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

- ✓ **Improve Work Performance**: Recognise Your Strengths and Weaknesses Performance analysis shows what areas employees thrive in and where they might need more guidance or assistance. This makes it possible to launch focused development initiatives to raise overall productivity.
- ✓ **Boost Productivity Optimise Processes**: Organisations can find and fix workflow inefficiencies by analysing performance data. This improves overall productivity by streamlining operations and allocating resources more effectively.
- ✓ **Encourage and Reward Staff**: Acknowledge accomplishments: Offering praise and rewards to staff members for their hard work raises spirits and increases motivation. This fosters a positive work environment and motivates them to uphold high standards.
- ✓ **Encourage Professional Development**: Plan for Training and Growth: Performance evaluations point out areas in which workers would benefit from additional education or training. This aids in the creation of individualised development plans that complement organisational requirements and career goals.

PROJECT OVERVIEW

The primary aim of this project is to analyze employee performance metrics and visualize key trends using Excel. This analysis will help in making more informed decisions regarding employee performance management. By organizing performance data effectively and utilizing Excel's analytical and visualization tools, the project seeks to provide valuable insights into employee productivity, areas for improvement, and overall performance trends.

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WHO ARE THE END USERS ?

Employees

Managers

HR Professionals

OUR SOLUTION AND ITS VALUE PROPOSITION

- **CONDITIONAL FORMATTING**: This facilitates the highlighting of specific values or the identification of a specific cell. Here, empty cells with nil or inadequate values are highlighted using conditional formatting.
- **SORT AND FILTER**: In this case, the project makes use of the filtering function. A variety of data can be filtered using the filter function according to the defined criteria. The filter was applied to the project in order to eliminate the missing values.,
- **FORMULA -** The IFS function checks whether one or more conditions are met, and returns a value that corresponds to the first TRUE condition. =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MEDIUM",TRUE,"LOW") This formula was used to find the calculate the employee performance level.
- **PIVOT TABLE**: A pivot table is an effective tool for data analysis, summarization, and calculation. It facilitates the analysis of data trends, patterns, and comparisons. This was the method used to obtain the data summary.
- **GRAPH**: In a spreadsheet, data is represented visually by a graph.By focussing on a graph rather than the numbers in a dataset, we may analyse the data more effectively.

DATASET DESCRIPTION

- Employee data set taken from the KAGGLE.

In dataset, out of 26 data, only 10 features was selected out of it for the analysis .

- The selected 10 features are listed below:

1. Employee ID – NUMERICAL
2. First name – TEXT
3. Last name – TEXT
4. Business unit – TEXT
5. Employee type – TEXT – Contract, Part-Time , Full-Time
6. Employee Status – TEXT - Active, Future Start, Voluntarily Terminated, Terminated for Cause, Leave of Absence
7. Employee classification type - TEXT - Part-Time , Full-Time, Temporary
8. Gender code – TEXT – Female, Male
9. Performance Score – TEXT - Fully Meets, PIP, Needs Improvement, Exceeds
10. Current employee rating – NUMERICAL

THE "WOW" IN OUR SOLUTION

PERFORMANCE LEVEL

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

MODELLING

1) DATA GROUPING

- The data dash board was used to capture the data.

2) HIGHLIGHT COLLECTION

- The ten features in the list were selected for data analysis..

3) DATA CLEANING

- The missing values was identified using the Conditional Formatting.
- The absent functionalities were eliminated by using the sort and filter functions..

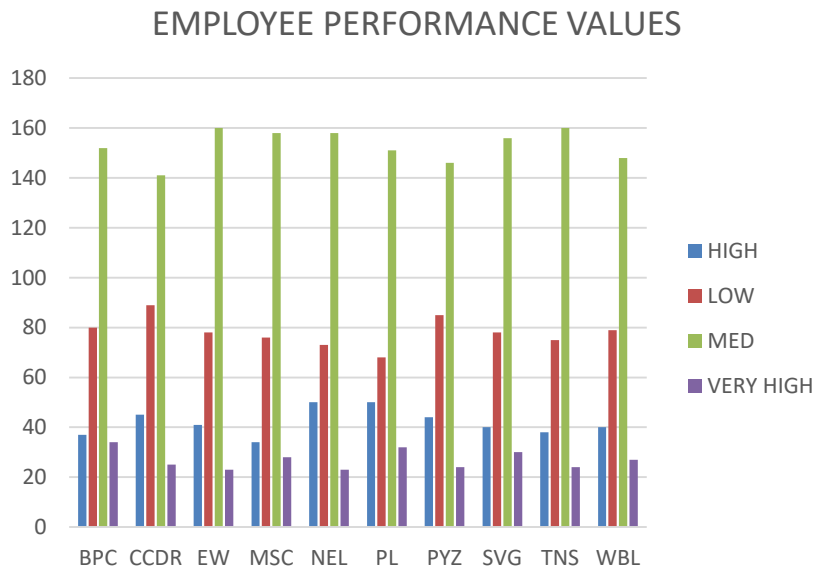
4) PERFORMANCE LEVEL ASSESSMENT

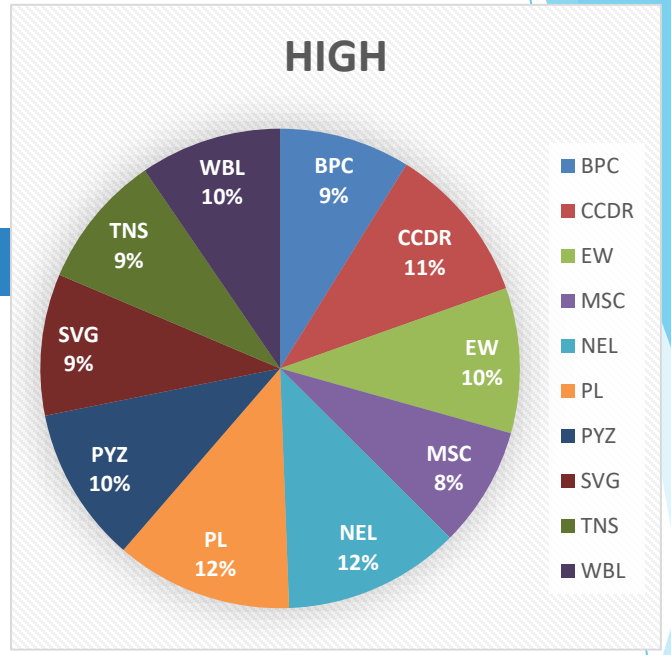
- The algorithm was used to determine the performance level by taking into account the current employee rating.

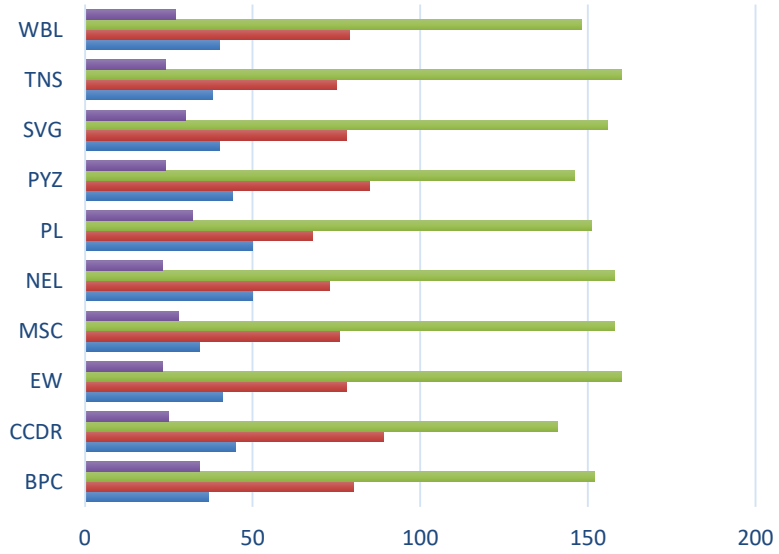
5) A PIVOT TABLE SUMMARY

- One effective technique for calculating, summarising, and analysing data is a pivot table. It facilitates the analysis of data trends, patterns, and comparisons.
- Dividing up certain qualities into headings, columns, rows, and so forth.
- **6) ILLUSTRATIONS**
- After the pivot table was finished, a graph was made for more accurate and improved visualisation..

RESULTS


EMPLOYEE PERFORMANCE VALUES
180
160
140
120
100
80
60
40
20
0
BPC CCDR EW MSC NEL PL PYZ SVG TNS WBL
HIGH
LOW
MED
VERY HIGH


HIGH
BPC 9%
CCDR 11%
EW 10%
MSC 8%
NEL 12%
PL 12%
PYZ 10%
SVG 9%
TNS 9%
WBL 10%
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL


WBL
TNS
SVG
PYZ
PL
NEL
MSC
EW
CCDR
BPC
0
50
100
150
200
VERY HIGH
MED
LOW
HIGH

CONCLUSION

Employees hold great significance in an organization. Based on the analysis of employee performance, When comparing the performance of employees, we can draw the conclusion that there are more average working employees than other employee types. By offering them monetary or non-monetary incentives to enhance their performance, we can encourage them. Non-financial incentives include non-monetary rewards like job satisfaction and recognition, while financial incentives include monetary rewards like bonuses and salaries. We can also promote healthy rivalry among the staff members. They ought to be given the tasks that best fit their skills and abilities. As a result, we can increase productivity and meet organizational goals.