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

- The goal is to develop a pivot table that categorizes employees based on their gender and assesses their performance ratings. This analysis aims to visualize how performance ratings are distributed across different genders, offering insights into any potential disparities or trends in employee performance. By identifying these patterns, the organization can make informed decisions in human resource management, promoting equity and fairness in performance evaluations

PROJECT OVERVIEW :

Data analytics involves examining, cleaning, transforming, and modeling data to uncover valuable insights, draw meaningful conclusions, and support decision-making. This process employs a range of techniques, tools, and algorithms to analyze raw data, revealing patterns, trends, correlations, and other critical information. These insights can guide business strategies, enhance operational efficiency, and foster innovation. Essentially, data analytics converts raw data into actionable insights, enabling organizations to make more informed, timely, and strategic decisions

WHO ARE THE END USERS?

1. Human Resources (HR) Managers
2. Executives and Senior Management
3. Department Heads
4. Talent Acquisition Teams
5. Performance Management Teams
6. Training and Development Managers
7. Compensation and Benefits Analysts
8. Organizational Development Specialists
9. Compliance Officers
10. Employee Relations Specialists

OUR SOLUTION AND ITS VALUE PROPOSITION :

I)Conditional Formatting: Identifying Missing Values

II)Filtering: Exclude Blank Cells

III)Pivot Table: Summary of Employee Data Analysis

IV)Graph: Visualizing Employee Data Analysis

v)Trendline: For visualize data trends, forecast future values, and analyze the relationship between variables

Dataset Description Descriptions for each of the columns in the dataset:

1. Employee ID: Unique identifier for each employee in the organization.
2. First Name: The first name of the employee.
3. Last Name: The last name of the employee.
4. Start Date: The date when the employee started working for the organization.
5. Exit Date: The date when the employee left or exited the organization (if applicable).
6. Title: The job title or position of the employee within the organization.
7. Supervisor: The name of the employee's immediate supervisor or manager.
8. Email: The email address associated with the employee's communication within the organization.
9. Business Unit: The specific business unit or department to which the employee belongs.
10. Employee Status: The current employment status of the employee (e.g., Active, On Leave, Terminated).
11. Employee Type: The type of employment the employee has (e.g., Full-time, Part-time, Contract).

- 13.Employee Classification Type: The classification type of the employee (e.g., Exempt, Nonexempt).4
- 14.Termination Type: The type of termination if the employee has left the organization (e.g., Resignation, Layoff, Retirement).
- 15.Termination Description: Additional details or reasons for the employee's termination (if applicable).
- 16.Department Type: The broader category or type of department the employee's work is associated with.
17.Division Description: The division or branch of the organization where the employee works.
- 18.DOB (Date of Birth): The date of birth of the employee.
- 19.State: The state or region where the employee is located.
- 20.Job Function: A brief description of the employee's primary job function or role.
- 21.Gender: A code representing the gender of the employee (e.g., M for Male, F for Female, N for Non-binary).
- 22.Location: A code representing the physical location or office where the employee is based.
- 23.Race (or) Ethnicity: A description of the employee's racial or ethnic background (if provided).
- 24.Marital Status: The marital status of the employee (e.g., Single, Married, Divorced).
- 25.Performance Score: A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).
- 26.Current Employee Rating: The current rating or evaluation of the employee's overall performance. 3/21/2024 Annual Review.

THE "WOW" IN OUR SOLUTION :

1.Interactive Data Filtering: Real time filtering and Employee list with gender Count

2. Accessibility and Ease of Use: User friendly reaction Data-Driven Insights for Better Decision-Making

MODELLING DATA COLLECTION:

THE DATA COLLECTION WAS DOWNLOAD IN “KAGGLE”. FEATURE COLLECTION: IN THIS DATA BASE IT HAS 26 FEATURES I HAD USE 6 FEATURS OF MY PROJECTS. DATA CLEANING: IN THIS STEP I HAD IDENTIFY THE MISSING VALUE AND REMOVE THE BLANK. SUMMARY: FOR MY PROJECT I USED PIVOT TABLES FOR EMPLOYEE DATA ANALYSIS AND ALSO CREATED ANOTHER TABLE FOR CLASSIFY EMPLOYEES ON THE BASIS OF GENDER. VISUALIZATION: FOR MY PROJECT I HAD USE TO VISULIZED MY EMPLOYEE DATA ANALYSIS AS “COLUMN CHART”

Conclusion:

This project has effectively analyzed the employee dataset. The performance analysis performed in Excel has yielded valuable insights into employee performance across different dimensions, including gender, department, and job level. By utilizing Excel's robust features—such as pivot tables, Charts and conditional formatting—we transformed raw data into insightful summaries, revealing trends and disparities that might have otherwise remained hidden