



PERFORMANCE ANALYSIS OF EMPLOYEES IN DIFFERENT DEPARTMENT

DATA DASHBOARD AND VISUALIZATION USING ADVANCED EXCEL

CONTENTS

IDEA BEHIND THE ANALYSIS	OBJECTIVES	OUTLOOK OF DATA	DATA PROCESSING STEP	CONDITONAL FORMATTING, ↓
BUSINESS INSIGHTS	FINDINGS FROM ANALYSIS	GLIMPSE OF FINAL DASHBOARD	CHARTS PIVOT	IF FUNCTION VLOOKUP DATA VALIDATION

IDEA BEHIND THE ANALYSIS

This Analytical study is based on the Performance of employees in different departments.

Here I try to Analysis department wise number of employees and their performance on the basis of the ratings and the Experience they have gained in the past working years on their particular field and their salary hike etc.

MAIN OBJECTIVES

DEPARTMENT

- Which department has Highest number of Employees?
- From which department Employees are getting higher salary?

EXPERIENCE

- Up to how much years of experienced employee get higher salary?
- Does Experienced employees have any impact on good rating?

AGE/RATING

- Does higher age impact on salary.
- How many employees are in each department has good ratings?

LOCATION

- Does far distance to office has any impact on number of employees?

DATA OUTLOOK

	A	B	C	D	E	F	G	H	I
1	Name	Gender	Department	Annual Salary	Location	Rating	Distance to Office	Age	Tenure in Company
2	Aarti Panchal	Female	CEO	10000000	Mumbai	Very Good	25	31	10.4
3	Aastha Behl	Female	Sales	880500	Bengaluru	Very Good	7	40	18.2
4	Abhinaw Sinha	Male	Engineering	682200	Bengaluru	Good	15	28	6.6
5	Abhishek Dabb	Male	Legal	563700	New Delhi	Very Good	5	39	13.3
6	Abhishek Kumar Preetam	Male	Support	1070900	New Delhi	Poor	10	26	4.8
7	Addi Studdeard	Female	Support	1084500	Mumbai	Poor	6	38	6.7
8	Addia Penwright	Male	Human Resources	411600	Bengaluru	Average	7	34	1.9
9	Addy Pimblett	Male	Legal	1090000	Mumbai	Very Good	7	41	9.3
10	Adesh Doifode	Male	Support	430200	New Delhi	Average	9	37	8.3
11	Adey Ryal	Female	Business Development	378000	Bengaluru	Average	21	32	7.1
12	Adi Seawright	Female	Sales	883800	New Delhi	Average	9	33	10.7
13	Aditi Chauhan	Female	Product Management	844200	Mumbai	Average	25	35	13.4
14	Aditi Rakesh Trivedi	Female	Legal	1017600	Mumbai	Good	19	30	1.3
15	Aditi Ramesh Karle	Female	Sales	1107800	Mumbai	Poor	1	26	3.8
16	Adolph McNalley	Male	Human Resources	684300	Mumbai	Good	21	30	6
17	Adrianne Gave	Male	Training	1053700	New Delhi	Good	28	30	3.3
18	Aeriell Cuell	Male	Engineering	1138000	Bengaluru	Average	11	34	10.5
19	Aher Sachin Shivaji	Male	Sales	763000	New Delhi	Average	17	36	10.5
20	Ajay Kumar Varshney	Male	Sales	445300	New Delhi	Average	1	34	1.4
21	Akella Katyayani Naga Subhadra	Female	Legal	637100	Bengaluru	Average	20	36	4.7
22	Akshay Rana	Male	Product Management	627800	Mumbai	Very Good	22	27	4.1

DATA PROCESSING STEP

- Raw Dataset was in CSV format.

RAW DATA

PRE-PROCESSING

- Data Converted to Excel format.
- Remove Unnecessary Data.

- Different Excel tools and Functions use to analyze Objective.
- Conditional Formatting, Data Validation, Look ups, IF Function, Slicer, Pivot, Charts.
- Dashboard

DATA ANALYSIS

BUSINESS INSIGHTS


HR Case Study Conditional Formatting If func Info Particular Name Dashboard (+)

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperTell me what you want to do...Sign inShare



CutCopyFormat Painter

Calibri11

B*I*U




Clipboard



Wrap TextMerge & Center



Alignment

General



%

Number



Conditional FormattingFormat as Table

Styles

Normal 2




Normal

Bad

Good




Neutral

Calculation





InsertDelete Format

Cells



AutoSumFillClear

Editing



Sort & FilterFind & Select

17

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Name	Gender	Department	Annual Salary	Location	Rating	Age	Tenure in Company	Experience Analysis				
2	Aarti Panchal	Female	CEO	10000000	Mumbai	Very Good	31	10.4	8+ years Experience				
3	Aastha Behl	Female	Sales	880500	Bengaluru	Very Good	40	18.2	8+ years Experience				
4	Abhinaw Sinha	Male	Engineering	682200	Bengaluru	Good	28	6.6	upto 8 years Experience				
5	Abhishek Dabb	Male	Legal	563700	New Delhi	Very Good	39	13.3	8+ years Experience				
6	Abhishek Kuma	Male	Support	1070900	New Delhi	Poor	26	4.8	upto 5 years Experience				
7	Addi Studdeard	Female	Support	1084500	Mumbai	Poor	38	6.7	upto 8 years Experience				
8	Addia Penwrigh	Male	Human Resource	411600	Bengaluru	Average	34	1.9	Freshers				
9	Addy Pimblett	Male	Legal	1090000	Mumbai	Very Good	41	9.3	8+ years Experience				
0	Adesh Doifode	Male	Support	430200	New Delhi	Average	37	8.3	8+ years Experience				
1	Adey Ryal	Female	Business Develop	378000	Bengaluru	Average	32	7.1	upto 8 years Experience				
2	Adi Seawright	Female	Sales	883800	New Delhi	Average	33	10.7	8+ years Experience				
3	Aditi Chauhan	Female	Product Manager	844200	Mumbai	Average	35	13.4	8+ years Experience				
4	Aditi Rakesh Tr	Female	Legal	1017600	Mumbai	Good	30	1.3	Freshers				
5	Aditi Ramesh K	Female	Sales	1107800	Mumbai	Poor	26	3.8	upto 5 years Experience				
6	Adolph McNall	Male	Human Resource	684300	Mumbai	Good	30	6	upto 8 years Experience				
7	Adrianne Gave	Male	Training	1053700	New Delhi	Good	30	3.3	upto 5 years Experience				
8	Aeriell Cuell	Male	Engineering	1138000	Bengaluru	Average	34	10.5	8+ years Experience				
9	Aher Sachin Shi	Male	Sales	763000	New Delhi	Average	36	10.5	8+ years Experience				
0	Ajay Kumar Var	Male	Sales	445300	New Delhi	Average	34	1.4	Freshers				
1	Akella Katayyar	Female	Legal	637100	Bengaluru	Average	36	4.7	upto 5 years Experience				
2	Akshay Rana	Male	Product Manager	627800	Mumbai	Very Good	27	4.1	upto 5 years Experience				
3	Aldrich Glenn	Male	Training	1197500	Bengaluru	Average	31	8.2	8+ years Experience				
4	Alexine Portail	Female	Research and Dev	1169800	New Delhi	Very Poor	33	2.4	upto 5 years Experience				
5	Alford Gerardi	Female	Accounting	359400	Mumbai	Good	26	2.2	upto 5 years Experience				
6	Ali Roubert	Not Revea	Services	1090400	Bengaluru	Average	32	9	8+ years Experience				
7	Alikee Jecock	Female	Services	1091600	New Delhi	Good	37	15.1	8+ years Experience				
8	Alisha Blotchke	Not Revea	Human Resource	755400	Mumbai	Average	33	7.9	upto 8 years Experience				
9	Allene Gobbet	Female	Engineering	300000	New Delhi	Average	26	2.9	upto 5 years Experience				

Conditional FormattingIf funcInfo Particular NameDashboard

Years	Experience Analysis
0-2	Freshers
3-5	upto 5 years Experience
6-8	upto 8 years Experience
>8	8+ years Experience

This help to make Slicer of Experience for dashboard

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperTell me what you want to do...Sign inShare

CutCopyFormat Painter

Clipboard

Calibri16A A

B I U

Font

Wrap TextMerge & Center

Alignment

General

Number

Conditional FormattingTable

Styles

Normal 2NormalBadGoodNeutralCalculation

Cells

AutoSumFillClear

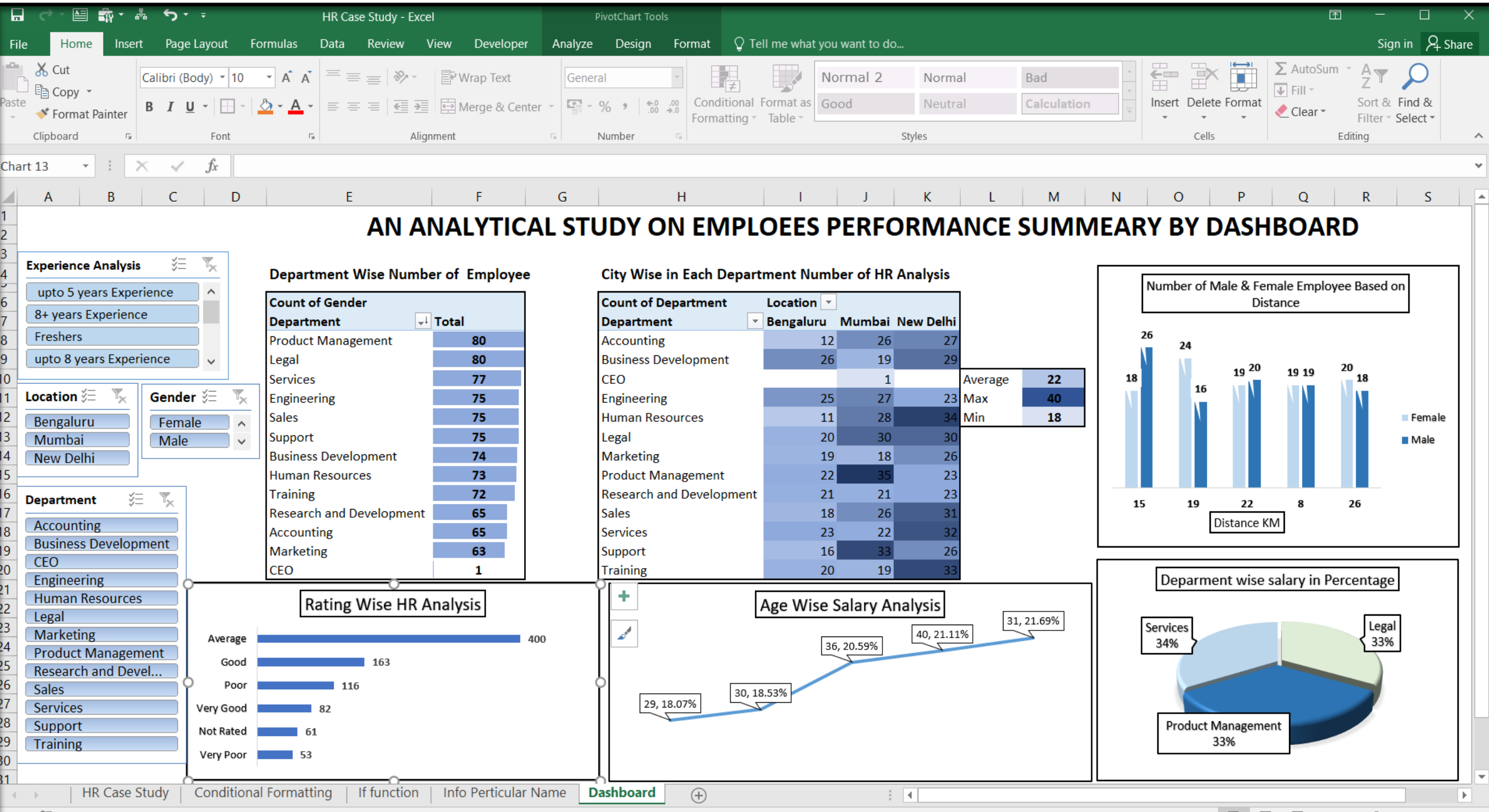
Editing

Sort & Find & Filter & Select

A2Adey Ryal

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Gender	Department	Annual Salary	Location	Rating	Age	Tenure in Company				
2	Adey Ryal	Female	Business Development	378000	Bengaluru	Average	32	7.1				
3	Adey Ryal											
4	Adi Seawright											
5	Aditi Chauhan											
6	Aditi Rakesh Trivedi											
7	Aditi Ramesh Karle											
8	Adolph McNalley											
9	Adrianne Gave											
10	Aeriell Cuell											
11												
12												
13												
14	End User able to pick one HR's Name at a time, and information will change according to that name.											
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												

HR Case StudyConditional FormattingIf functionInfo Perticular NameDashboard



CONDITIONAL FORMATTING

Used for,

- ✓ Identify Ratings of employees by color
- Salary range of employees by Icon
- Experience Year of employees by bar

IF FUNCTION

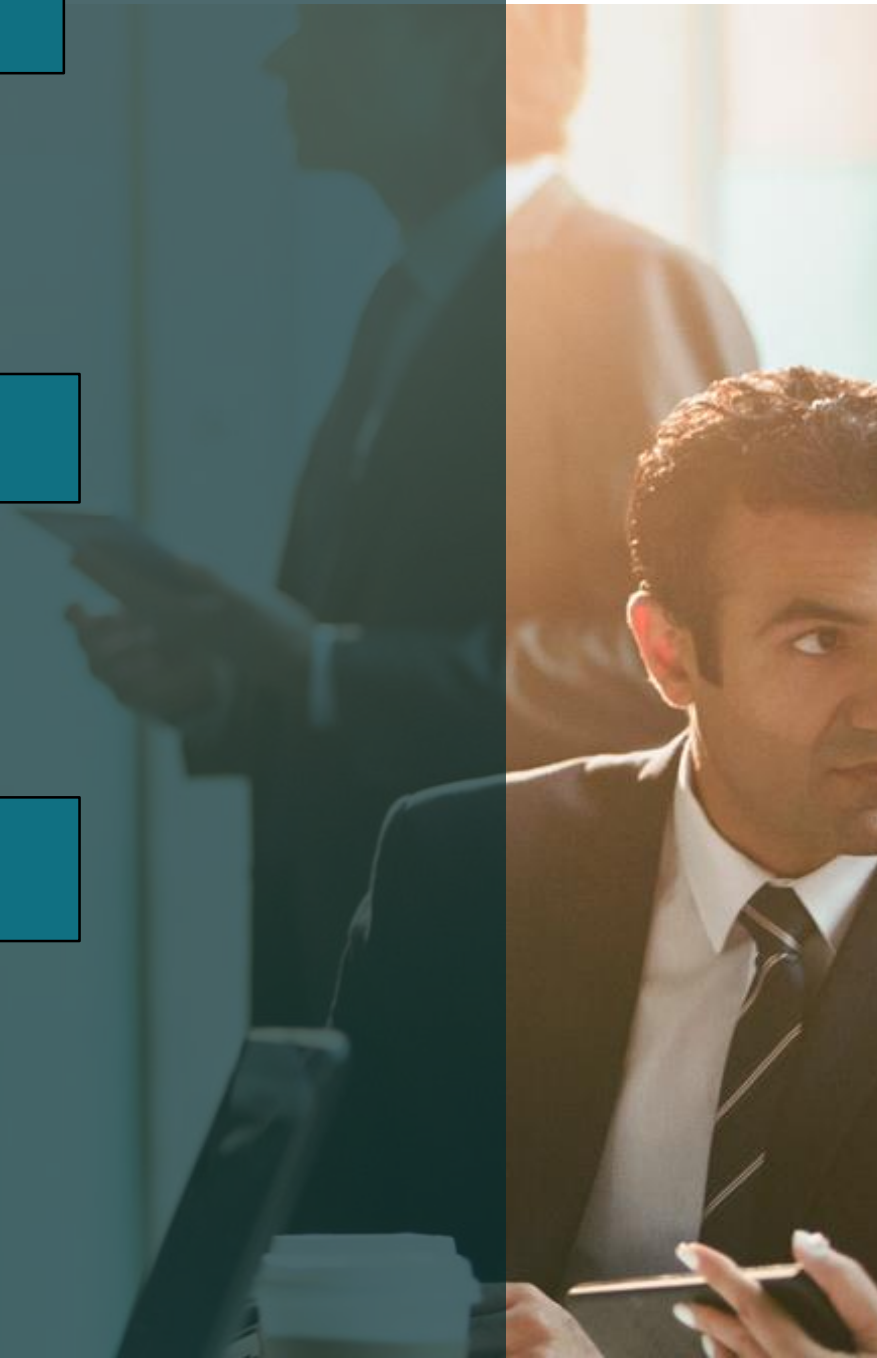
Used for,

- ✓ From Tenure in Company Column IF function helps to make Slicer of Experience for dashboard

VLOOKUP FUNCTION & DATA VALIDATION

Used for,

- ✓ End User will able to pick one employee's Name at a time, and information will change according to that name



KEY FINDINGS

- The highest number of employees are in department of Product Management followed by Legal and Sales .
- The Bangalore city has highest number of Business Development and Engineers.
- In Mumbai city the Training and Marketing has low Employees.
- New Delhi has the maximum number of Employees in each department among the 3 cities.
- Over all maximum customers are coming from 15-25km distance.
- Maximum number of employees are getting 'Average' rating where as 'Very Good' rating is low.
- Above the age of 30 the salary is high whereas 31 to 36 aged are getting highest salary followed by 40, 30,29 age person.
- Maximum Salary of female on department of Legal, Business Development. for Male on Product Management, service and Training.



INSIGHTS

Based on the Performance of the Employees some proposition can be suggested.

They are:

- ❑ Over all employees are getting average ratings though they have up to 6 to 9 years of experience, so employees should ask customers for reason behind this rating, according to that they can improve their working performance.
- ❑ In department of Research & Development, Accounting and Marketing employees are less, these are important departments of business so HR should hire more employees in that area.

THANK YOU!



Swarnashee Dutta



swarnashreedutta7@gmail.com

