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 enhance organizational effectiveness, the company aims to identify key factors affecting employee performance, retention, and job satisfaction. By analyzing metrics like employee status, level, and performance, the goal is to develop strategies that optimize efficiency and reduce turnover.

PROJECT OVERVIEW

This project focuses on analyzing employee performance trends by gender and employee type. Using Excel functions like conditional formatting, pivot tables, and charts, the goal is to uncover insights into how these factors influence performance levels.

WHO ARE THE END USERS?

- EMPLOYERS
- EMPLOYEES
- ORGANIZATION

OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING: TO FIND THE MISSING

DATACHART: TO GET AN GRAPHICAL

REPRESENTATIONPIVOT TABLE: TO

SUMMARIZE THE DATA

CONDITIONAL TECHNIQUE: USED TO IDENTIFY

THE MISSING DATA

DATASET DESCRIPTION

1.Employee ID: Unique identifier for each employee in the organization.
2.First Name: The first name of the employee.
3.Last Name: The last name of the employee.
4.Email: The email address associated with the employee's communication within the organization.
5.Business Unit: The specific business unit or department to which the employee belongs.
6.Employee Status: The current employment status of the employee (e.g., Active, On Leave, Terminated).
7.Employee Type: The type of employment the employee has (e.g., Full-time, Part-time, Contract).

THE "WOW" IN OUR SOLUTION

FORMULA: "IFS(22>5,"VERY HIGH", Z2>=4, "HIGH", Z2>=3,"MEDIUM", "TRUE", "LOW“

THIS FORMULA IS USED TO FIND THE PERFORMANCE LEVEL OF THE EMPLOYEES WHICH IS DERIVED AS "MEDIUM, LOW AND HIGH". AND THIS PERFORMANCE LEVEL IS USED TO GET AN GRAPHICAL REPRESENTATION OF THE EMPLOYEES PERFORMANCE

CONDITIONAL FORMATTING:

THE CONDITIONAL FORMATTING IS USED TO IDENTIFY THE MISSING DATA IN A CELL, HIGHLIGHT THE MISSING CELLS AND ALSO TO REMOVE THE MISSING CELL

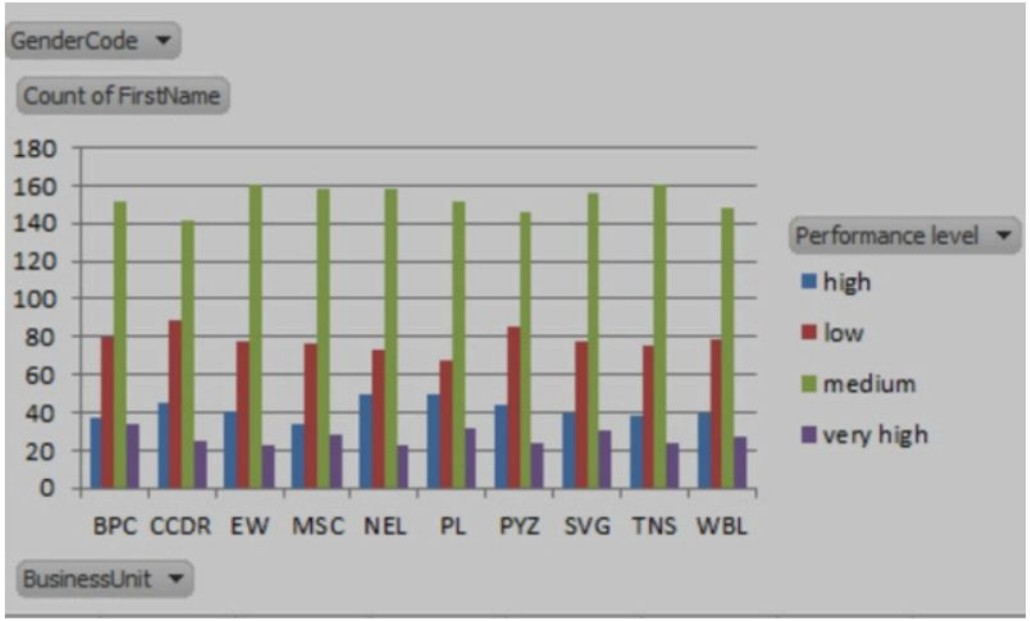
MODELLING

- DATA SCREENING: DOWNLOADED AN EMPLOYEE DATASET FROM KAGGLE,AND SAVED THE DATASET IN AN FOLDER THEN COPY THE SAME IN EXCEL
- DATA CLEANING: USING CONDITIONAL FORMATTING FROM HOME IDENTIFIED AND REMOVED THE MISSING DATA AND SELECTED 9 DATAS FROM THE DATA SET LIKE (EMP ID, NAME, GENDER ETC)
- DATA FORMULATING: USING "IFS" CONDITION CREATED AN COLUMN OF PERFORMANCE LEVEL USING DATA FROM CURRENT EMPLOYEE RATING WHICH GAVE AN OUTPUT AS MEDIUM, LOW, HIGH
- PIVOT TABLE CREATION: SELECT PIVOT TABLE FROM INSERT AND AN PIVOT TABLE IS ENABLED, NOW SELECT THE REQUIRED DATA. AN PIVOT TABLE IS NOW CREATED, WE CAN ALSO CREATE PIVOT TABLE THROUGH QUERIES AND CONNECTION ICON
- GRAPHICAL REPRESENTATION AFTER CREATING AN PIVOT TABLE SELECT THE PIVOT TABLE AND GO TO INSERT ICON AND SELECT RECOMMENDATION CHART AND AN VISUAL REPRESENTATION IS CREATED.

RESULTS

GenderCode	(All)				
Count of FirstName	Column Labels				
Row Labels	high	low	medium	very high	Grand Total
BPC	37	80	152	34	303
CCDR	45	89	141	25	300
EW	41	78	160	23	302
MSC	34	76	158	28	296
NEL	50	73	158	23	304
PL	50	68	151	32	301
PYZ	44	85	146	24	299
SVG	40	78	156	30	304
TNS	38	75	160	24	297
WBL	40	79	148	27	294
Grand Total	419	781	1530	270	3000

CHART


GenderCode
Count of FirstName
180
160
140
120
100
80
60
40
20
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
BusinessUnit
Performance level
high
low
medium
very high

CONCLUSION

EMPLOYEE ANALYSIS IS ESSENTIAL FOR IMPROVING PERFORMANCE, PRODUCTIVITY, AND OVERALL SUCCESS. REGULAR EVALUATIONS HELP ORGANIZATIONS ADDRESS PERFORMANCE GAPS AND MAXIMIZE THEIR WORKFORCE'S POTENTIAL. BY PROMOTING ONGOING IMPROVEMENT, COMPANIES CAN BUILD A MOTIVATED, HIGH-PERFORMING TEAM, ENSURING LONG-TERM SUCCESS AND SUSTAINABILITY.