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

To write a problem statement on employee performance, you need to identify the specific area of performance that is problematic, such as low productivity, high absenteeism, or poor quality of work. Then, you should describe the impact of this problem on the organization, such as decreased revenue or dissatisfied customers.

PROJECT OVERVIEW

An employee performance project can involve a variety of activities, such as performance reviews, performance planning, and performance analysis: Performance reviews These can include feedback and praise for strengths, such as communication skills, and discussion of weaknesses or areas for improvement. Performance reviews can also include rating scales to measure skill levels in specific categories

WHO ARE THE END USERS?

1.Employee

2.Managing director

3.Team leader

4.Manager

OUR SOLUTION AND ITS VALUE PROPOSITION

CONDITIOANL FORMATING : To find out the missing value

FILTER: To remove the blank cells

FORMULA: To calculate the performance by (=IF) Condition

PIVOT TABLE: To select the data to make pivot table
(SUMMARIZING THE DATA)

PIVOT CHART: To know about the clear data and information in chart

GRAPH: To data Visualization

SLICER: To summarise the selected data in table

Dataset Description

- Employee dataset – kaggle
- 26 features
- 9 features
- Emp id-num
- Emp name-text
- Gender
- Business unit-text
- Performance-text
- Rating-num

THE "WOW" IN OUR SOLUTION

IF CONDITION

=IF(J2=5,"veryhigh",IF(J2=4,"high",IF(J2=3,"medium",IF(J2,"low",IF(J2=1,"average")))))

MODELLING

COLLECTION OF DATA SET :

- The data was collected from the edunet dash board.
- And all the data was alignment and there are 7 features are given.
- In these 9 features as that I was selectedthe 5 featues to analysis the employee rating From the employee data base.

FEATURES COLLECTING:

- In the data base their was an black cell are in the data.
- To remove the blank cell first used the conditional formatting tool used to Highlight the blank cell with the filling of colour.
- All filling with the colour of the blank cell.
- With the help of the slicer & filter option removed the blank row and colour in the dataset.

DATA HIGHLIGHTING:

- In the given 9 features we have to highlight the features which we have to analysis the data.
- Emn id, name, gender, employee rating, rating level.

RATING LEVEL CALCULATUON:

- The rating level are calculated by the formula of =if condition
  =IF(J2=5,"VERY HIGH",IF(J2=4,"HIGH",IF(J2=3,"MEDIUM",
  IF(J2=2,"AVERAGE",IF(J2=1,"LOW")))))
- To value of rating level are very high-high-medium-low-average.

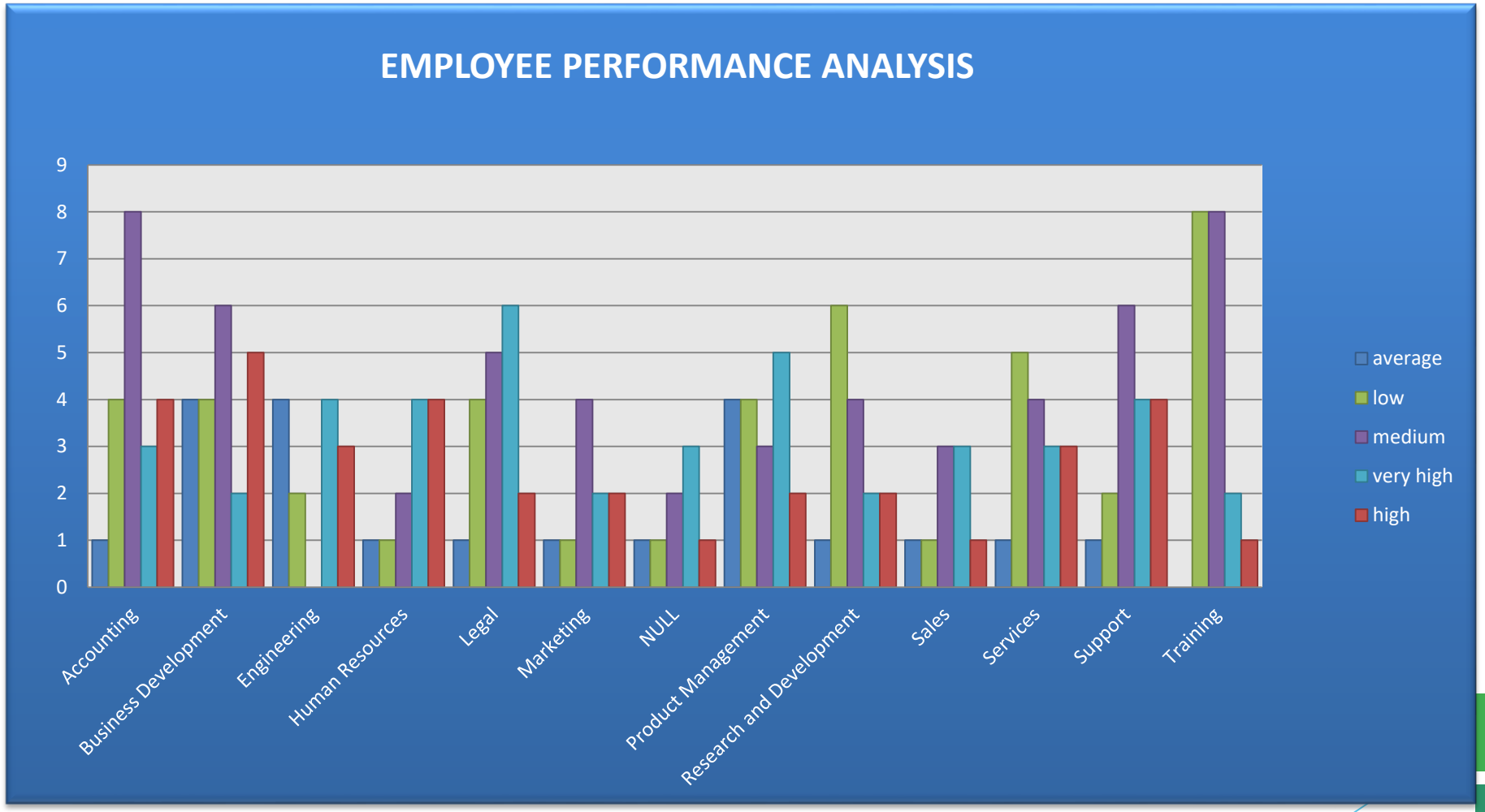
PIVOT TABLE:

- In the pivot table they are used to summarize the data which are provided In the data set.
- The important column are selected in the pivot table are Emn id, name, gender, employee rating, rating level.
- They are customize in the pivot table option
  - Department = Rows
  - Rating level = Column
  - Gender = Filter
  - Name = Values

GRAPH CHART:

- In the analysis the important thing was have to insert the graph chart.
- To recommended chart we can select the data are shown in the data.

RESULTS


EMPLOYEE PERFORMANCE ANALYSIS
9
8
7
6
5
4
3
2
1
0
Accounting
Business Development
Engineering
Human Resources
Legal
Marketing
NULL
Product Management
Research and Development
Sales
Services
Support
Training
average
low
medium
very high
high

conclusion

In conclusion, analyzing employee performance using Excel offers a practical and flexible approach for businesses of all sizes. Excel’s tools, such as pivot tables, charts, and formulas, enable comprehensive evaluation of key performance indicators (KPIs) like productivity, attendance, and efficiency. By creating detailed reports, visualizing data trends, and tracking progress, organizations can identify strengths, areas of improvement, and make informed decisions regarding training or career development. Additionally, Excel’s ability to automate calculations saves time, reduces errors, and enhances accuracy in performance analysis, ultimately contributing to the overall growth of the organization.