# Employee Data Analysis using Excel
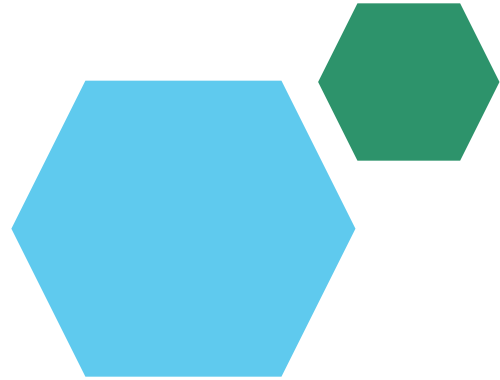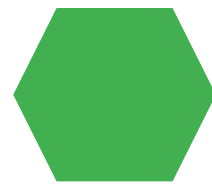
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# PROJECT TITLE

Employee Performance Analysis using Excel

# AGENDA

# PROBLEM STATEMENT

Track employee performance raring overtime.

Identify top performers and under performers.

Analyze performance by department, job, role and other categories.

Visualize trends and correlations in performance data.

Enable filtering and drill-down capabilities for in-depth analysis.

# PROJECT OVERVIEW

Effective employee performance management is crucial for organisations to achieve their goals and objectives.

This project will involove collecting and clearing employee performance data, designing and developing an interactive Excel dashboard, and creating a user guide and data dictionary for easy adoption.

# WHO ARE THE END USERS ?

HR Managers

Department Heads

Team Leads

Line Managers

Talent Management

Business Analysts

Executives

# OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional Formatting – Mission

Filter – Remove

Formula – Performance

Pivot – Summary

Graph – Data Visualization

Conditional Formatting: Our excel based Employee performance Analysis Solution utilizes conditional formatting to provide a clear and intuitive visualization of Employee performance data.

## Pivot – Summary:

By leveraging pivot tables and summary reports in excel, our solution provides a powerful and flexible tool for employee performance analysis, enabling HR managers and leaders to make informed decisions and drive business success.

## Graph-data Visualization:

By leveraging graphs and data visualization in excel our solution provides a powerful and intuitive tool for employee performance analysis, enabling HR managers and leaders to make informed decisions and drive business success.

# DATASET DESCRIPTION

Employee = kaggle

26- Features

9- Features

Emp id-num

Name- text

Name- text

Emp- type

Performance level

Gender – male female

Employee rating num

# THE " WOW" IN OUR SOLUTION

Performance level = IFS(Z4>=5,"VERY HIGH",
Z4>=4,"HIGH",Z4>=3,"MED","TRUE","LOW")

# MODELLING

## Data Collection

1) Kaggle
2) Search employment performance dataset
3) Then download employment data

## Feature Collection

1) Feature identify
2) Colour filled blank values

## Data Cleaning

1) Missing values identify
2) Missing vale filterout

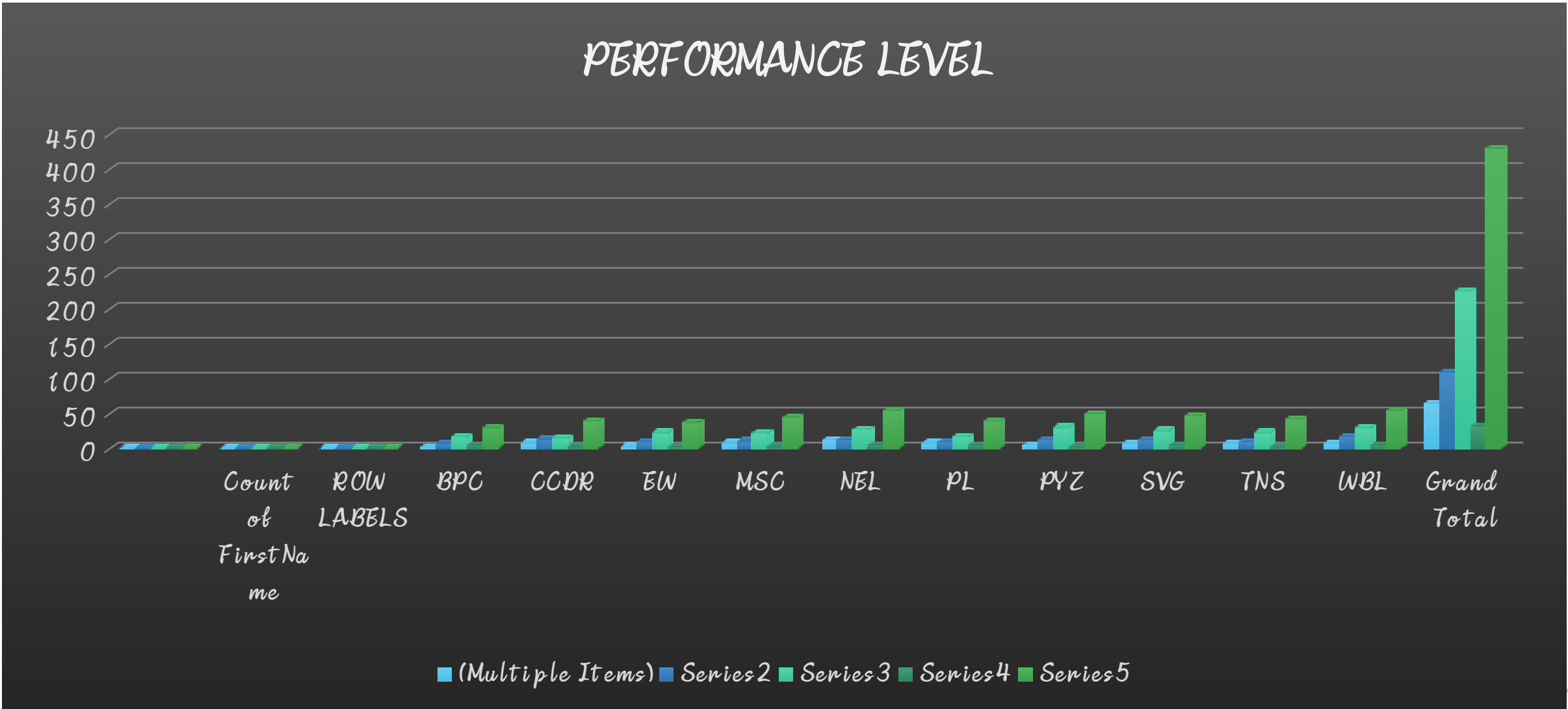**Performance Level:**
1) Calculate performance level
2) Using formula

**Summary:**
1) Open pivot table.
2) Drag rows, cols, filters, values, respectively business unit performance level, gender code, count of first name
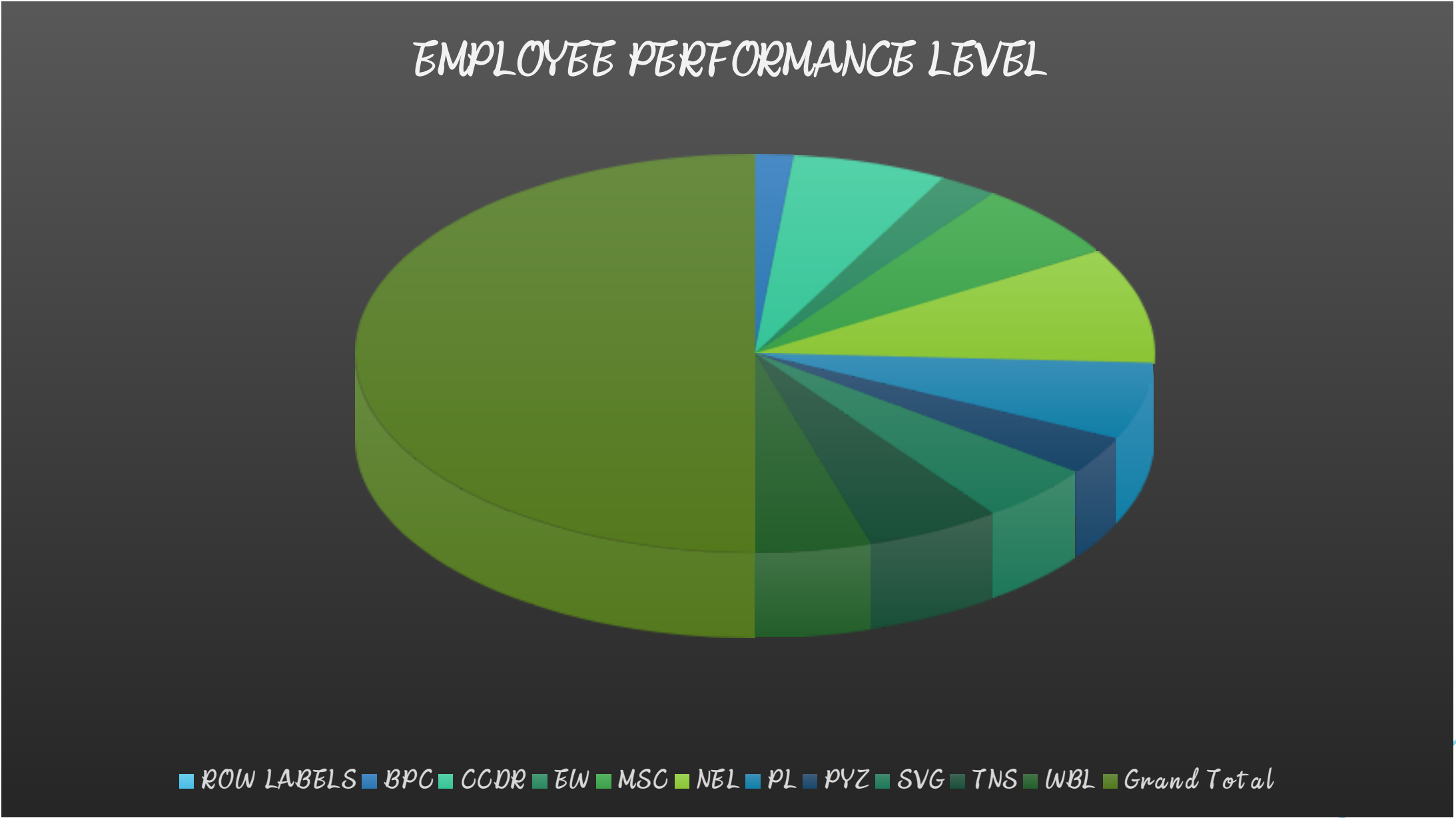3) Remove the blank option.

**Visualization:**
1) Put recommended graph
2) Filterout the linear and exponential features
3) To get pie chart for our reference

# RESULT



PERFORMANCE LEVEL

(Multiple Items)  Series2  Series3  Series4  Series5

# RESULT



EMPLOYEE PERFORMANCE LEVEL

ROW LABELS ■ BPC ■ CCDR ■ EW ■ MSC ■ NEL ■ PL ■ PYZ ■ SVG ■ TNS ■ WBL ■ Grand Total

# CONCLUSION

Analyzing the employment performance dataset provides valuable insights into employee productivity, efficiency and overall contribution to organizational goals

Graphs play a crucial role in visualizing the data and useful for comparing individual employee performances.