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 purpose of Employee performance analysis is to track the employee growth as well as organisation growth, then to make note of his achievements, tracking their performance, motivating all the employees to do in better manner, also appreciating them by providing increments, promotions etc.

PROJECT OVERVIEW

- Employee data analysis is the process of gathering, analyzing, and interpreting data about employees to improve decision-making, productivity, and the workplace environment.
- It involves using data analysis tools and metrics to measure and improve workforce performance.
- It involves the step of analyzing the performance of employee by various factors like gender, performance core, ratings, achievements etc.

WHO ARE THE END USERS?

- Managers,
- Employees,
- Employers,
- Clerks etc,.
- are the end users.

OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional formatting used here to highlight the missing entries.
- Then filter is used to remove the missing entries.
- Formula is used (=IFS) to calculate the employee performance level.
- Pivot table is used for showing the summary.
- Graphs and charts are used for the data visualisation.

Dataset Description

- First employee dataset was downloaded from edunet dash board.
- Then there were 26 features.
- Only 9 features were considered.
- Those 9 features were employee id, their first name, last name, business unit, employee status, type & classification, gender, their performance score and ratings.
- Pivot table was also used.

THE "WOW" IN OUR SOLUTION

With the help of employee rating, performance level of an employee was calculated by using the formula

=IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW")

MODELLING

DATA COLLECTION:

1) Collected or downloaded data from edunet dash board.

FEATURE COLLECTION:

1) There were totally 26 features
2) 9 feature were considered

DATA CLEANING:

1) Conditional formatting used to highlight the missing entries.
2) Filter is used to remove the missing entries.

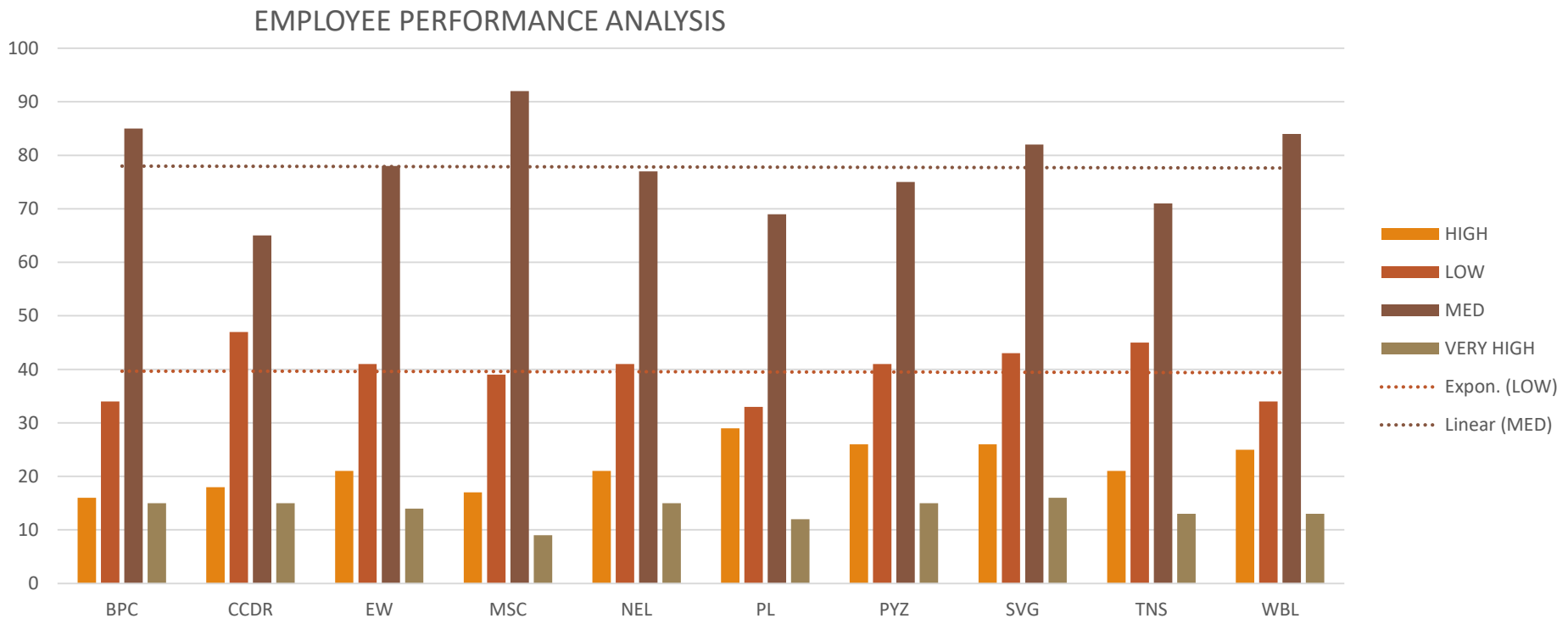
PERFORMANCE LEVEL:

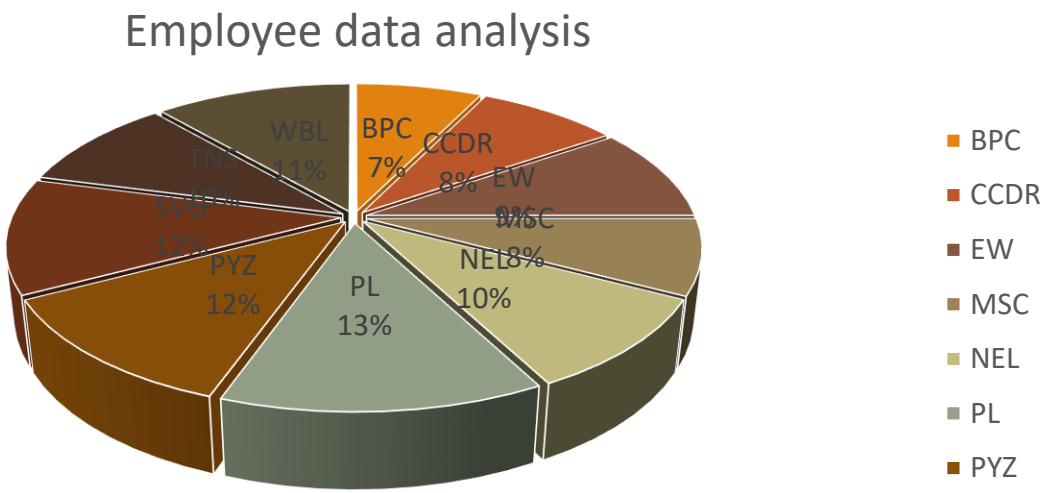
1) With the help of employee rating, performance level of an employee was calculated by using the formula =IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW")

SUMMARY:

1) Pivot table is used.
2) Graph and charts are used for data visualization.

RESULTS


EMPLOYEE PERFORMANCE ANALYSIS
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
Expon. (LOW)
Linear (MED)



Row Labels	HIGH	LOW	MED	VERY HIGH	Grand Total
BPC	16	34	85	15	150
CCDR	18	47	65	15	145
EW	21	41	78	14	154
MSC	17	39	92	9	157
NEL	21	41	77	15	154
PL	29	33	69	12	143
PYZ	26	41	75	15	157
SVG	26	43	82	16	167
TNS	21	45	71	13	150
WBL	25	34	84	13	156
Grand Total	220	398	778	137	1533

Conclusion

- While comparing the performance of the employee, it is found that the majority of the employees are the moderately performing employees.
- Then sincerely performing employees are comparatively low.
- We want to motivate the moderately performing employees by giving them different levels of tasks and providing increments in order to achieve the organisational goals.