Employee Data Analysis using Excel

STUDENT NAME:SONIYA.M

REGISTER NO:322200088

DEPARTMENT:B.COM HONOURS

COLLEGE:SHRI SHANKARLAL SUNDARBAI SHASUN JAIN COLLEGE

FOR WOMEN

PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

3

PROBLEM STATEMENT

1.Identifying Strengths and Weaknesses

2.Enhancing Productivity

3.Informed Decision-Making

4.Employee Development and Growth

5.Aligning Individual Goals with Organizational Objectives

6.Enhancing Employee Engagement

7.Improving Team Dynamics

8.Ensuring Accountability

9.Benchmarking and Competitiveness

10.Identifying High Potential Employees

PROJECT OVERVIEW

This project aims to develop a comprehensive system for analyzing employee performance using Microsoft Excel. The system will be designed to help organizations efficiently track, evaluate, and report on employee performance metrics. Excel will serve as the primary tool due to its accessibility, versatility, and powerful data analysis capabilities. The project will focus on creating a user-friendly framework that enables organizations to collect performance data, perform detailed analyses, generate insightful visualizations, and produce actionable reports.

WHO ARE THE END USERS?

1.Human Resources (HR) Professionals

2.Managers and Team Leaders

3.Executives and Senior Management

4.Employees

5.Project Managers

6.Business Analysts

OUR SOLUTION AND ITS VALUE PROPOSITION

•**Conditional Formatting:** Conditional formatting simplifies the process of highlighting specific values or making certain cells stand out. In this project, it was utilized to highlight empty cells, indicating missing or null values.

•**Sort and Filter:** The filtering function was applied in the project to manage data effectively. It allows you to filter a range of data based on defined criteria. In this case, the filter was used to exclude missing values from the dataset.

•**Formula:** The IFS function was employed to evaluate multiple conditions and return a value corresponding to the first condition that is true. The formula used was: **=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MEDIUM",TRUE,"LOW"),** which was used to determine the employee performance level.

•**Pivot Table:** A Pivot Table is a powerful tool for calculating, summarizing, and analyzing data. It helps in identifying comparisons, patterns, and trends within the data. In this project, it was used to generate a summary of the data.

•**Graph:** A graph is a visual element that represents data within a worksheet. It enables more efficient data analysis by providing a visual representation, making it easier to interpret than raw numbers in a dataset.

Dataset Description

- Employee data set taken from the KAGGLE.

- In dataset, out of 26 data I took only 9 features out of it.

- The selected 10 features are listed below:

  1. Employee ID
  2. First name
  3. Last name
  4. Business unit
  5. Employee type
  6. Employee Status
  7. Employee classification type
  8. Gender code
  9. Performance Score
  10. Current employee rating

THE "WOW" IN OUR SOLUTION

FORMULA FOR PERFORMANCE LEVEL CALCULATION:

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

MODELLING

Data Collection:

•The data was collected through the Edunet dashboard.

Feature Selection:

•Ten specific features were selected for data analysis.

Data Cleaning:

•Missing values were identified and filtered out.

Performance Level Calculation:

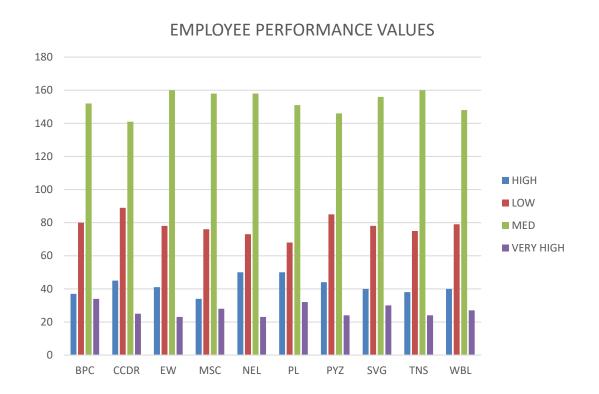•The performance level was determined using a formula based on the current employee rating.
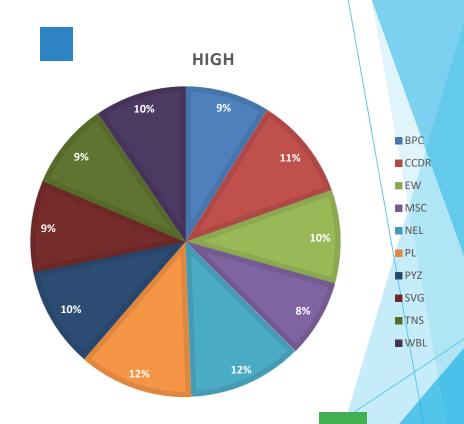
Pivot Table Summary:

•Certain features were organized into rows, columns, headings, and other categories.

Visualization:

•After completing the pivot table, a graph was created for clear and precise visualization.

RESULTS

EMPLOYEE PERFORMANCE VALUES

HIGH

conclusion

- The analysis of employee performance indicates that the majority of employees are performing at an average level.
- To address this, it's important to motivate employees effectively, particularly through support and recognition from higher management.
- This motivation can be in the form of monetary or non-monetary rewards, both of which can significantly enhance employees' engagement and productivity.
- Ensuring transparency in the way employees are treated is also crucial.
- When employees feel they are fairly rewarded, they are more likely to contribute positively to the company's success.