# 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

It helps identify strength and weaknesses in employees work.
Leading to better targeted training and support. Analysis allows for the employees to achieve. It provides data for making promotions, raises and terminations. Regular feedback and recognition can increase employee motivations and satisfaction. Ensures that individual performance is in line with the company's objectives.

# PROJECT OVERVIEW

This involves setting specific, measurable goods and key performance indicators. collect relevant data on the employee's performance. Compare the collected data against the predefined objectives and KPIs. Share the analysis with the employee in a constructive manner. Work with the employee to create action plans or development programs to address weaknesses and build on strengths.

# WHO ARE THE END USERS?

1. Managers and supervisors
2. HR professionals
3. Executives and Leadership
4. Employees Themselves
5. Team Leaders

# OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING - REMOVE VALUES
PIVOT TABLE - SUMMARY OF EMPLOYEE
PERFORMANCE
FLOW CHART - FINAL REPORT

# Dataset Description

EMPLOYEE  DATA SET - KAGGLE
  9 FEATURES IN EXCEL:
  1. **EMPLOYEE ID -** ALPHANUMERIC(TEXT)
  2. **NAME**              - ALPHABETICAL (TEXT)
  3. **GENDER**         - ALPHABETICAL (TEXT)
  4. **SALARY**          - NUMERICAL
  5. **JOB ROLE**       -  ALPHABETICAL (TEXT)
  6. **FTE**               -  NUMERICAL
  7. **MARITAL**
     **STATUS**        -   ALPHABETICAL(TEXT)
  1. **REMOTE WORK -**  ALPHABETICAL(TEXT)
  2. **COMPANY TENURE**  -  NUMERICAL

     **3 FEATURES USED:**
  1. **COMPANY TENURE -** NUMERICAL
  2. **JOB LEVEL**              -  NUMERICAL
  3. **WORK LIFE BALANCE -** ALPHABETICAL(TEXT)

# THE "WOW" IN OUR SOLUTION

1. Effective data visualization makes it easier to present complex data ion an engaging and understandable way.
2. Well-presented impact on data have a significant impact on decision-makers, helping to drive change and innovation.

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# MODELLING

## STEP-1

DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.

## STEP-2

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

## STEP-3

FILTER THE EMPLOYEE DATASET FROM A TO Z ORDERS

## STEP-4

SELECT ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

STEP-5

   DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.

STEP-6

   SELECT THE PIVOT TABLE AND CLICK ON INSERT.

STEP-7

   NOW CLICK ON THE CHART THAT YOU WANT.
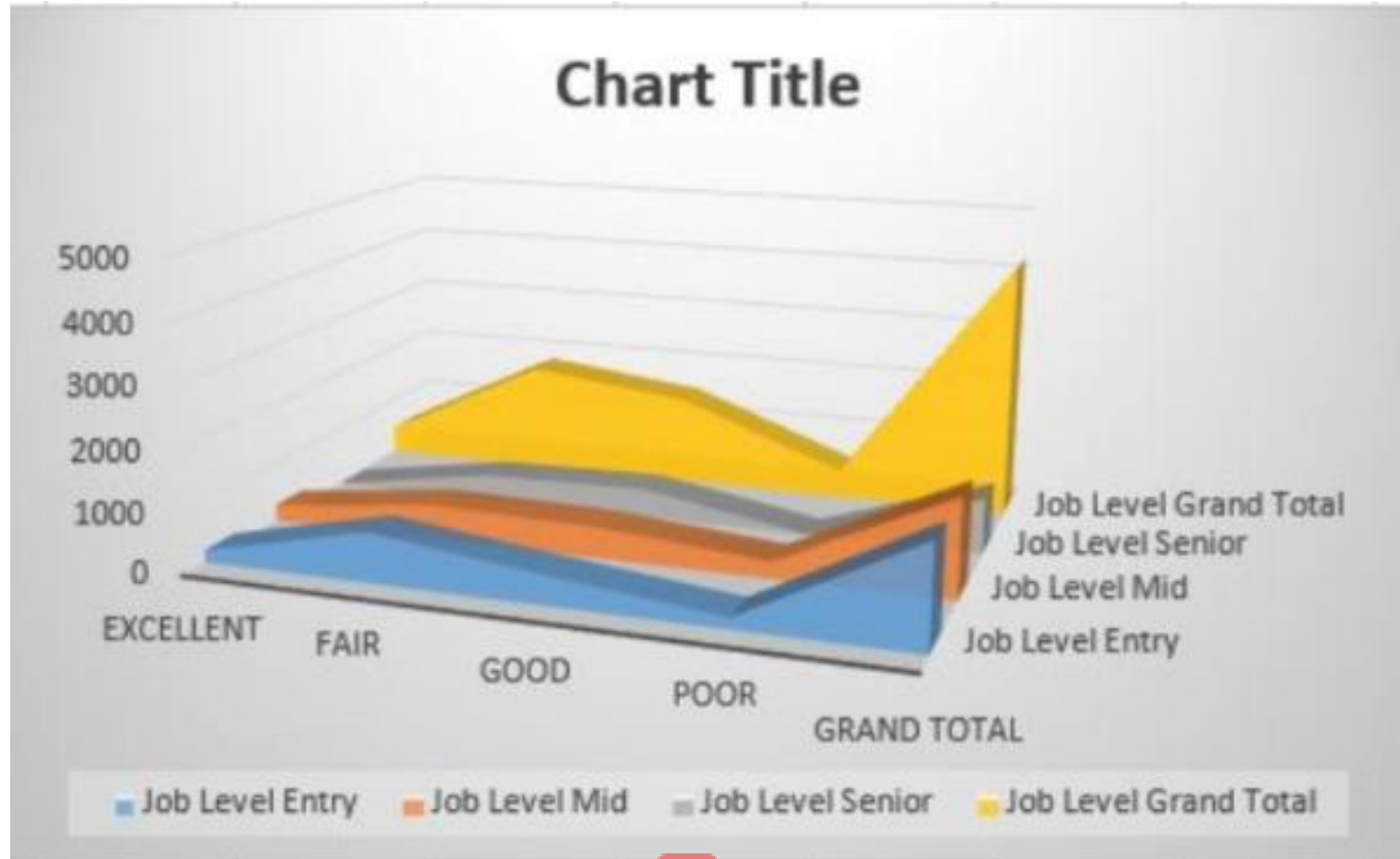
STEP-8

   THE CHART IS CREATED.

# RESULT
## PIVOT TABLE

| SUM of Company Tenure | Job Level | | | |
| --- | --- | --- | --- | --- |
| Work-Life Balance | Entry | Mid | Senior | Grand Total |
| Excellent | 197 | 262 | | 459 |
| Fair | 816 | 576 | 439 | 1831 |
| Good | 482 | 518 | 489 | 1489 |
| Poor | 183 | 278 | | 461 |
| Grand Total | 1678 | 1634 | 928 | 4240 |

# 2.FLOW CHART

# conclusion

The employee performance analysis has illuminated key aspects of our team's strengths and areas needing improvement.  The findings suggest that while many employees excel in their roles, there are opportunities for growth that can enhance overall productivity and effectiveness.  By addressing identified weaknesses and leveraging our employees' strengths.  We can develop targeted strategies for professional development, optimize team dynamics, and align individual goals with organizational objectives.  Continuous monitoring and iterative feedback will be crucial in sustaining performance improvements and achieving our long-term goals.