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 helps identify skill gaps and training needs, allowing for personalized development plans that enhance employee skills and capabilities.
- It provides a basis for fair and objective decisions regarding salary increases, bonuses, and promotions.
- These data helps in setting realistic and achievable goals for employees, aligning individual objectives with organizational goals.

PROJECT OVERVIEW

- Employee performance analysis using Excel involves using Microsoft Excel's features to evaluate and interpret data related to employees' work performance.
- The goal is to systematically track, analyze, and present performance data to help make informed decisions about employee development, resource allocation, and overall organizational effectiveness

WHO ARE THE END USERS?

Human Resources (HR) Personnel:
Track performance, handle evaluations, identify training needs, and support recruitment strategies.

Department Managers/Supervisors:
Assess team and individual performance, set goals, provide feedback, and manage performance issues.

Senior Executives/Leadership:
Review high-level performance metrics and trends to align with organizational goals and make strategic decisions.

Employees:
Understand performance feedback, set personal goals, and engage in development opportunities.

Project Managers:
Evaluate team performance on projects, ensure project goals are met, and identify areas for improvement.

Training and Development Specialists:
Design and implement targeted training programs based on performance data and track development progress.

END USERS OF EMPLOYEE PERFORMANCE ANALYSIS (SMART ART)

OUR SOLUTION AND ITS VALUE PROPOSITION

Our solution provides a robust and customizable Employee performance analysis tool built on Microsoft Excel.

- ✓ Conditional formatting-Identify and highlight the missing data with the use of color code in the Employee performance analysis data.
- ✓ Filter- Remove blank cells and helps in the process of data cleaning.
- ✓ Formula- Use Excel formulas to compute performance metrics such as find the Employee Performance level with the use of Employee rating .Ex:5 rating=Very high performance level employee.
- ✓ Pivot table-Use pivot tables to summarize and analyze employee performance data dynamically.
- ✓ Graphs-To represents employee performance data visually.

Dataset Description

Data Source: Kaggle

27 features of Employees available in a Excel Spreadsheet.

10 Features I used for my analysis:

1) Employee ID -Unique identifier for each employee(numerical).
2) First Name-Employee's given name(text).
3) Last Name-Employee's surname(text).
4) Business unit-Department or business unit where the employee is assigned(text).
5) Employee status-Current employment status of the employee(text).
6) Employee type-Classification of the employee based on their role or employment contract(text).
7) Gender code-Code representing the employee's gender(text).
8) Performance Score-Score representing the employee's performance level(numerical).
9) Employee rating-Rating given to the employee based on their performance review(numerical).
10) Performance level-Descriptive level of performance categorized based on performance score ranges.

THE "WOW" IN OUR SOLUTION

- Formula used to find performance level of Employee:

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

- Interactive Graph:

Use slicers and filters to allow users to drill down into specific data points or view data from different perspectives .

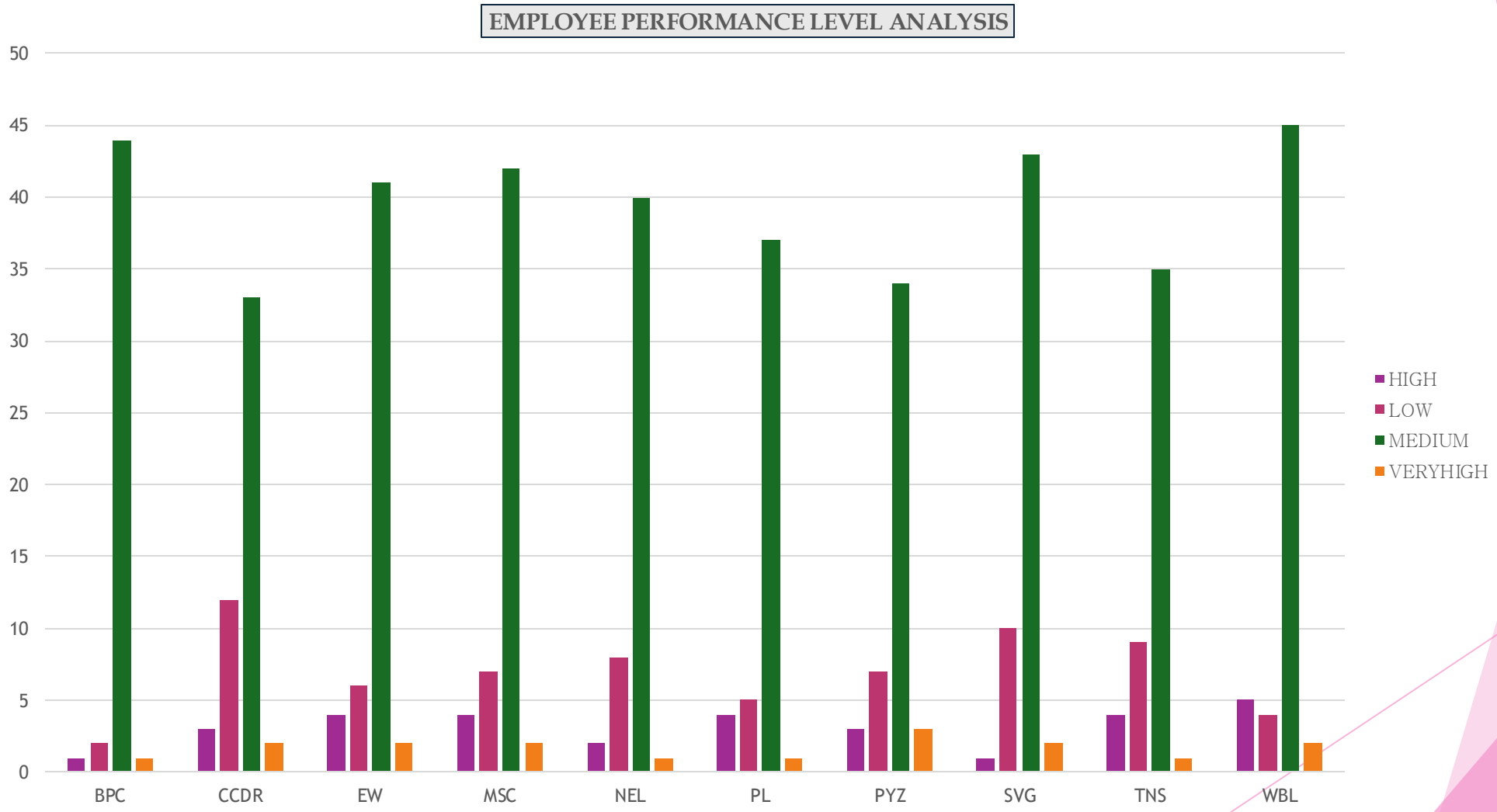
- Smart Art:

Used for users to understand the End users of Employee performance analysis project.

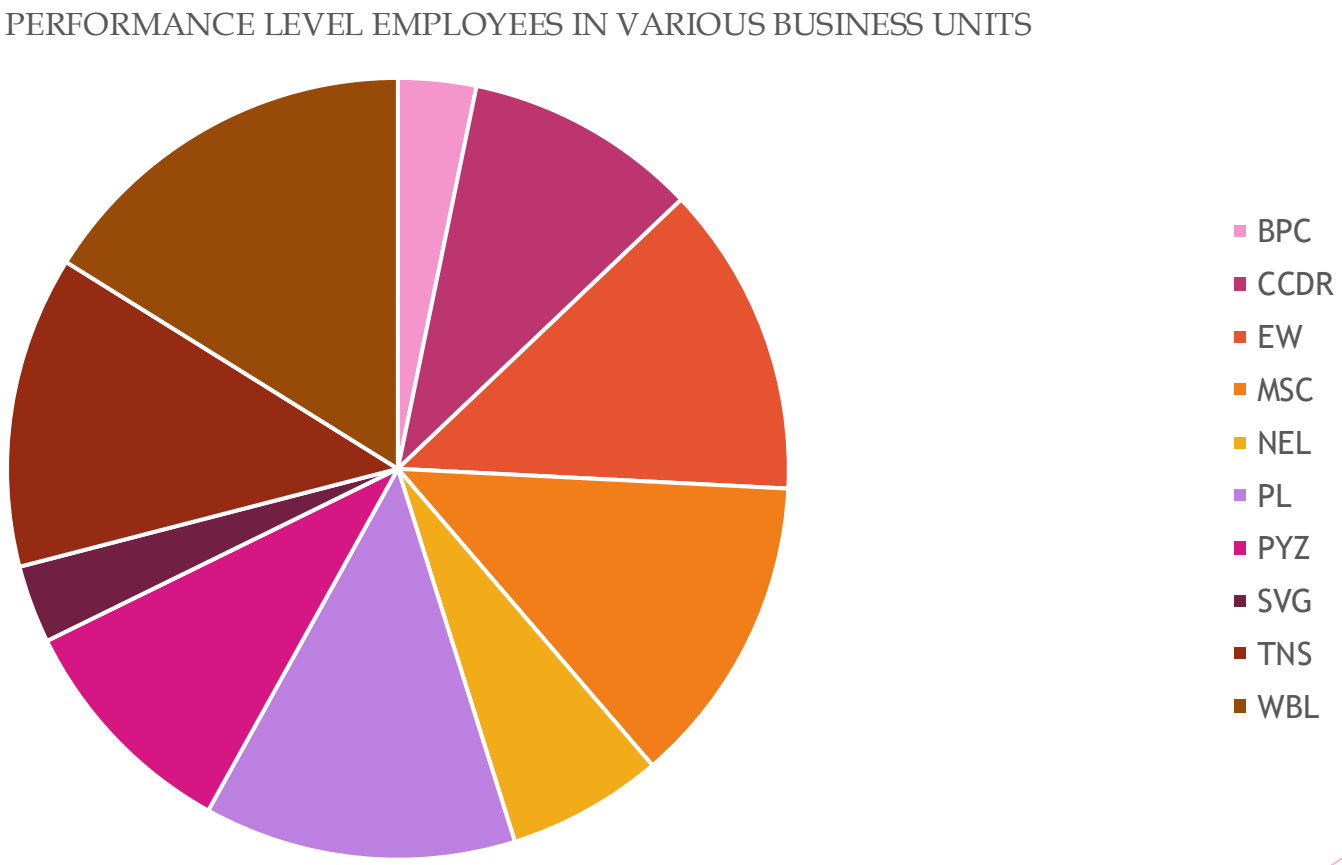
MODELLING

1) Data Collection-Systematic process of gathering information from various sources to use in analysis and decision-making.
2) Data Cleaning-Clean the data to address issues such as missing values and inconsistencies.
3) Performance Level-Categorization or rating that represents the degree of an employee's performance within an organization.
4) Summarize Pivot Table-A powerful data summarization tool dynamically analyze and visualize data, making it easier to extract meaningful insights and summaries.
5) Visualization-Graphical representation of data helps to understand complex information easily and quickly.

Result


EMPLOYEE PERFORMANCE LEVEL ANALYSIS
50
45
40
35
30
25
20
15
10
5
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MEDIUM
VERYHIGH

Result


HIGH PERFORMANCE LEVEL EMPLOYEES IN VARIOUS BUSINESS UNITS
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL

Conclusion

- In conclusion, the employee performance analysis project using Excel has proven to be a powerful tool for enhancing our understanding of workforce dynamics and improving overall organizational effectiveness.
- The employee performance analysis project has successfully delivered a comprehensive, user-friendly solution that enhances the ability to manage and improve employee performance effectively.
- The Employee Performance Analysis Project has been a resounding success, transforming the way performance data is analyzed and utilized within the organization.
- The project not only addresses current needs but also sets the stage for future advancements in performance analysis and management.