approach to performance management. This project aims to develop an analytical framework that can accurately assess employee performance, identify key factors influencing it, and provide actionable insights to enhance overall productivity and employee satisfaction.



# WHO ARE THE END USERS?

- Human Resources (HR) Team
- Department Heads & Managers
- Executive Leadership
- Employees
- Training and Development Teams
- Project Management Office (PMO)

# OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting – missing cells  
Filter – remove missing row  
Formula – performance  
Pivot – summary  
Graph- data visualization



# Dataset Description

Employee = Kaggle

26 features

9 features

Emp id –num

Name –text

Employee type

Performance level

Gender- male , female

Employee rating -num



# THE "WOW" IN OUR SOLUTION

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



# MODELLING

## DATA COLLECTION :

- From 'Kaggle'

## FEATURE COLLECTION:

## DATA CLEANING:

- identified missing values
- filtered out missing values

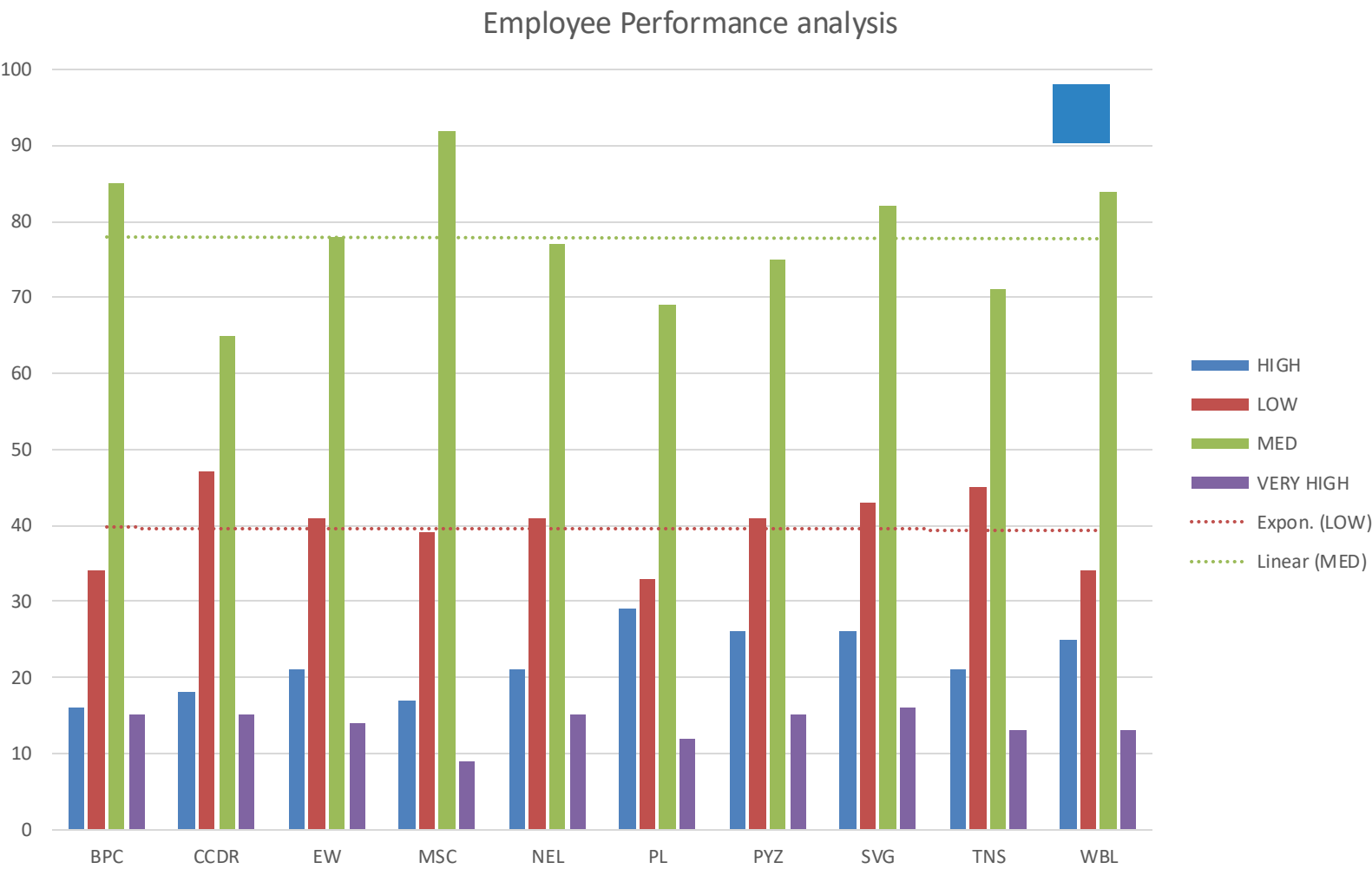
## PERFORMANCE LEVEL:

- in column AA
- using formula - =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

## PIVOT TABLE :

- chose fields to be added to the report
- prepared Bar chart using the report

# RESULTS



# conclusion

The employee performance analysis, as represented in the pivot chart, shows varying levels of performance across different business units.

There is significant variability in performance levels within each business unit. Some units, such as PL and SVG, appear to have a higher number of employees in the "VERY HIGH" performance category compared to others like BPC and CCDR. -

The presence of linear and exponential trend lines for "MED" and "LOW" performance levels suggests an attempt to visualize the overall trend in performance distribution across units. The linear trend for "MED" indicates a stable performance distribution, while the exponential trend for "LOW" may suggest a reduction or increase in low performance across units.

Business units with a higher concentration of "LOW" performance levels may need targeted interventions, such as additional training or performance improvement plans.

Units with a higher concentration of "VERY HIGH" performers could benefit from recognizing and possibly promoting these individuals, or understanding the practices contributing to high performance.