



# 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

- This problem aims to analyse employee performance based on satisfaction levels using Excel. The goal is to identify patterns and correlation within the data to help improve employee satisfaction and performance across different demographics and business units.



# PROJECT OVERVIEW

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- The “Employee Performance Analysis Using Excel” project focuses on evaluating employee performance by analysing key factors such as satisfaction levels, gender and business units .
- The project involves collecting and organising employee data in Excel followed by detailed analysis using statistical functions and data visualization tools.
- By identifying trends and correlations, the analysis will provide insights into how different factors impact performance across various demographics and departments.
- The findings will support data-driven decision-making to enhance employee satisfaction and optimize performance within the organisation.





# WHO ARE THE END USERS?



- HR MANAGER
- DATA ANALYST
- EMPLOYEES



# OUR SOLUTION AND ITS VALUE PROPOSITION



- **1.CONDITIONAL FORMATTING**
- Highlighting cells that are blank or have no value

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- **2.FILTER**
- Focusing on blank cells and removing them

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- **3.FORMULA**
- For identifying the performance

# Dataset Description

- **Dataset Name**
- Employee Performance Analysis Data
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- **Description**
- Contains performance metrics for employees, including satisfaction scores , performance ratings and demographic details
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- **Source**



- **Units of Measurement**
- Satisfaction score: Scale of 1-5
- Performance rating: Very high, high, medium,  
low
- Size: 26 records and 5 fields
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# THE "WOW" IN OUR SOLUTION

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FORMULA:


PERFORMANCE LEVEL =IFS(Z8>=5, "VERY HIGH",Z8>=4, "HIGH",Z8>=3, "MED",TRUE, "LOW")



INSIGHTS: Used to evaluate the scores as levels from low to very high

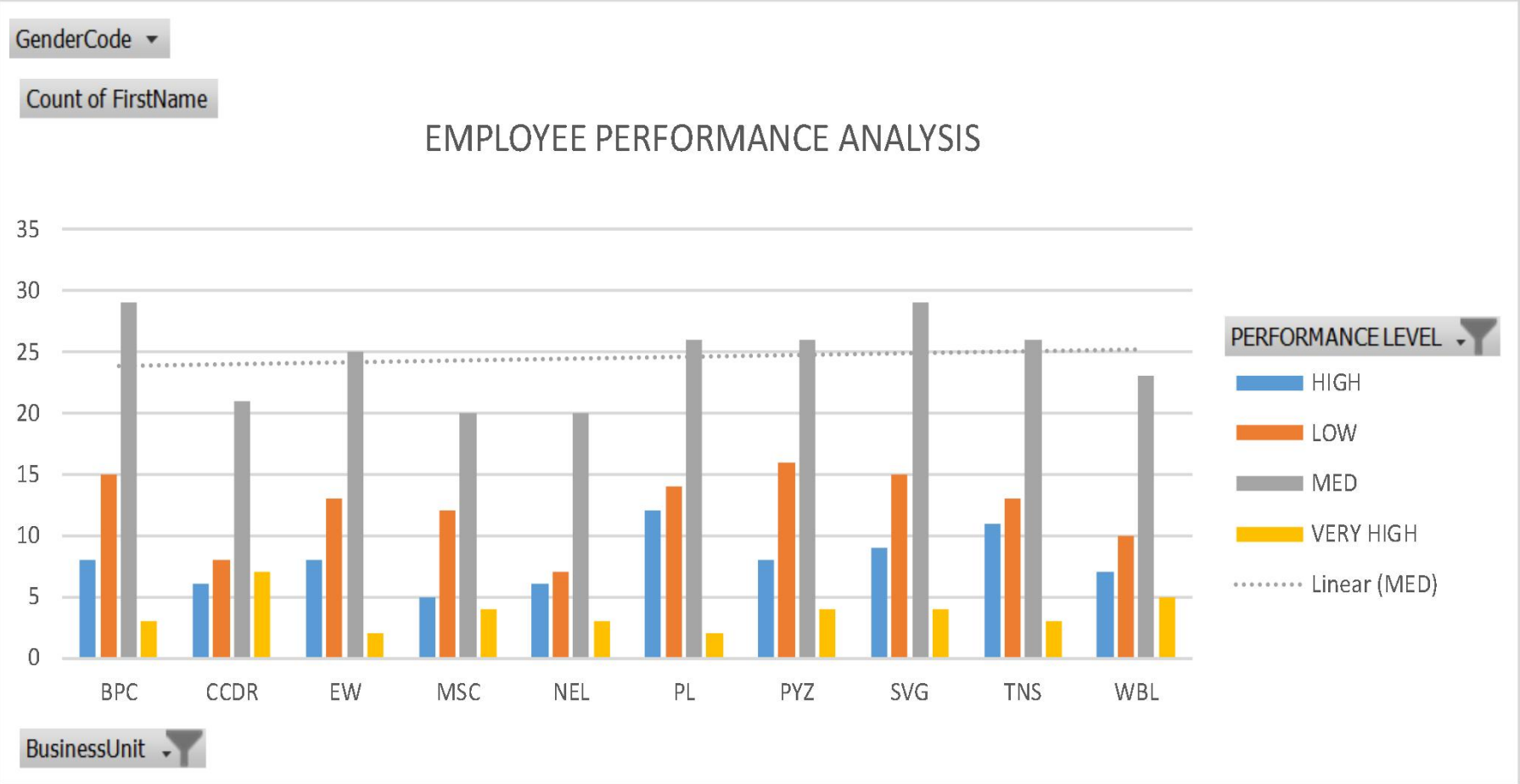
# MODELLING



- **Data Collection :**
- Data source: Edunet Foundation Dashboard
- Basis: Employee dataset
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- **Data Preparation:**
- Feature selection: Selected based on performance
- Features: First name, department, gender code, performance level, employee type 
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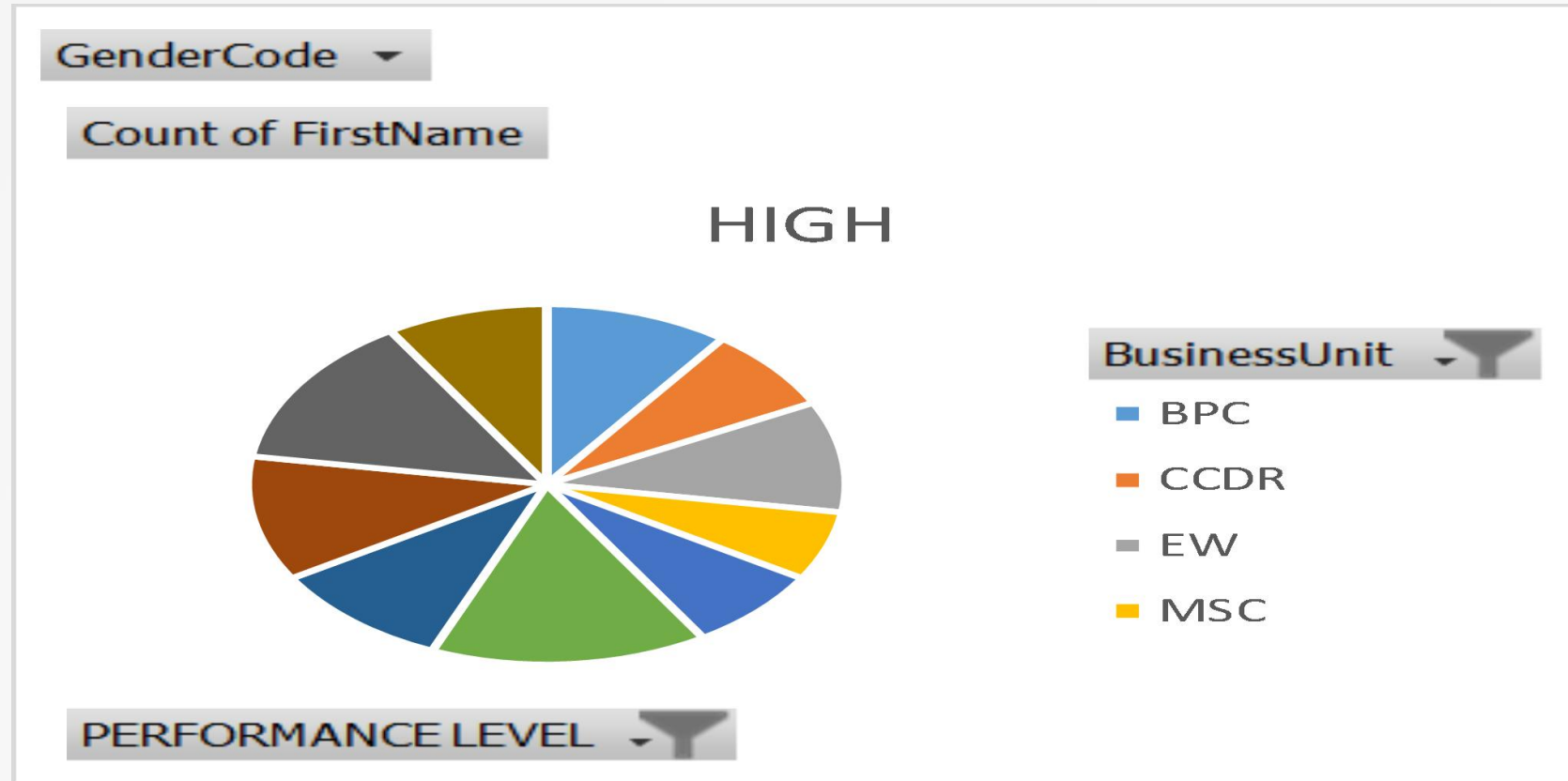
- **Data Analysis:**
- Pivot Table: Pivot table was generated to summarize data and cross tabulation (performance level by department ; filtered by gender)
- Slicer: To filter/slice the data to scrutinize and sort particular information (Employee type)
- **Visualization of data**
- Chart: Recommend charts (column chart) was used
- Chart Element: Chart title was added

# RESULTS



# RESULTS

## HIGHLY PERFORMED EMPLOYEES





# conclusion

- This project focuses on employee performance analysis conducted using Excel, it is evident that key performance indicators such as productivity, efficiency play a crucial role in overall performance. The analysis highlights top-performing employees and areas needing improvement. Recommendations include targeted training and better resource allocation. This approach can help enhance employee performance and achieve organisational goals more effectively.