Employee Data Analysis Using Excel

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PROJECT TITLE

Employee Data Analysis Based Job Role, Level, Gender 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

Analyze the gender distribution across various

job roles and levels within the organization

to identify potential imbalances or trends
that could inform diversity and inclusion initiatives.

PROJECT OVERVIEW

Pivot Tables for distribution analysis, and create visualizations. Identify trends and imbalances, then provide HR recommendations. Summarize findings in a dashboard and present to stakeholders.

WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF EMPLOYEE PERFORMANCE

BAR DIAGRAM - FINAL REPORT

Dataset Description

- **EMPLOYEE DATA SET- NAN MUDHALVAN PORTAL**
- **9 FEATURES IN EXCEL:**

EMPLOYEE ID- ALPHANUMERIC(TEXT)

AGE- NUMERICAL(TEXT)

GENDER- ALPHABETICAL(TEXT)

JOBROLE - ALPHABETICAL(TEXT)

SALARY - NUMERICAL

JOB LEVEL- ALPHANUMERIC(TEXT)

NUMBER OF PROMOTION- NUMERICAL

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

- **3 FEATURES USED:**

DEPARTMENT - ALPHABETICAL(TEXT)

EMPLOYEE RECOGNITION - ALPHABETICAL(TEXT)

EMPLOYEE TYPE- ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION

❖ Apply Conditional Formatting to highlight gender disparities.

❖ Create custom Calculated Fields for insights like gender ratio.

❖ Visualize with clustered bar or stacked column charts.

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 FTP FROM A TO Z ORDER.
- **STEP -4**

    SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.
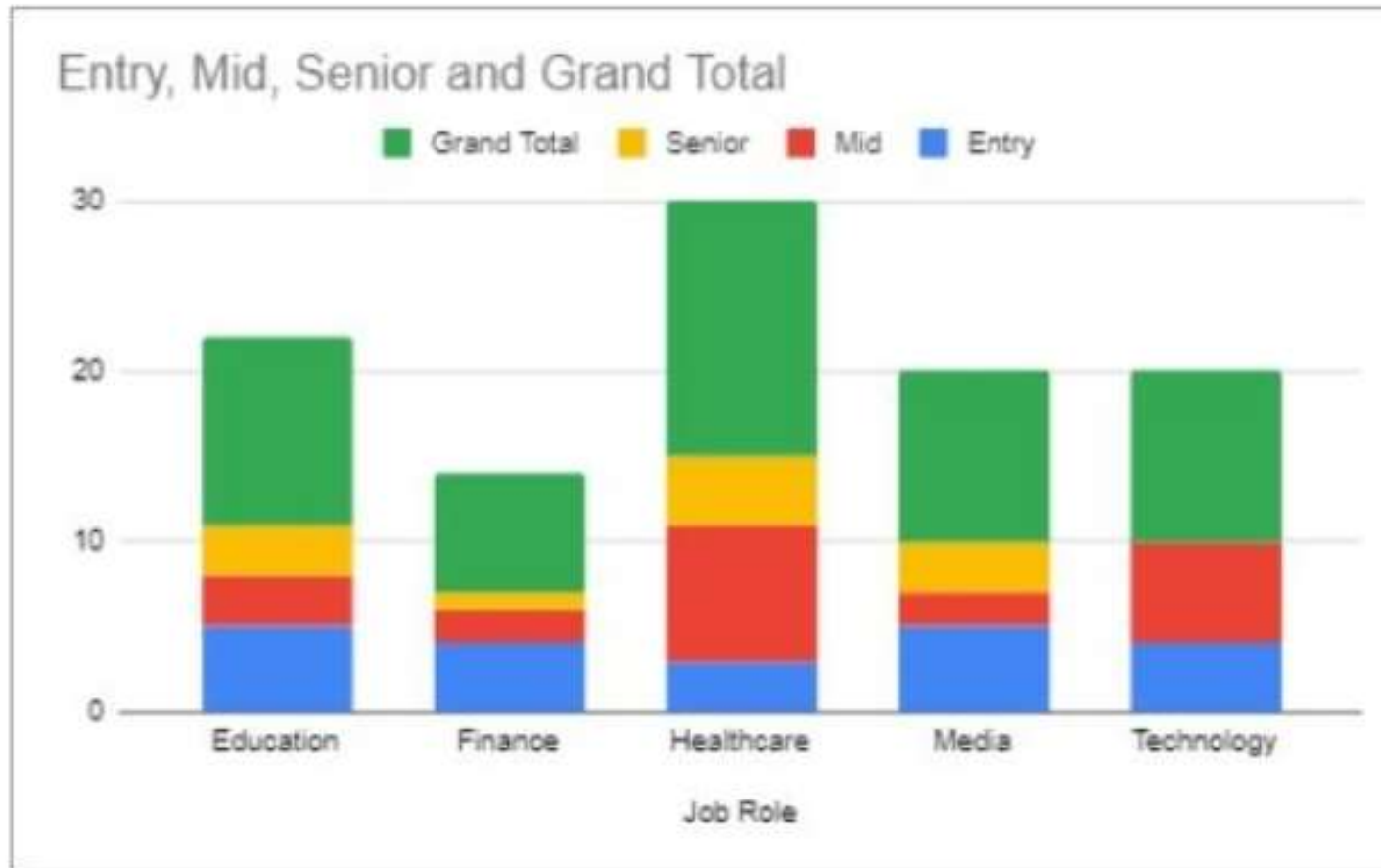
- **STEP -5**
  DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.
- **STEP -6**
  SELECT THE PIVOT TABLE AND CLICK ON INSERT.
- **STEP-7**
  NOW CLICK ON THE CHART THAT YOU WANT.
- **STEP -8**
  THE CHART IS CREATED.

RESULTS
1.TABLE

COUNTA of Gen Job Level

Job Role	Entry	Mid	Senior	Grand Total
Education	5	3	3	11
Finance	4	2	1	7
Healthcare	3	8	4	15
Media	5	2	3	10
Technology	4	6		10
Grand Total	**21**	**21**	**11**	**53**

2. BAR DIAGRAM

Conclusion

Employee data analysis shows that men dominate senior roles, with women underrepresented in leadership positions. While entry and mid-level roles are more balanced, pay gaps favor men, especially at higher levels. This highlights a need for improved gender equity in promotions and leadership.

Men dominate senior roles, while women are underrepresented in leadership positions. Gender pay gaps favor men, especially in higher roles. This highlights the need for better gender equity in promotions and leadership. Targeted diversity initiatives are essential.