

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 company seeks to improve its employee performance evaluation process to enhance productivity, employee engagement, and informed decision-making. Currently, performance assessments are subjective, time-consuming, and lack standardized metrics. Develop a data-driven approach to analyze employee performance, identifying key performance indicators (KPIs), trends, and correlations to inform:

- Fair and accurate performance evaluations
- Targeted training and development programs
- Data-informed promotions and talent management
- Enhanced employee satisfaction and retention



PROJECT OVERVIEW

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The goal of this project is to design and implement a data-driven approach to analyze and visualize employee performance, enabling the organization to make informed decisions, improve productivity, and enhance employee engagement



WHO ARE THE END USERS?

- ☐ HR business partners
- ☐ Managers
- ☐ Employees
- ☐ Talent management teams
- ☐ Leadership team
- ☐ Training and development team
- ☐ Compensation and benefits team
- ☐ Analytics and reporting team

OUR SOLUTION AND ITS VALUE PROPOSITION



1. Conditional formatting – missing
2. Filter- remove
3. Formula – performance
4. Pivot-summary
5. Graph – dta visualization



Dataset Description

1. employee data se– edunet dash board
2. 26 features
3. 9 features
4. Employee id – numerical
5. Name – text
6. Employee type
7. Performance level
8. Gender – male female
9. Employer rating - numerical

THE "WOW" IN OUR SOLUTION



Performance level =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8,"MID",TRUE,"LOW")



MODELLING

SUMMARY :

By selecting all the columns in dataset, then selected pivot table option.

In pivot table by highlighting the some side headings in values enter count of first name, in rows enter business unit, in columns enter performance level, in filter enter gender code to get the summary. Then the data will turned into table format.

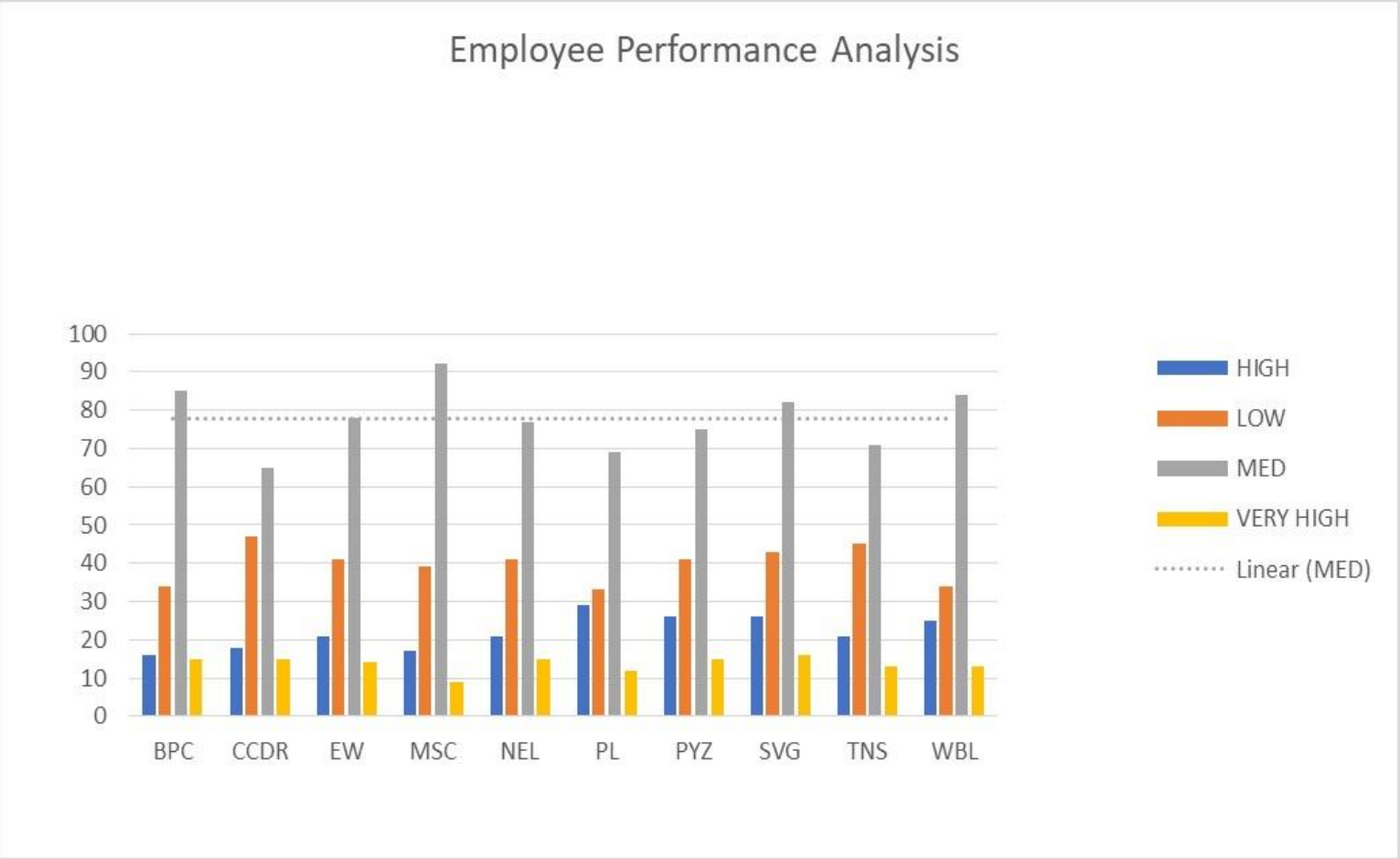
Visualization :

After analyzing the table then prepare a graph.

Now, we can visualize the graph for an employee performance analysis.

With this progress we can regularly review the employee's progress, provide ongoing feedback and adjust the growth plan as needed.

RESULTS



conclusion

The Employee Performance Analysis project has provided actionable insights to enhance employee productivity, engagement, and growth. Key findings include:

- Improved performance management processes
- Targeted training programs
- Enhanced employee engagement and satisfaction
- Identification of high-potential employees
- Optimized compensation and benefits structure

Recommendations include refining performance management, expanding training, fostering a culture of feedback, and developing a succession planning program. By implementing these recommendations, we can drive business success, enhance employee engagement, and maintain a competitive edge.