

Employee Data Analysis using Excel

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**PROJECT
TITLE**



EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

AGENDA

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- 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

- 1. Track attendance and absenteeism**
- 2. Evaluate sales performance or revenue generation**
- 3. Assess task completion rates or productivity**
- 4. Analyze customer satisfaction ratings or feedback**
- 5. Compare performance across different departments or teams**



PROJECT OVERVIEW

- Collect and organize employee performance data
- Set up an Excel dashboard to visualize performance metrics
- Create formulas and charts to analyze and compare performance
- Identify areas for improvement and track progress over time

An Excel workbook with a user-friendly dashboard. Clear and concise performance metrics and charts. Formulas and calculations to analyze performance data. Recommendations for future performance improvement initiatives.



WHO ARE THE END USERS?

1. **HR Generalists:** To track employee performance, identify training needs, and inform talent management decisions.
2. **Team Managers:** To monitor team performance, set goals, and provide targeted feedback to team members.
3. **Department Heads:** To evaluate departmental performance, make informed decisions, and optimize resource allocation.
4. **Business Analysts:** To analyze performance trends, identify areas for improvement, and recommend data-driven solutions.
5. **Operations Managers:** To track key performance indicators (KPIs), optimize processes, and enhance overall efficiency.

OUR SOLUTION AND ITS VALUE PROPOSITION

- CONDITIONAL FORMATTING – MISSING
- FILTER- REMOVE
- FORMULA- PERFORMANCE
- PIVOT-SUMMARY
- GRAPH-DATA VISUALIZATION

Dataset Description

- Employee= **KAGGLE**
- **26-Features**
- **9-Features**
- Emp Id- Number
- Name Text
- Emp- Type
- Current Employee Rating- Number
- Gender- Male Female
- Employee Rating –Number

THE "WOW" IN OUR SOLUTION

- =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")



MODELLIN

G

Data Preparation

- Import and clean employee data (e.g., demographics, job info, performance metrics)
- Ensure data quality and consistency.

Descriptive Analytic

- Create summaries and visualizations (e.g., tables, charts, graphs) to understand
- Employee demographics (e.g., age, gender, department)
- Job characteristics (e.g., role, tenure, salary)
- Current Employee Rating (e.g., ratings, promotions, turnover)

Inferential Analytics

- Correlation analysis (e.g., between performance and salary)
- Regression analysis (e.g., predicting turnover based on demographics)
- Cluster analysis (e.g., grouping similar employees)

RESULTS

Prescriptive Analytics

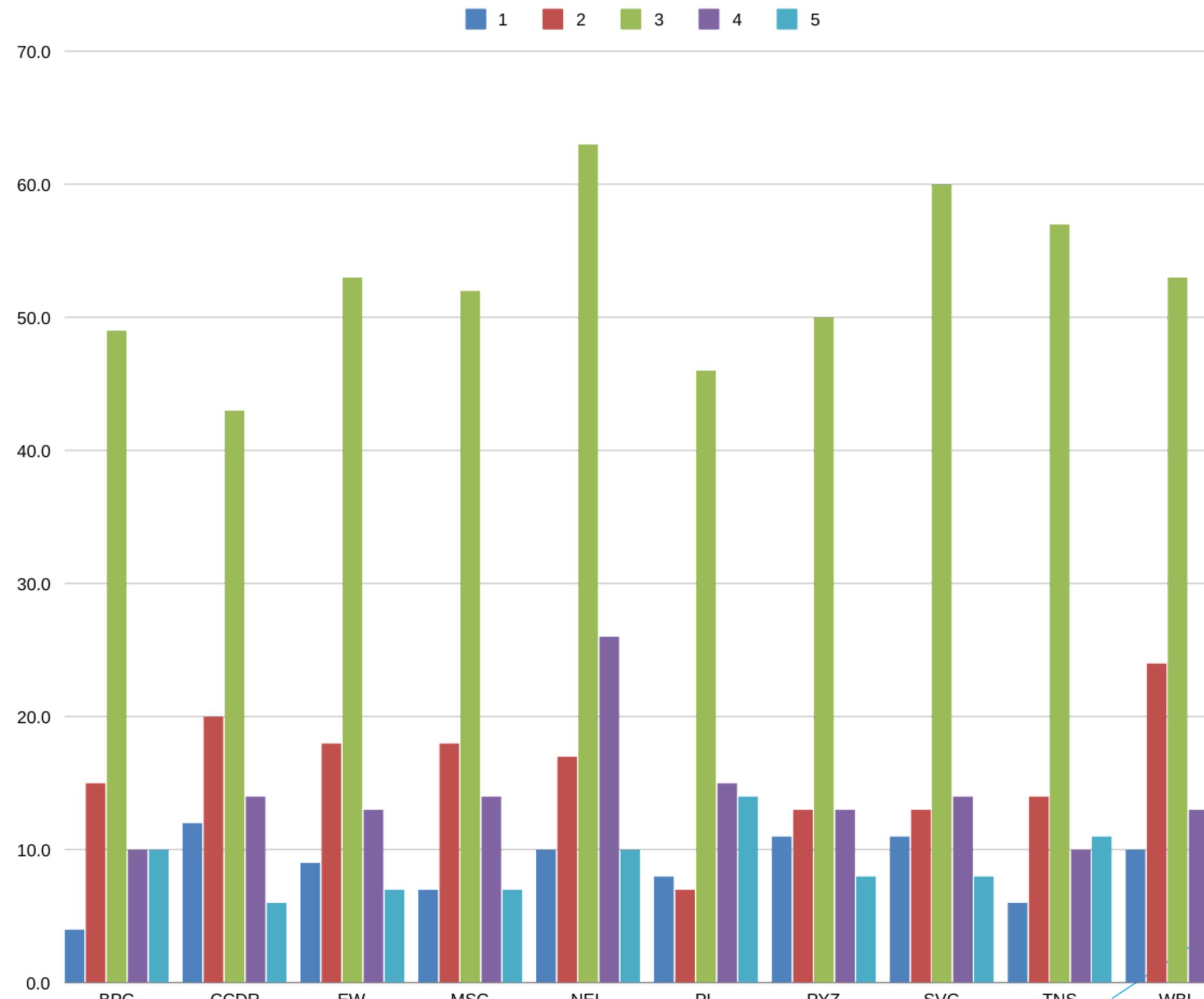
- Talent development and training programs
- Diversity, equity, and inclusion initiatives
- Compensation and benefits strategies
- Employee engagement and retention plan

PivotTables

- PivotTables and Power Pivot for data summarization and analysis
- Conditional Formatting and Color Scales for data visualization-
- Regression and Correlation analysis using Excel's built-in functions
- Solver and Scenario Manager for optimization and forecasting

RESULTS

RESULTS



Conclusion

We have identified trends, patterns, and correlations that will inform our decision-making and drive business outcomes. Specifically, we have:

- Identified areas of high employee turnover and absenteeism, allowing us to target retention strategies
- Analysed salary and benefits data to ensure equity and competitiveness
- Visualized employee performance metrics to inform development and promotion decisions
- Detected correlations between training programs and job satisfaction, highlighting areas for investment
- Created data-driven recommendations to enhance employee engagement, productivity, and overall business performance

