

# 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

- Evaluate employee performance effectively- Identify areas of strength and weakness
- Inform performance improvement plans- Support data-driven decisions (promotions, training, resource allocation)
- Replace manual processes with a streamlined Excel solution
- Reduce errors and increase depth of analysis- Provide actionable insights for HR and management



# PROJECT OVERVIEW

## Challenges:

- Manual process is time-consuming
- Prone to errors
- Lacks depth and insights
- Inefficient data management
- Limited visibility into performance trends
- Difficulty making data-driven decisions

## Goals:

- Streamline employee performance analysis using Excel
- Automate data collection and reporting
- Gain deeper insights into performance trends
- Inform data-driven decisions
- Improve employee performance



# WHO ARE THE END USERS?



Employees



Managers



HR  
Professionals

# OUR SOLUTION AND ITS VALUE PROPOSITION



## Solution:

- Employee Performance Analysis Excel Tool
- Automates data collection and reporting
- Provides in-depth insights and analytics
- Helps identify areas for improvement

## Value Proposition:

- Easily analyze employee performance
- Make informed decisions
- Improve productivity
- Boost business success
- Enhance employee engagement and development

# Dataset Description

- Employee data set taken from the KAGGLE.
- In dataset, out of 26 data, only 10 features was selected out of it for the analysis .

The selected 10 features are listed below:

- Employee ID – NUMERICAL
- First name – TEXT
- Last name – TEXT
- Business unit – TEXT
- Employee type – TEXT – Contract, Part-Time , Full-Time
- Employee Status – TEXT - Active, Future Start, Voluntarily Terminated, Terminated for Cause, Leave of Absence
- Employee classification type - TEXT - Part-Time , Full-Time, Temporary
- Gender code – TEXT – Female, Male
- Performance Score – TEXT - Fully Meets, PIP, Needs Improvement, Exceeds
- Current employee rating – NUMERICAL



# THE "WOW" IN OUR SOLUTION



=IFS(Z8>=5,"VERY  
HIGH",Z8>=4,"HIGH",Z8>=3,"MEDIUM",TRUE,"LOW")



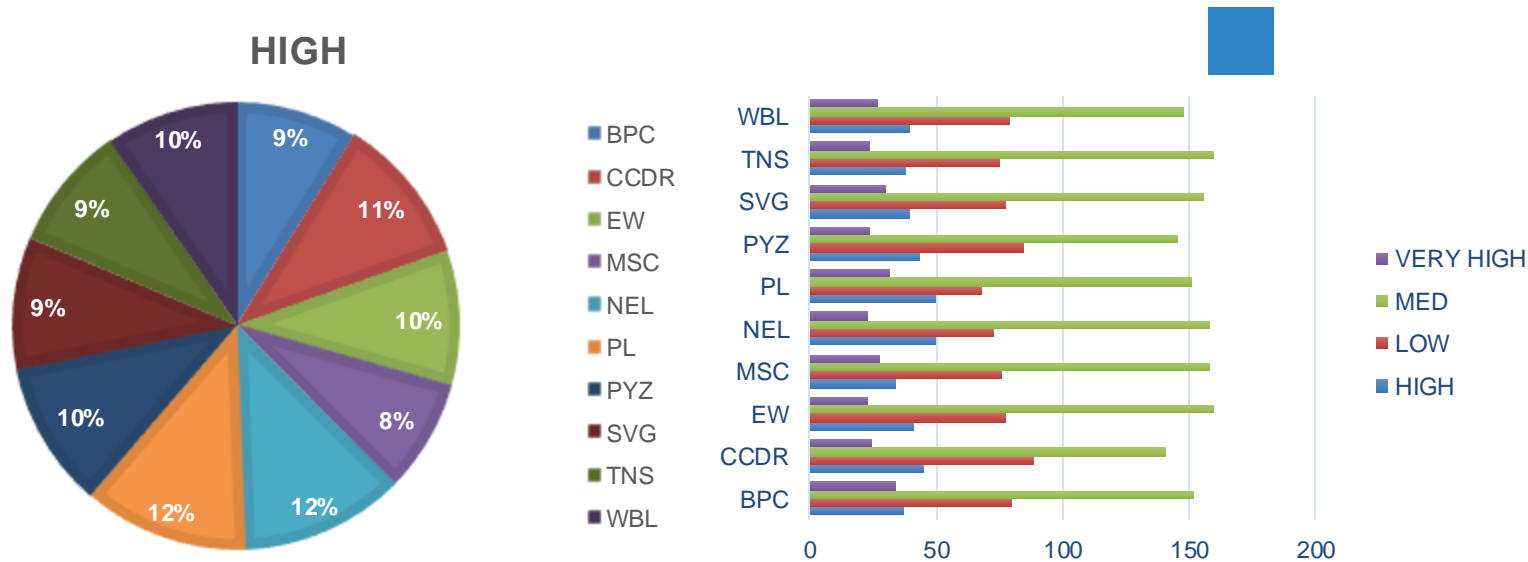
=IF(AND(Z8>=5),"VERY  
HIGH",IF(AND(Z8>=4),"HIGH",IF(AND(Z8>=3),  
"MEDIUM","LOW"))))



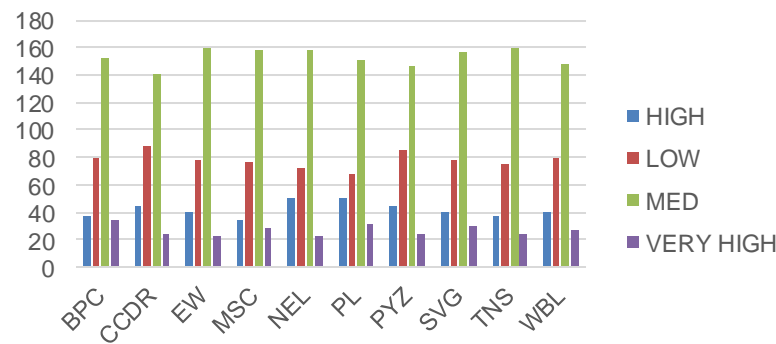
# MODELLING

- 1) **Data Collection:** The data was acquired using the Edunut dash board.
- 2) **Feature Collection:** The data analyses used the ten features stated above.
- 3) **Data Cleaning:** The missing data were found using Conditional Formatting. To remove the missing functions, we used the sort and filter functions.
- 4) **Calculation of Performance Level:** The performance level was calculated using the formula, taking into account the current employee rating.
- 5) **Summary of the Pivot Table:** A pivot table is an effective tool for calculating, summarizing, and analyzing data. It allows us to make comparisons, patterns, and trends using the data. Separation of particular aspects into rows, columns, headings, and so on.
- 6) **Visualization:** Once the pivot table is completed, the graph was constructed for exact visualization and to improve

# RESULTS



EMPLOYEE PERFORMANCE  
VALUES



# conclusion

Employees are extremely crucial to any firm. From the Employee Performance Analysis, When analyzing employee performance, we might conclude that typical working employees outnumber other sorts of employees. We can motivate them by giving them both monetary or non monetary benefits to improve their performance. Financial incentives include monetary rewards like bonuses and salaries, whereas non-financial incentives include non-monetary rewards like recognition and job satisfaction. We can also encourage friendly competition among the employees. They should be assigned with the work with best suited to their capability and talent. So, we can achieve the organisational objectives and improve efficiency.