Employee Data Analysis using Excel

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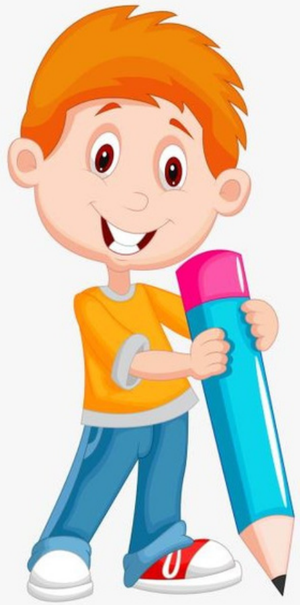
PROJECT TITLE

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

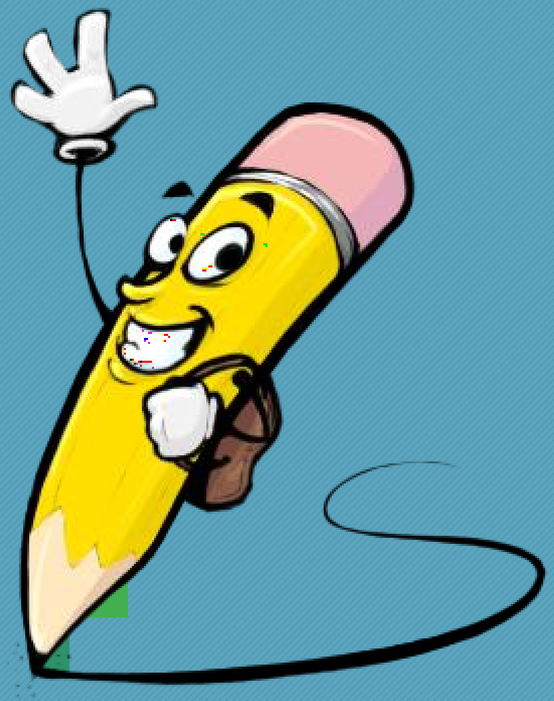


PROBLEM STATEMENT

Employee performance analysis aims to monitor both employee and organizational growth, document individual achievements, assess performance, and motivate employees to excel. It also involves recognizing their efforts through rewards such as increments, promotions, and other forms of appreciation.

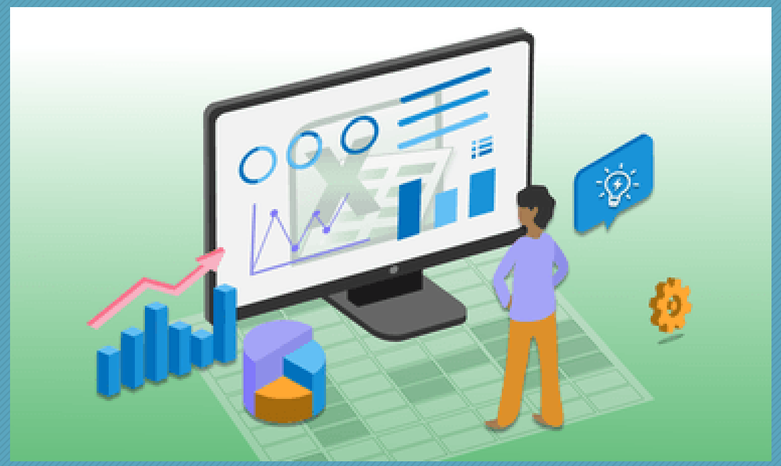
PROJECT OVERVIEW

Employee data analysis involves collecting, analyzing, and interpreting employee-related data to enhance decision-making, boost productivity, and improve the workplace environment. It utilizes data analysis tools and metrics to assess and enhance workforce performance. This process includes evaluating employee performance based on various factors such as gender, performance scores, ratings, achievements, and more.

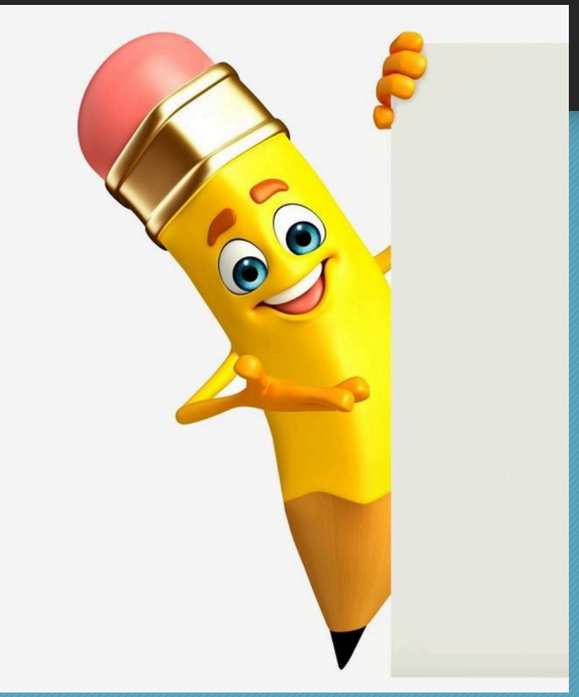


WHO ARE THE END USERS?

- Human Resources (HR)
- Managers and Supervisors
- Senior Leadership/Executives
- Employees
- Data Analysts/IT Support



OUR SOLUTION AND ITS VALUE PROPOSITION



Conditional formatting is applied to highlight any missing entries. A filter is then used to remove these missing entries. The IFS formula is employed to calculate the employee performance levels. A pivot table is utilized to present a summary, while graphs and charts are created for data visualization.

Dataset Description

The initial employee dataset was downloaded from the Edunet dashboard and originally contained 26 features. However, only 9 key features were selected for analysis: employee ID, first name, last name, business unit, employee status, type and classification, gender, performance score, and ratings. A pivot table was also utilized for data analysis.

THE "WOW" IN OUR SOLUTION

The performance level of an employee was determined using their rating, applying the formula
=IFS(Z9>=5,“VERY HIGH”,Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW").

MODELLING

- DATA COLLECTION:

1. Collected or downloaded data from edunet dash board.

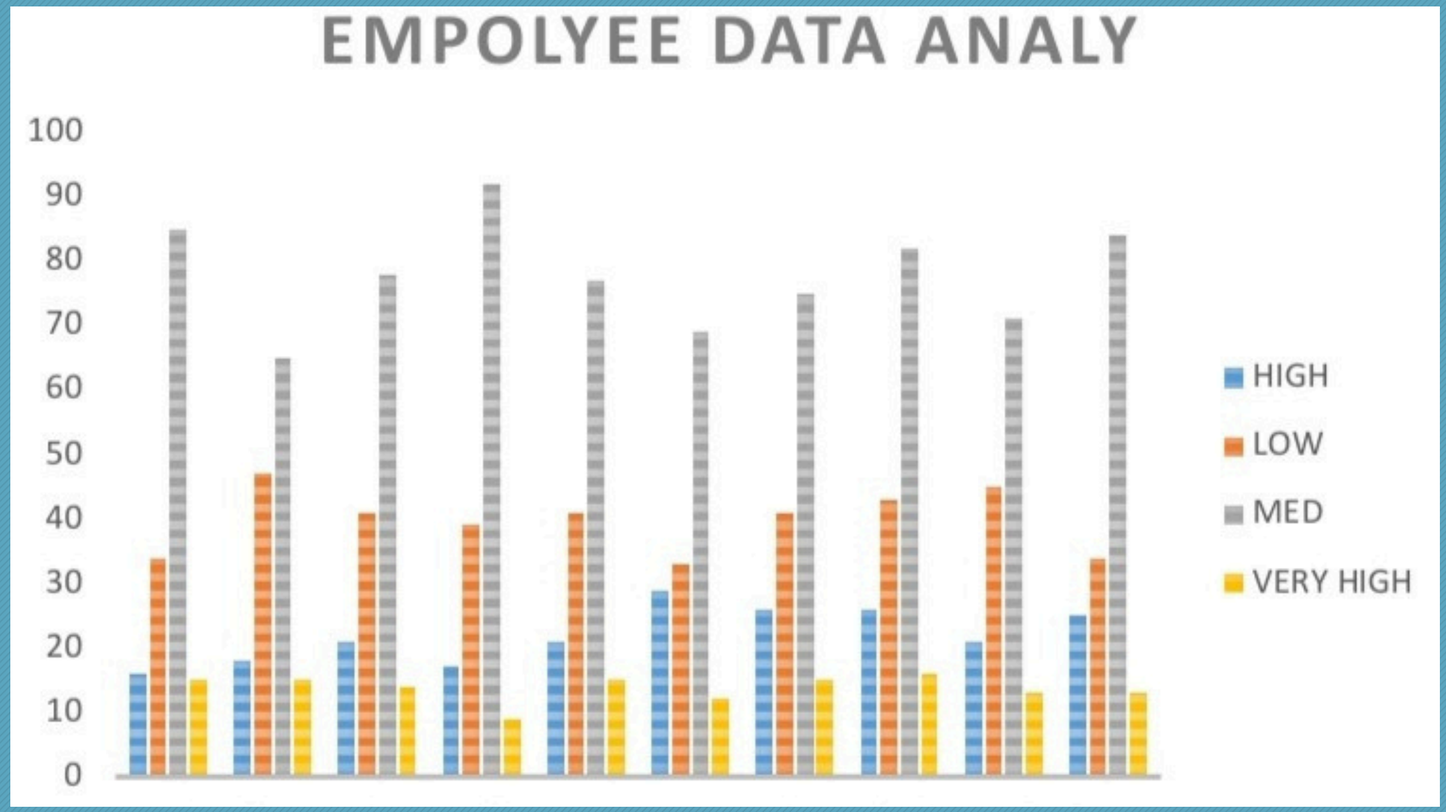
- FEATURE COLLECTION:

2. There were totally 26 features
3. 9 feature were considered

- DATA CLEANING:

4. Conditional formatting is used to highlight the missing entries.
5. Filter by colour is used to remove the missing entries.

RESULTS


EMPOLYEE DATA ANALY
100
90
80
70
60
50
40
30
20
10
0
HIGH
LOW
MED
VERY HIGH

Count of FirstName Column Labels					
Row Labels	HIGH	LOW	MED	VERY HIGH	Grand Total
BPC	16	34	85	15	150
CCDR	18	47	65	15	145
EW	21	41	78	14	154
MSC	17	39	92	9	157
NEL	21	41	77	15	154
PL	29	33	69	12	143
PYZ	26	41	75	15	157
SVG	26	43	82	16	167
TNS	21	45	71	13	150
WBL	25	34	84	13	156
Grand Total	**220**	**398**	**778**	**137**	**1533**

CONCLUSION

When comparing employee performance, it was observed that the majority of employees fall into the moderate performance category, while the number of highly dedicated performers is relatively low. To achieve organizational goals, we aim to motivate the moderately performing employees by assigning them tasks of varying difficulty and offering increments as incentives.