EMPLOYEE DATA SET USING EXCEL

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EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

AGENDA

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PROBLEM STATEMENT

- Employees from different departments may deal with varying types of problems, making it challenging to create a uniform evaluation metric.
- Presenting the data in a way that is easy to understand for stakeholders, such as managers and employees, can be difficult without proper visualization tools.
- Ensuring that data is updated regularly to provide a real-time snapshot of employee performance can be challenging with manual data entry.

PROJECT OVERVIEW

This project will involve collecting employee performance data, defining specific problem-solving metrics, analyzing the results using Excel formulas, and presenting the findings through clear visualizations. The focus is on the problem-solving aspect of employee performance but can be extended to other areas such as communication, teamwork, and leadership.

Data Collection : Gather historical performance data for each employee from internal performance reviews, manager evaluations, and self assessments. Include quantitative and qualitative metrics, focusing on how each employee approaches, resolves, and innovates solutions to problems.

Visualization : Use Excel charts (e.g., bar charts, pivot charts, line graphs) to create visual representations of employee performance. Highlight areas of strength and areas needing development.

Who are the end users ?

1. Human Resources (HR) Department : HR professionals are responsible for employee development, compensation, and compliance. Make informed decisions on employee promotions, raises, or terminations. Identify employees who may need additional training or coaching. Develop strategies for talent retention and management.

2. Department Managers & Team Leaders : Managers and team leaders oversee employee day-to-day activities and performance. Monitor individual and team progress in problem-solving. Assign tasks or projects based on employees problem-solving skills.

3. Executives & Senior Leadership: Executives need a high-level understanding of workforce capabilities. Assess overall organizational performance and productivity.

Our Solution and its Value Proposition

1. Efficient Data Management: Our solution consolidates employee performance data in one place, making it easy to track and analyze.
2. Objective Evaluations: Automated calculations ensure fairness and consistency in performance scoring.
3. Data-Driven Insights: Interactive dashboards provide a clear understanding of individual and team performance, helping identify areas for improvement.

- Enhance performance management processes.
- Foster a culture of transparency and fairness.
- Drive data-informed decision-making.
- Boost productivity and efficiency- Support strategic workforce development initiatives.

DATASET DESCRIPTION

Each row in the dataset represents an individual employee, and the columns represent various attributes related to their performance.

1. Employee ID: A unique identifier for each employee.
2. Department : The department where the employee works (e.g., Sales, HR, IT).
3. Gender: employee gender for diversity analysis.
4. Employee Type: Full-time, Contract, Part-time
5. Current Employee Rating: Based on the employee working in the company.
6. Performance level: Based on the Rating like very high, high, medium etc.,

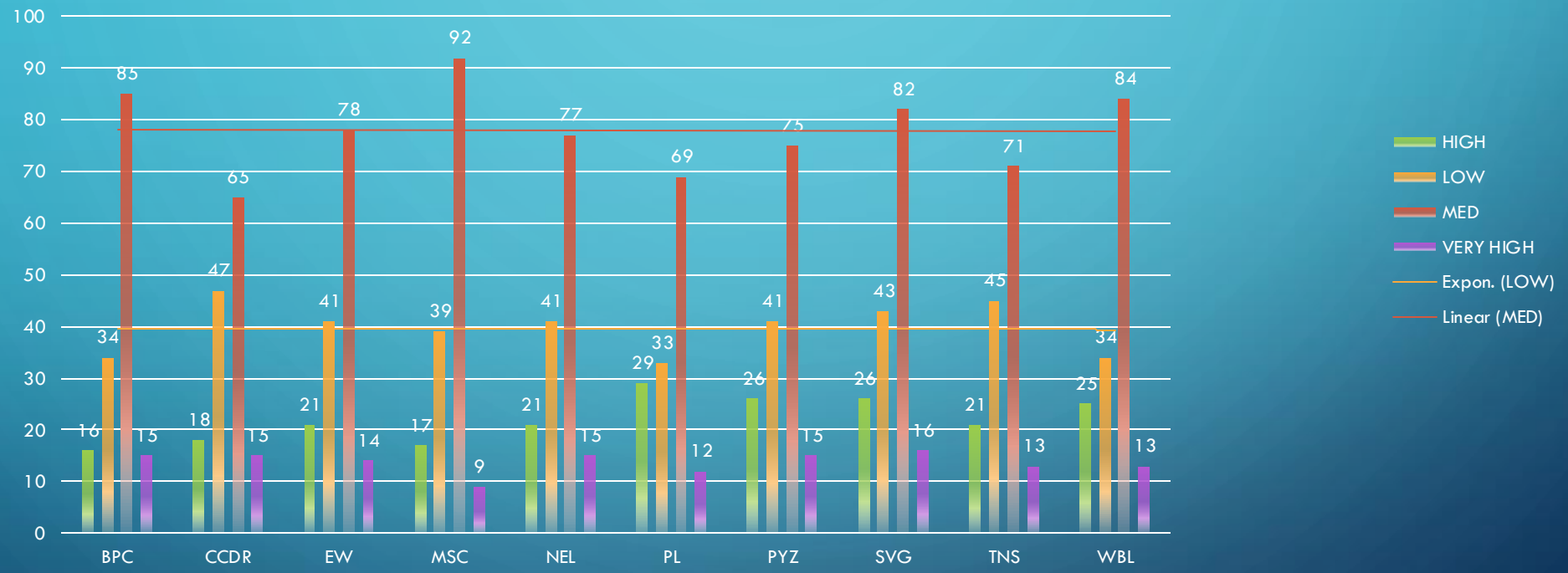
Using excel, formulas were applied to analyze employee types and department distribution. Conditional formatting and visualizations(graphs and charts) were used to identify patterns and trends, providing insights for workforce planning.

MODELLING

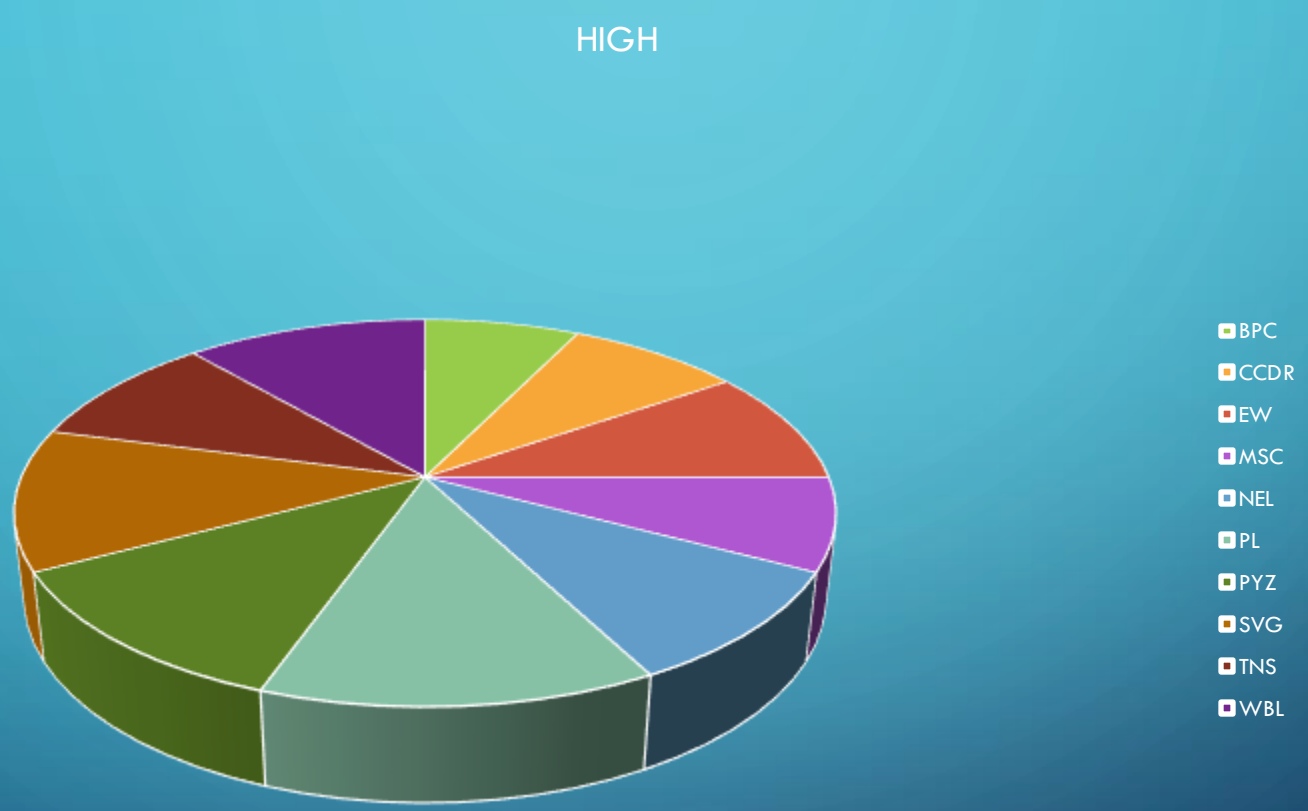
- Data Acquisition: downloaded a dataset form the IBM SKILL BUILD DASHBOARD , which includes features like USER ID, NAME, GENDER, EMPLOYEE TYPE , AND DEPARTMENT.
- Data Preparation: imported the dataset into excel. Cleaned the data to correct any inconsistencies or errors.
- Initial Exploration: review the dataset to understand its structure. Used summary statistics to preliminary insights.
- Pattern identification: Identified patterns and trends in the data regarding employee types and departmental distribution. Highlighted any anomalies or significant findings.
- Reporting: Summarized key insights from the analysis. Complied visuals into a workforce planning and departmental adjustments.

RESULTS

EMPLOYEE PERFORMANCE ANALYSIS



PIECHART



CONCLUSION

1. Performance Distribution: The majority of employees fall into the Medium performance category, with 778 employees, making it the largest group.

- The High and Very High performance groups have fewer employees, with 220 and 137 employees, respectively.

- There is a significant number of employees (398) in the Low performance category, which may require attention.

2. Department Comparison : MSC (157), SVG (167), and EW (154) have the highest total number of employees analyzed, showing diverse performance distribution across these teams.

- SVG has the highest Very High performance count (16 employees), indicating standout performance in this team.

- NEL has a particularly high number of Low performers (44 employees), which suggests the need for improvement strategies in this department.