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

Employee performance analysis in Excel involves evaluating and tracking employee performance metrics using various Excel tools and functions. This typically includes creating spreadsheets to record performance data, using formulas to calculate key performance indicators (KPIs), and employing charts and graphs to visualize performance trends. Excel can also be used to generate reports and dashboards that summarize individual and team performance, helping managers make informed decisions about training, development, and rewards.

PROJECT OVERVIEW

The Employee Performance Analysis project in Excel aims to create a tool f•o.r tracking and evaluating employee performance. The project involves collecting performance data, organizing it in a structured Excel spreadsheet, and using formulas, pivot tables, and charts to analyze and visualize this data. The final deliverable is an Excel workbook that includes automated features. for reporting and insights, helping managers make informed decisions on employee development and productivity.

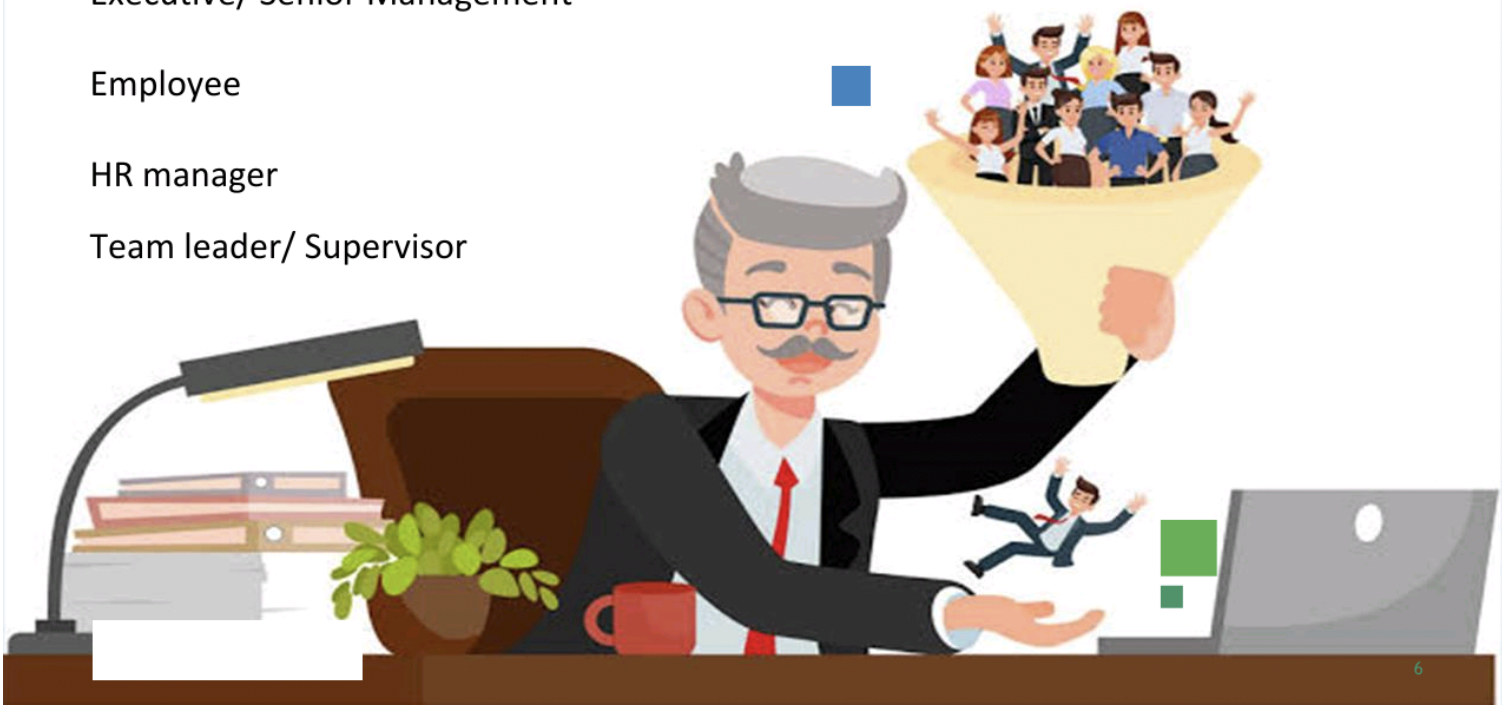
WHO ARE THE END USERS?

Executive/ Senior Management

Employee

HR manager

Team leader/ Supervisor



OUR SOLUTION AND ITS VALUE PROPOSITION

CONDITIONAL FORMATTING- highlighting, removed blanks.

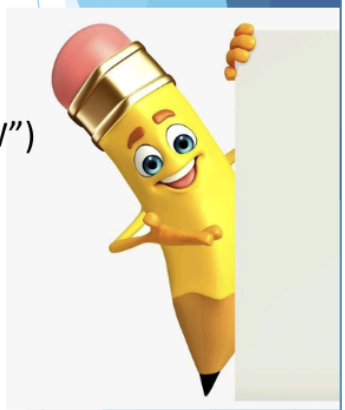
FILTER- filtering, highlighting duplicates

FORMULA- =IFS(LOGIC VALUE>=5,”VERY HIGH”,LOGIC VALUE>=4,”HIGH”,LOGIC VALUE>=3,”MED”LOGIC VALUE<=2,”LOW”)

PERFORMANCE LEVEL- Very High, High, Medium and Low.

GRAPH- Pivot table and Pie chart.

DATA VISUALIZATION- Raw Data with the Graph.



DATASET DESCRIPTION

Employee ID: A unique identifier for each employee.

Name: Employee's full name

Department: The Department in which the employee works.

Employment status: Current status of employment.

Performance Rating: Evaluation of employee performance.

EMPLOYMENT DETAILS

Job titles

Roles

Departmental Breakdown

Tenure and Experience Level

THE "WOW" IN OUR SOLUTION

=IFS(LOGIC VALUE>=5,”VERY HIGH”,LOGIC

VALUE>=4,”HIGH”,LOGIC

VALUE>=3,”MEDIUM”,LOGIC VALUE<=2,”LOW”)

❑ MODELLING

Data Collection

1. Kaggle.com
2. Edunet Portal

Features Collection

1. Employee's ID
2. Employee's Name

Data Cleaning

1. Employee's salary
2. Employee's department

Performance Level

1. Rating

=IFS(Z5>=5,"VERY HIGH",Z5>=4,"HIGH",Z5>=3,"MED",Z5<=2,"LOW")

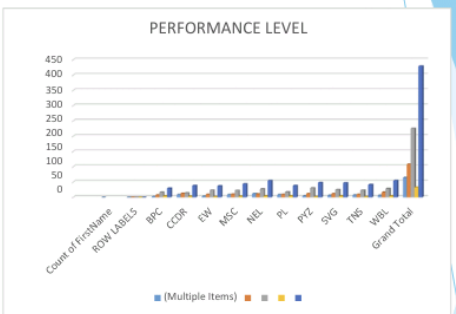
2.

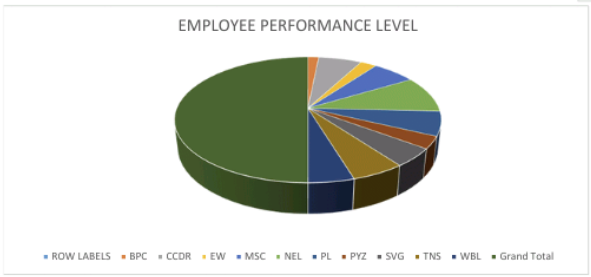
RESULTS

GenderCode (Multiple Items)

Count of FirstName Column Labels

ROW LABELS	HIGH	LOW	MED	VERY HIGH	GRAND TOT
BPC	2	7	16	4	29
CCDR	8	13	14	3	38
EW	3	9	23	2	37
MSC	8	10	22	3	43
NEL	12	11	27	4	54
PL	8	9	17	4	38
PYZ	4	12	30	2	48
SVG	6	12	25	4	47
TNS	7	9	23	2	41
WBL	6	16	28	4	54
Grand Total	**64**	**108**	**225**	**32**	**429**





❑ CONCLUSION

In summary, the employee performance analysis conducted using Excel reveals key insights into individual and team productivity. By leveraging various Excel functions and tools such as pivot tables, charts, and conditional formatting, we identified high performers, areas needing improvement, and trends over time. This data-driven approach helps in making informed decisions about employee development, resource allocation, and overall performance management. The analysis underscores the importance of ongoing monitoring and evaluation to foster a more efficient and motivated workforce.