EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

AGENDA

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
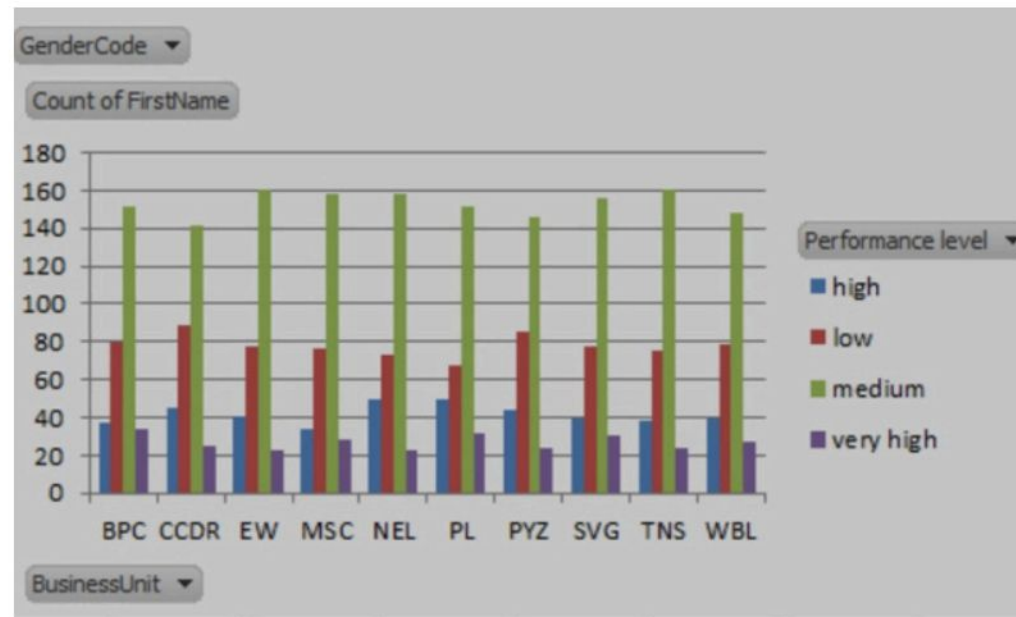
CONCLUSION

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.