EMPLOYEE ANALYSIS DASHBOARD

TOTAL EMPLOYEES

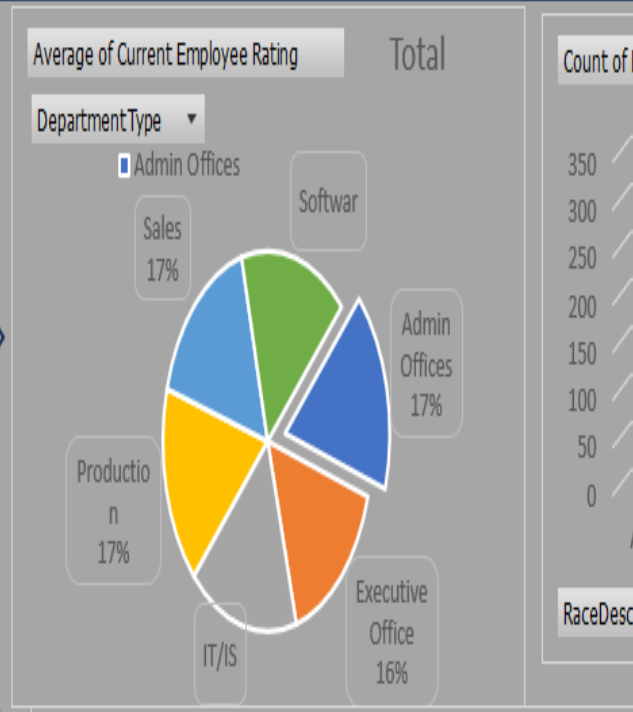
3000

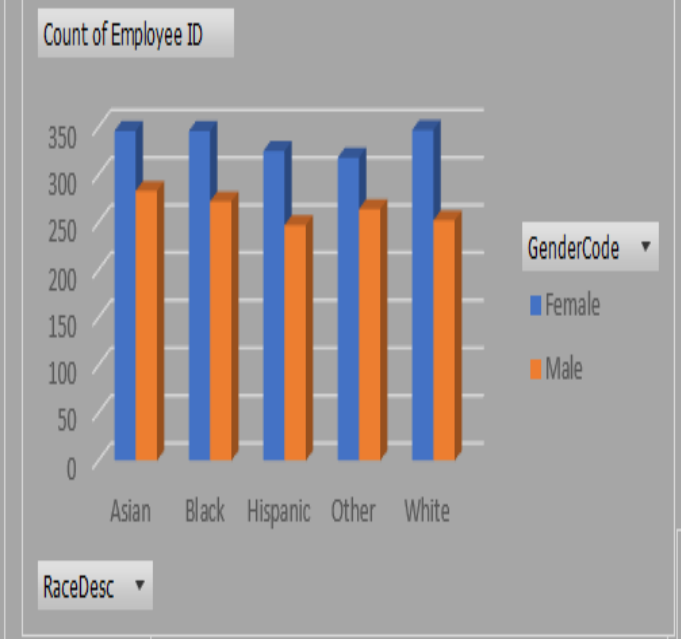
AVG SATISFACTION SCORE

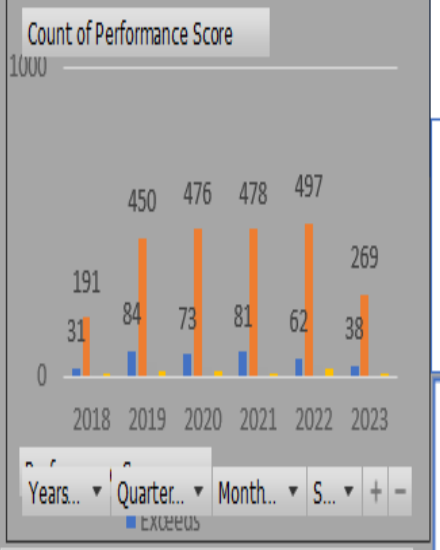
3.022

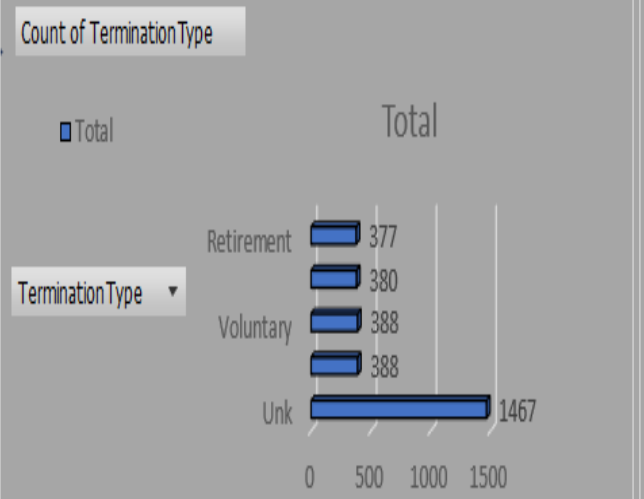
TOTAL TRAINING COST

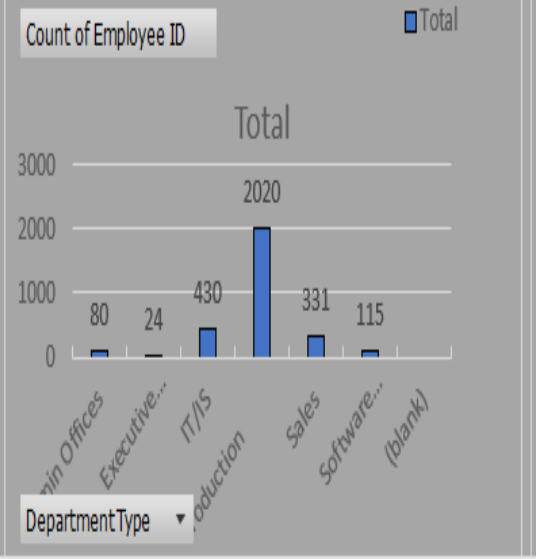
₹ 16,75,886.09

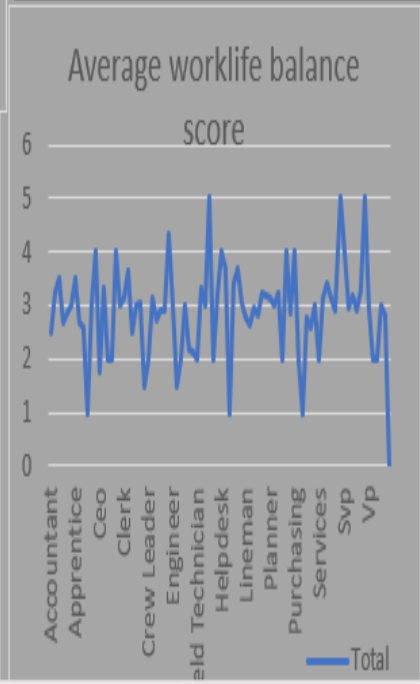


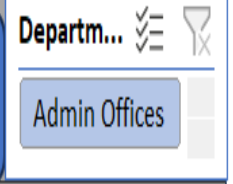


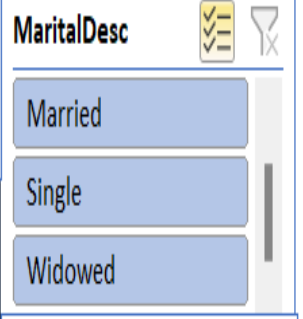


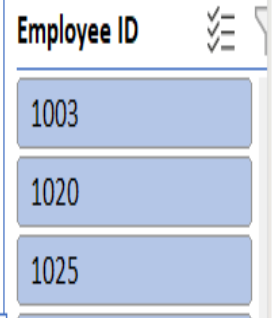


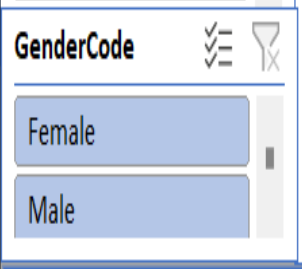


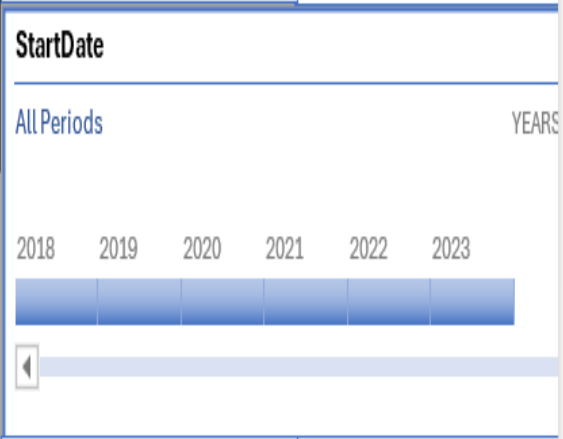


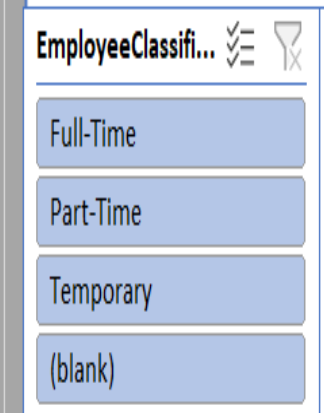






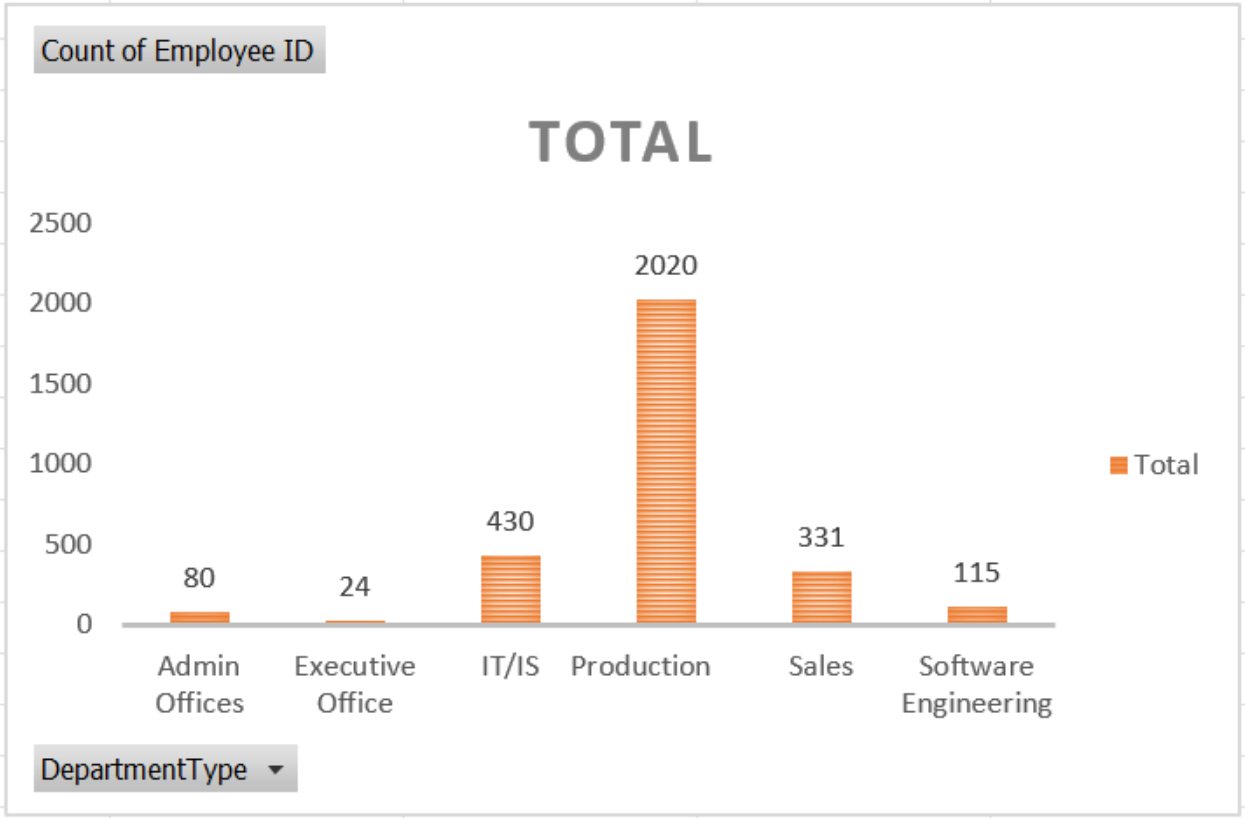




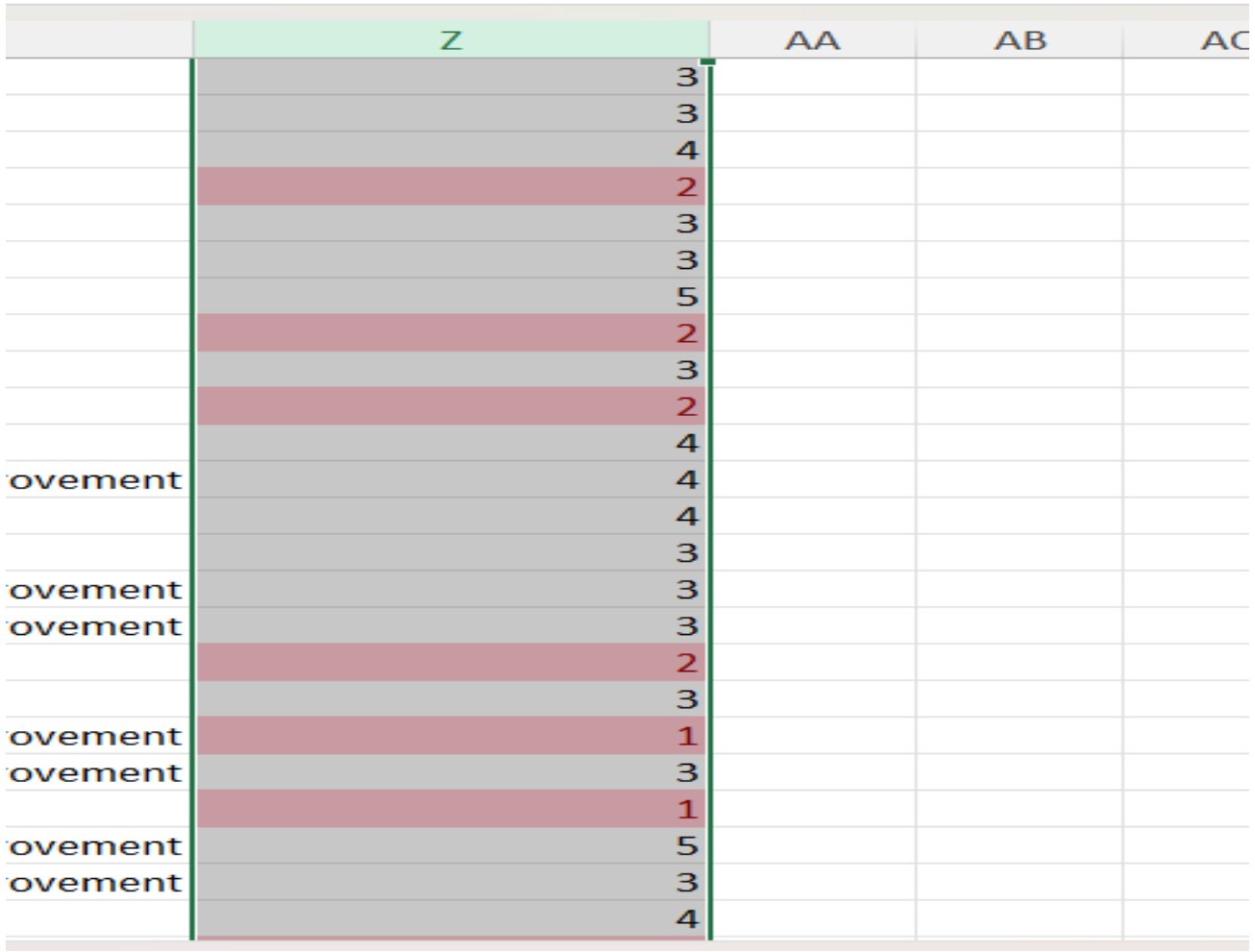


1. Can you create a pivot table to summarize the total number of employees in each department?

Row Labels	Count of Employee ID
Admin Offices	80
Executive Office	24
IT/IS	430
Production	2020
Sales	331
Software Engineering	115
Grand Total	**3000**



2. Apply conditional formatting to highlight employees with a "Performance Score" below 3 in red.



	Z	AA	AB	AC
	3			
	3			
	4			
	2			
	3			
	3			
	5			
	2			
	3			
	2			
	4			
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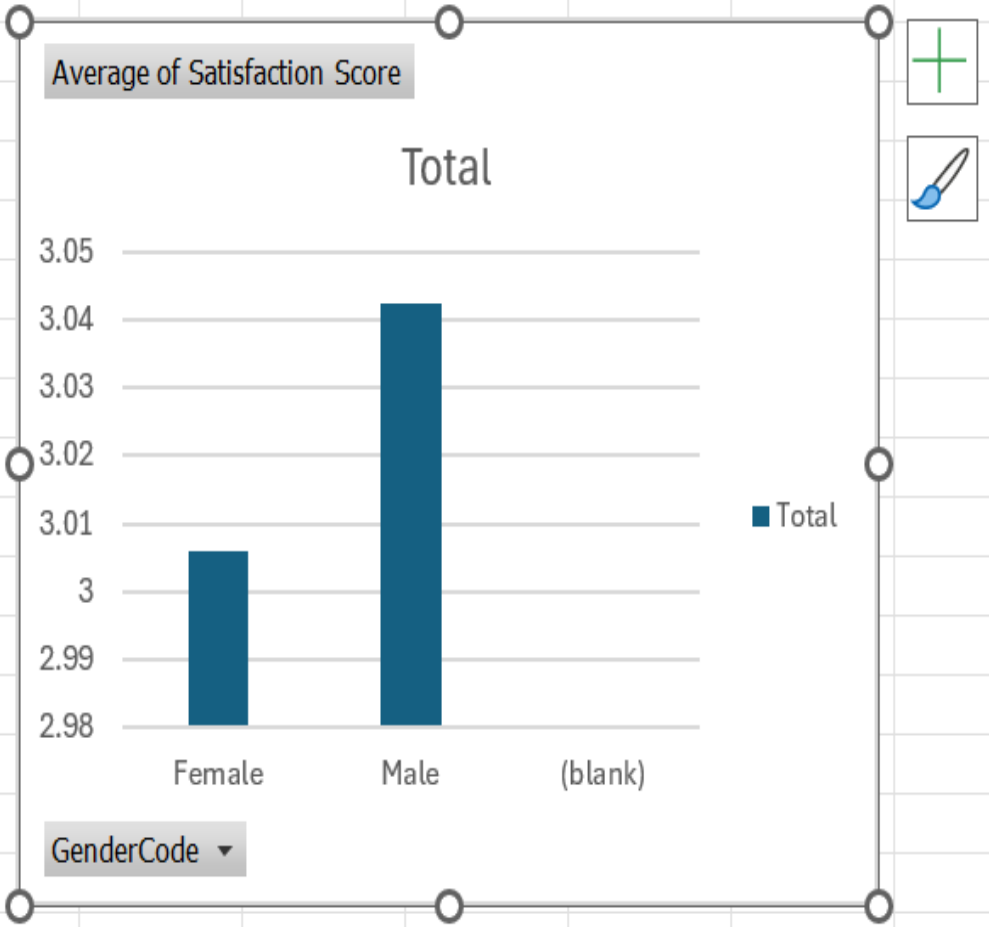
ovement	3			
ovement	3			
	2			
	3			
ovement	1			
ovement	3			
	1			
ovement	5			
ovement	3			
	4			

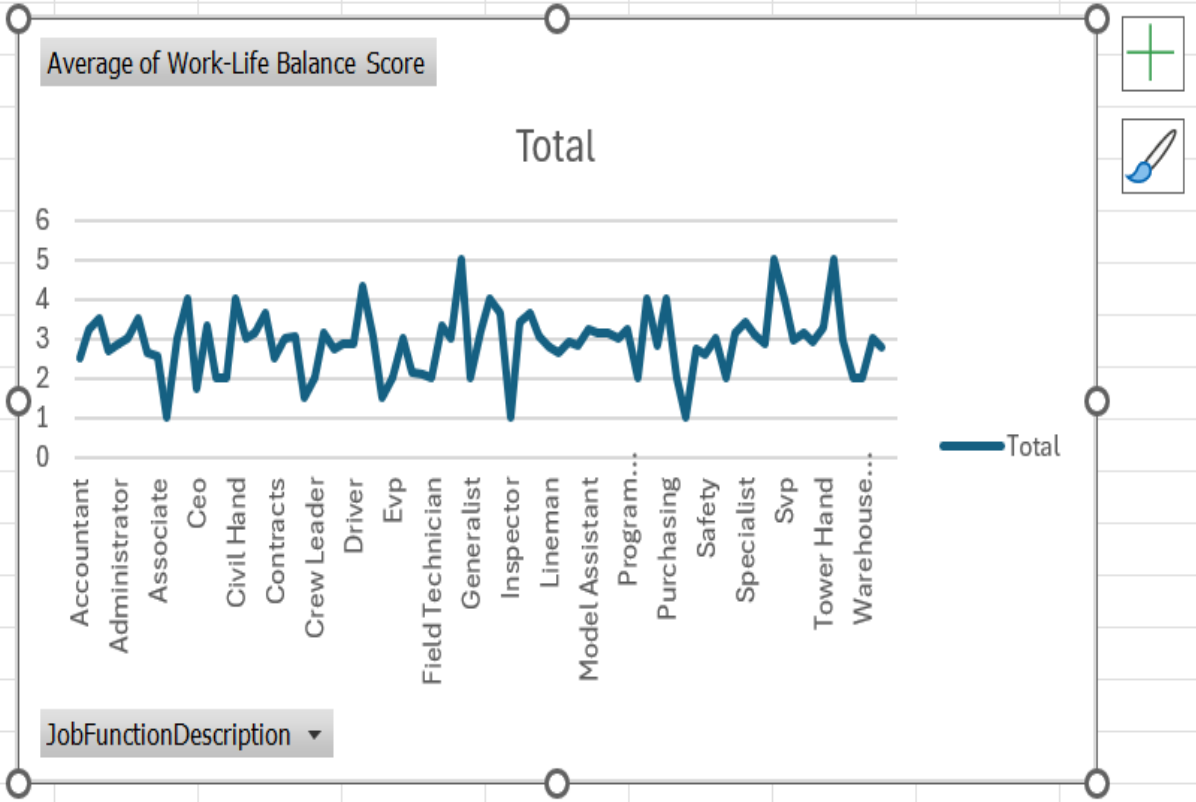
3. Calculate the average "Satisfaction Score" for male and female employees separately using a pivot table.

Row Labels	Average of Satisfaction Score
Female	3.005945303
Male	3.042488619
Grand Total	**3.022**



4. Create a chart to visualize the distribution of "Work-Life Balance Score" for different job functions

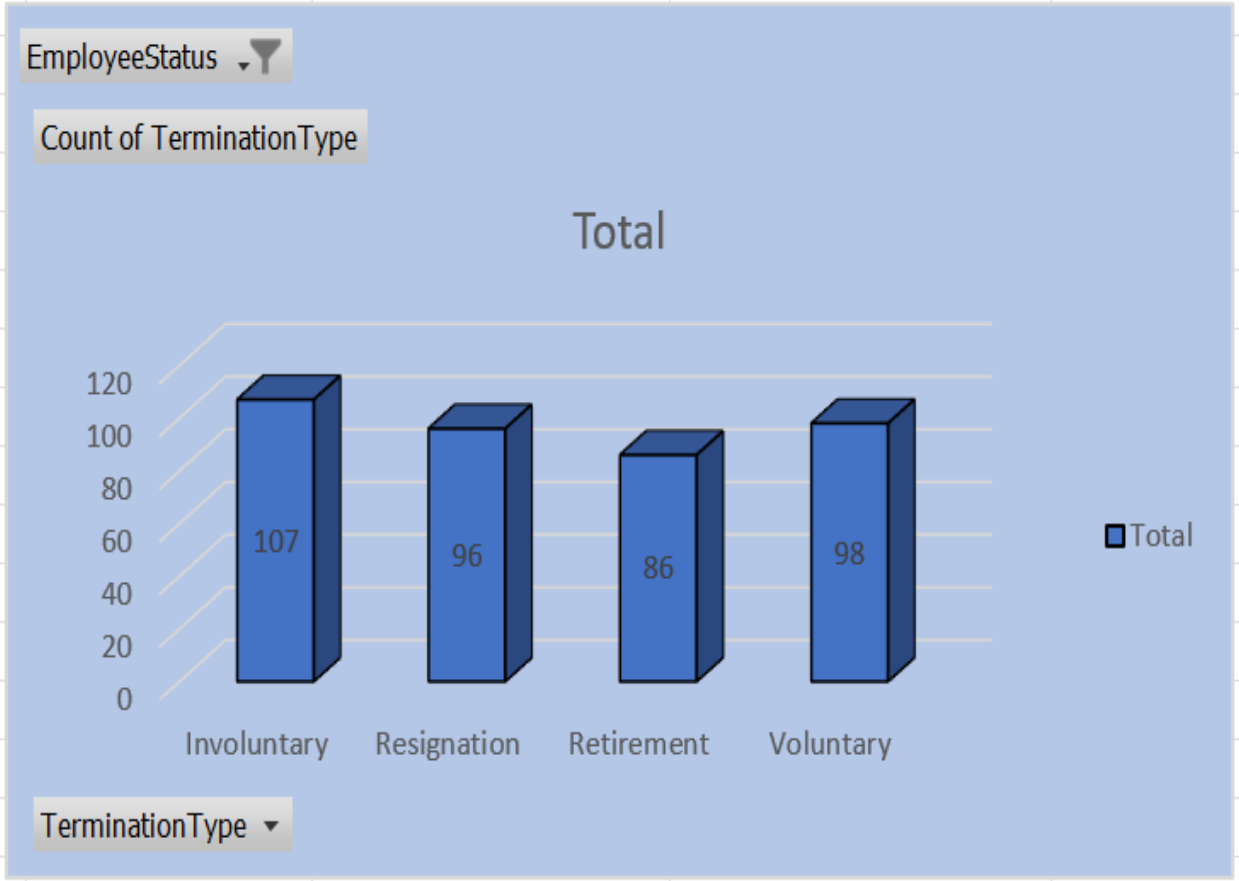
Row Labels	Average of Work-Life Balance Score
Accountant	2.5
Accounting	3.222222222
Administration	3.52173913
Administrative	2.678571429
Administrator	2.86
Analyst	3
Apprentice	3.5
Assistant	2.666666667
Associate	2.571428571
Attendant	1
Billing	3
Business Development	4
Ceo	1.75
Cfo	3.333333333
Chief Operating Officer	2
Cio	2
Civil Hand	4



5. Filter the data to display only terminated employees and find out the most common "Termination Type."

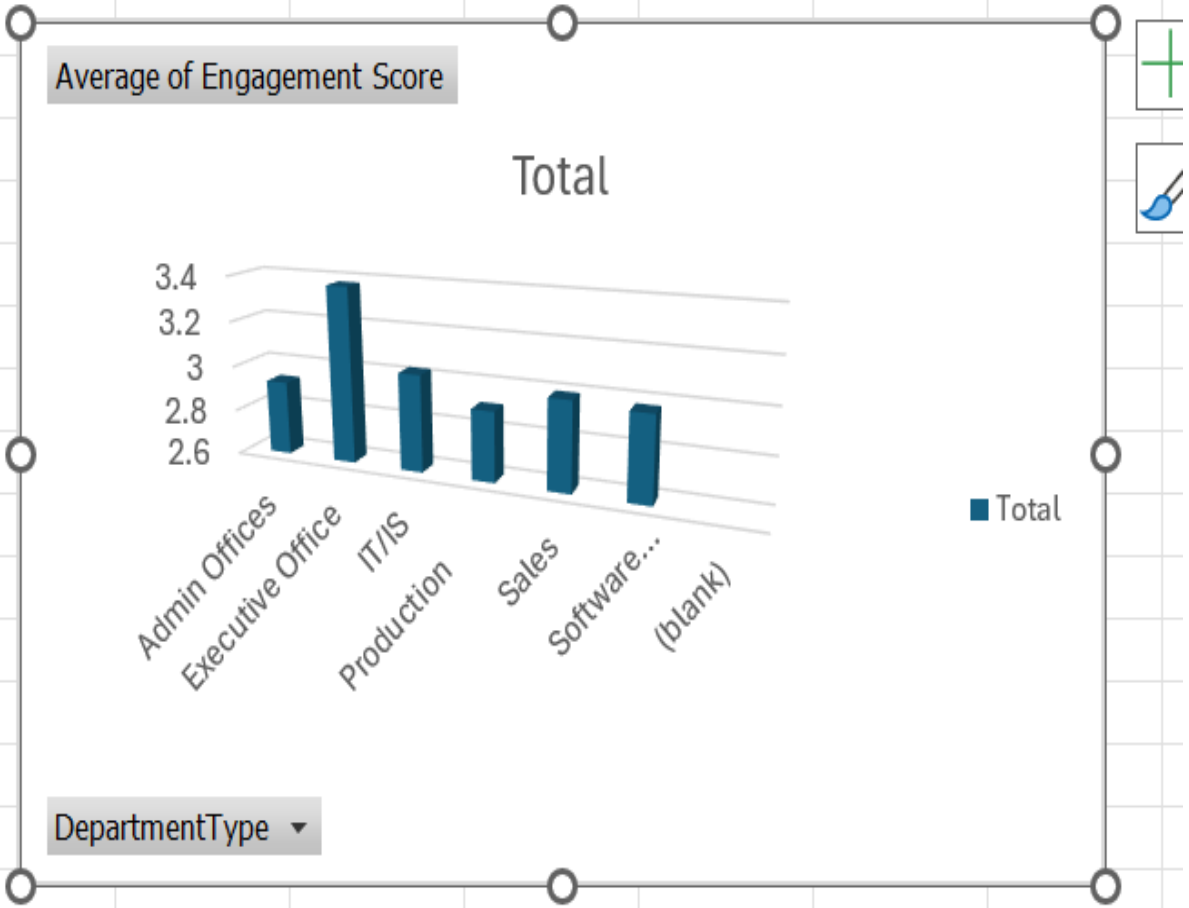
EmployeeStatus	(Multiple Items)

Row Labels	Count of TerminationType
Involuntary	107
Resignation	96
Retirement	86
Voluntary	98
Grand Total	**387**



6. Calculate the average "Engagement Score" for each department using a pivot table.

Row Labels	Average of Engagement Score
Admin Offices	2.925
Executive Office	3.375
IT/IS	3.025581395
Production	2.906435644
Sales	2.990936556
Software Engineering	2.973913043
(blank)	
Grand Total	**2.939666667**



7. Use VLOOKUP to find the supervisor's email address for a specific employee

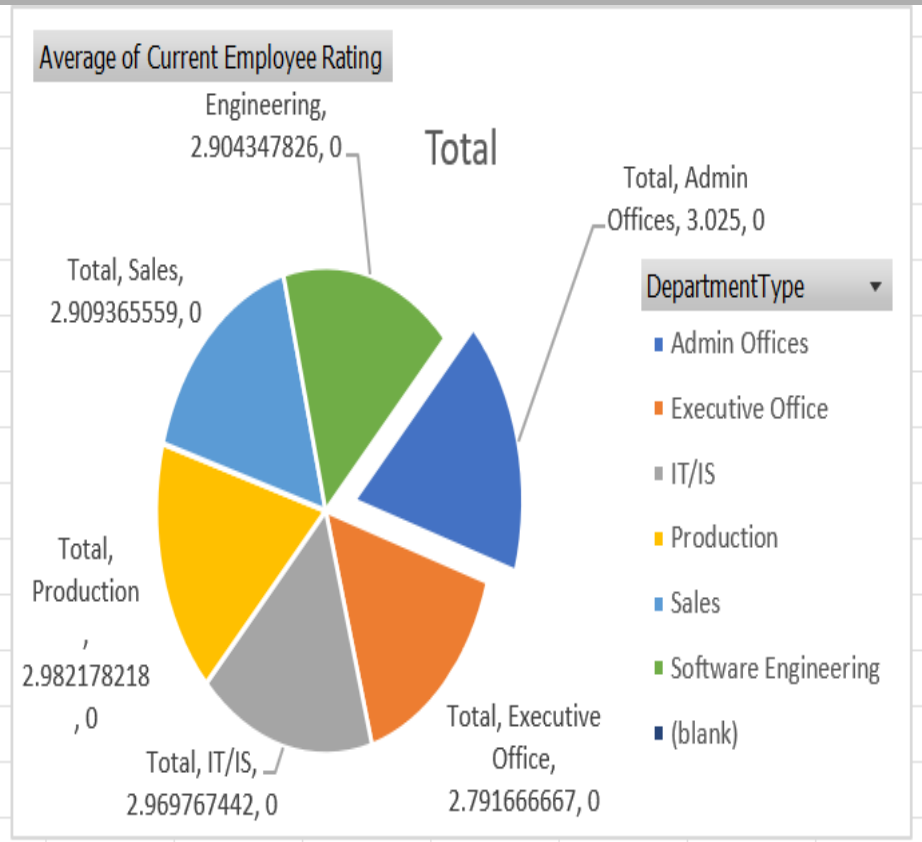
=VLOOKUP([@[Employee ID]],[employee_data.xlsx]Employee_data!$A$1:$Z$3000,8,0)

Employee ID	Column1
1001	susan.exantus@bilearner.com
1002	sandra.martin@bilearner.com
1003	keyla.del bosque@bilearner.com
1004	andrew.szabo@bilearner.com
1005	luke.patronick@bilearner.com
1006	colby.andreola@bilearner.com
1007	edward.true@bilearner.com
1008	judith.carabbio@bilearner.com
1009	adell.saada@bilearner.com
1010	kamari.hunter@bilearner.com
1011	sarah.malone@bilearner.com
1012	skyler.blackwell@bilearner.com
1013	jasmin.shah@bilearner.com
1014	kole.quinn@bilearner.com
1015	ansley.jackson@bilearner.com
1016	jayda.reese@bilearner.com
1017	julien.whitehead@bilearner.com
1018	alan.haynes@bilearner.com
1019	kamryn.herrera@bilearner.com

employee_engagement_survey_data

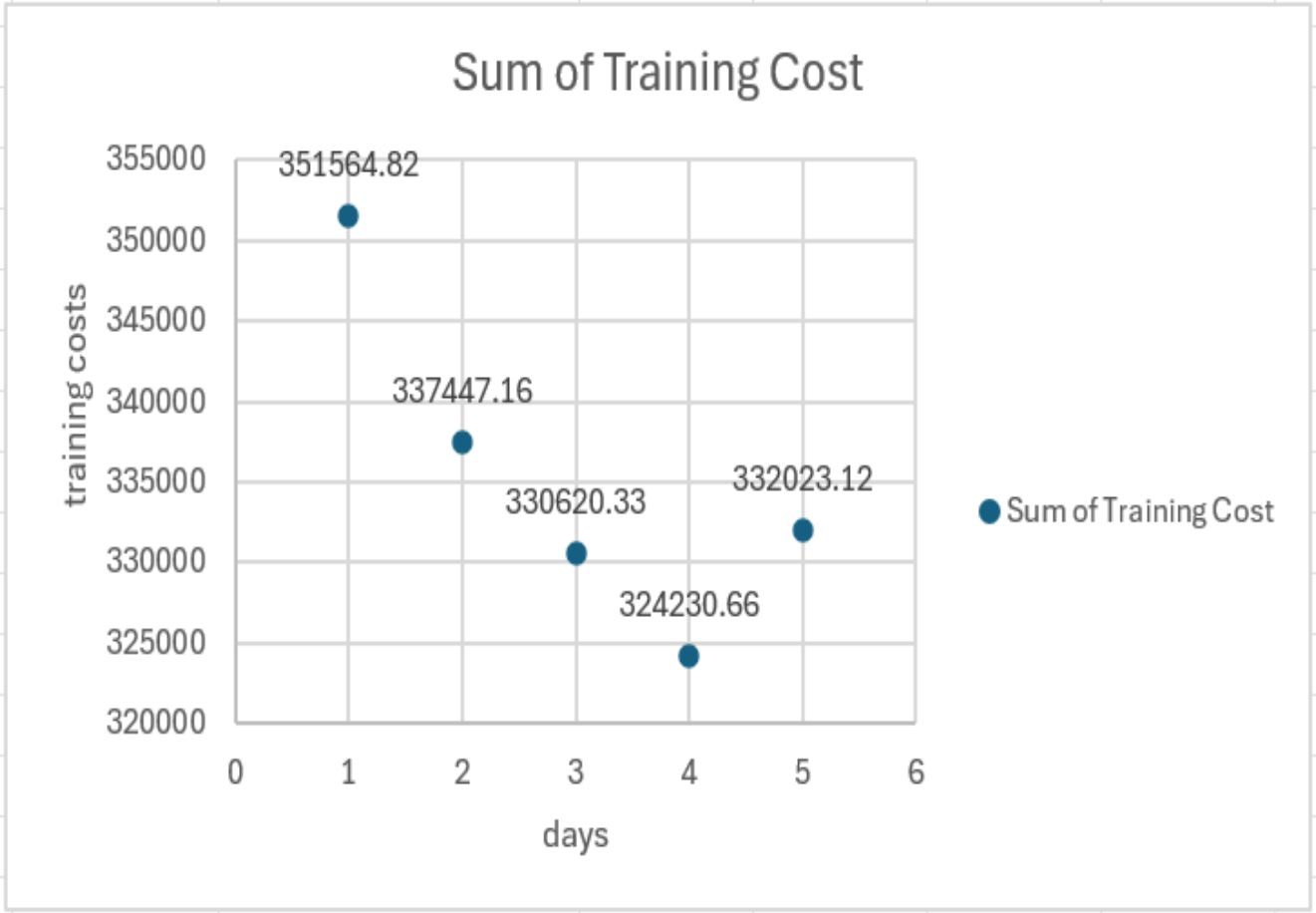
8. Can you identify the department with the highest average "Employee Rating?"

Row Labels	Average of Current Employee Rating
Admin Offices	3.025
Executive Office	2.791666667
IT/IS	2.969767442
Production	2.982178218
Sales	2.909365559
Software Engineering	2.904347826
(blank)	
Grand Total	**2.969**



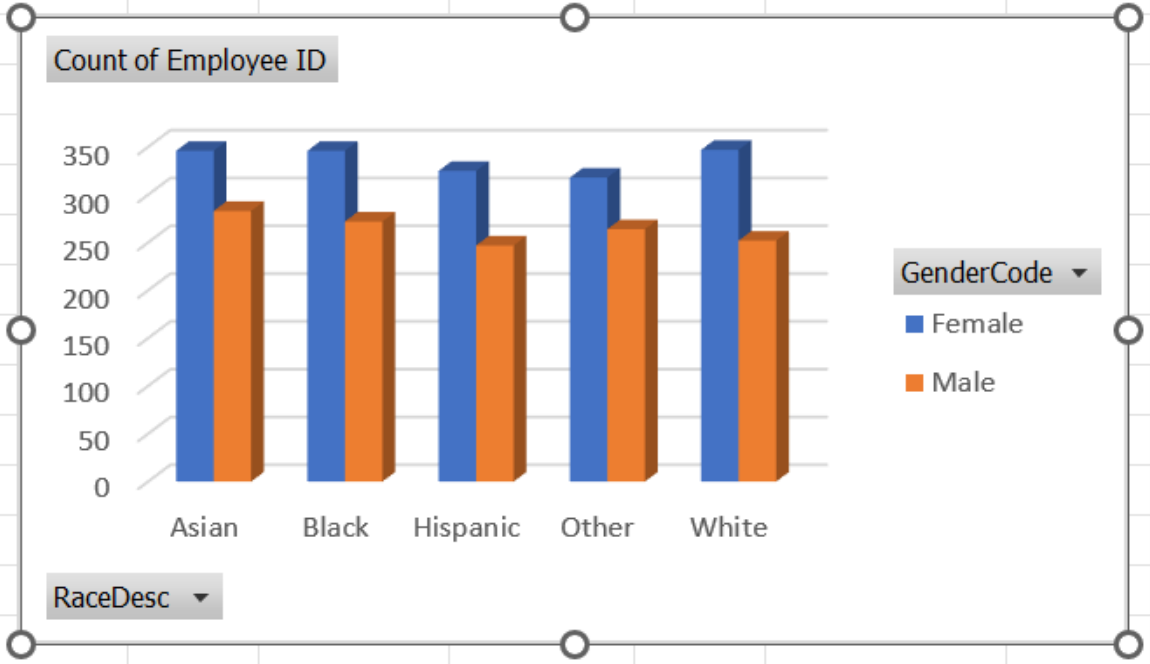
9. Create a scatter plot to explore the relationship between "Training Duration (Days)" and "Training Cost."

days	Sum of Training Cost
1	351564.82
2	337447.16
3	330620.33
4	324230.66
5	332023.12
Grand Total	1675886.09



10. Build a pivot table that shows the count of employees by "RaceDesc" and "GenderCode."

Count of Employee ID	gender code		
race dsek	Female	Male	Grand Total
Asian	346	283	629
Black	346	272	618
Hispanic	325	247	572
Other	318	264	582
White	347	252	599
Grand Total	**1682**	**1318**	**3000**



11. Use INDEX and MATCH functions to find the "Training Program Name" for an employee with a specific ID.

=INDEX(tab,MATCH(K4,empcode,0),MATCH(L3,head,0))

Employee ID	Training Date	Training Program Name	Training Type	Training Outcome	Location	Trainer	Training Duration(Days)	Training Cost
1001	21-Sep-22	Customer Service	Internal	Failed	Port Greg	Amanda Daniels	4	510.83
1002	19-Jul-23	Leadership Development	Internal	Failed	Brandonview	Brittany Chambers	2	582.37
1003	24-Feb-23	Technical Skills	Internal	Incomplete	Port Briannahaven	Mark Roberson	4	777.06
1004	12-Jan-23	Customer Service	Internal	Completed	Knightborough	Richard Fisher	2	824.3
1005	12-May-23	Communication Skills	External	Passed	Bruceshire	Heather Shaffer	4	145.99
1006	08-May-23	Project Management	Internal	Failed	Erinfort	Michael Duke	2	838.07
1007	14-May-23	Leadership Development	External	Failed	New Christopher	Virginia Clayton DVM	2	667.32
1008	02-Aug-23	Technical Skills	External	Incomplete	Lowemouth	Erica Maxwell	2	758.18
1009	21-Aug-22	Customer Service	Internal	Incomplete	Johnland	Katelyn Hartman	2	101.21
1010	19-Aug-22	Communication Skills	External	Incomplete	Lake Kimfurt	Rhonda Clark	5	332.25
1011	06-Nov-22	Communication Skills	Internal	Completed	Smithshire	Natalie Fields	1	803.98
1012	28-Mar-23	Technical Skills	External	Failed	Howardburgh	Theresa Martinez	3	887.08
1013	08-Apr-23	Project Management	External	Incomplete	East Jessicatown	Michael Marks	2	657.85
1014	21-Feb-23	Customer Service	External	Incomplete	Watersview	Rachel Jones	2	895.49
1015	13-May-23	Leadership Development	External	Passed	Port Ninaland	Jennifer Olson	1	539
1016	30-Apr-23	Communication Skills	External	Completed	Lake Stuartfurt	Eric Johnson	2	606.68
1017	14-Nov-22	Technical Skills	External	Passed	Cooleybury	Joseph Mcintyre	3	265.73
1018	25-Mar-23	Project Management	Internal	Incomplete	Larsonborough	Whitney Morgan DVM	2	673.29
1019	26-Oct-22	Project Management	External	Passed	Powellland	Jon Garcia	5	436.98
1020	30-Dec-22	Technical Skills	External	Passed	Chadport	Nicole Taylor	4	578.58
1021	10-Mar-23	Technical Skills	Internal	Failed	Patrickhaven	Crystal Nelson	1	647.16
1022	12-Jan-23	Project Management	Internal	Failed	Lindseyburgh	Kevin Nichols	1	664.23
1023	19-Oct-22	Project Management	Internal	Failed	West Justinborough	Angela Good	4	893.07
1024	11-Oct-22	Project Management	External	Completed	Hullmouth	Keith Curtis	5	868.98

	Training Program Name
1002	Leadership Development

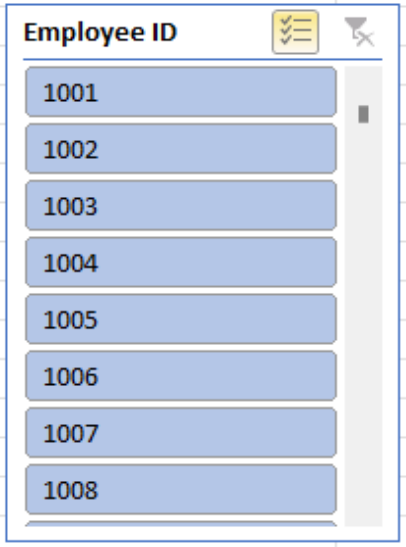
Sheet1 Sheet2 training_and_development_data

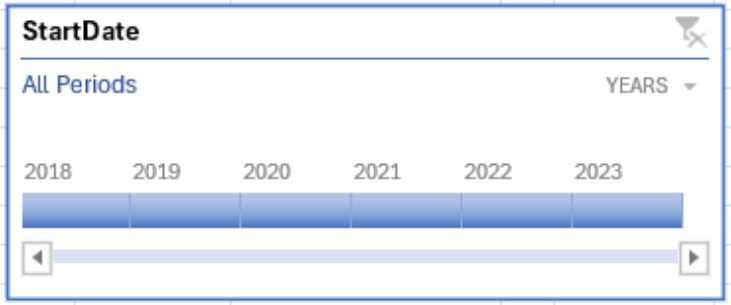
12. Create a multi-level pivot table to analyze the "Performance Score" by "BusinessUnit" and "JobFunctionDescription."

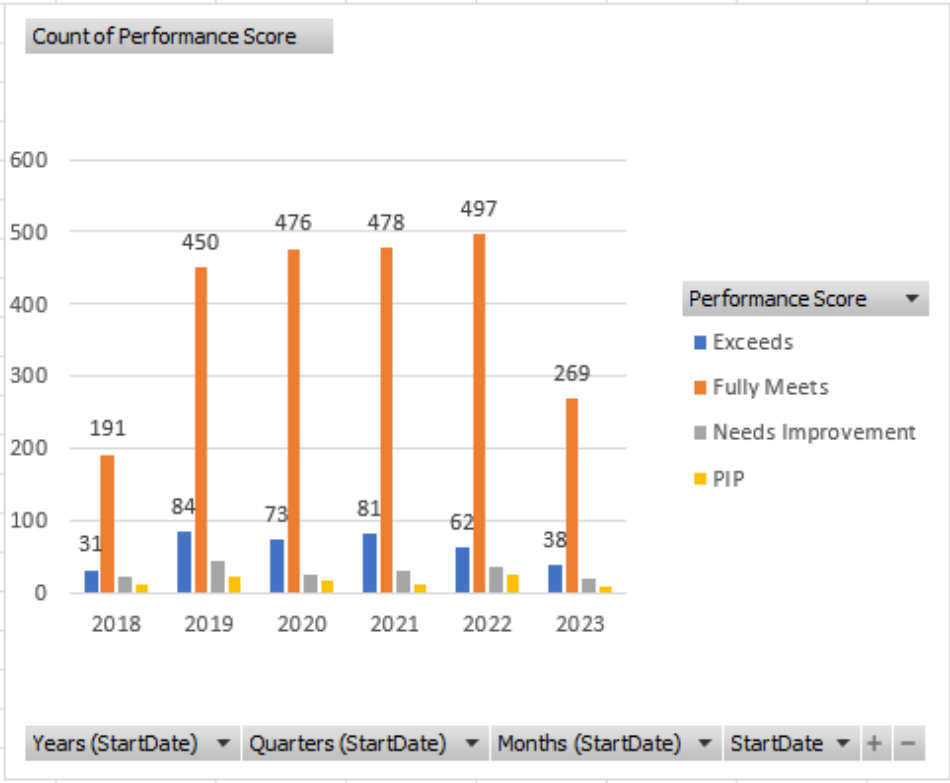
business unit	Count of Performance Score
Accountant	2
WBL	2
Accounting	9
CCDR	1
MSC	1
NEL	1
PYZ	2
SVG	1
TNS	3
Administration	23
BPC	3
CCDR	1
EW	1
MSC	6
NEL	1
PL	1
PYZ	2
SVG	3
TNS	2
WBL	3
Administrative	56
BPC	7
CCDR	4
EW	7
MSC	10
NEL	5
PL	4
PYZ	2

13. Design a dynamic chart that allows users to select and visualize the performance of any employee over time.

Count of Performance Score	Column Labels				
Row Labels	Exceeds	Fully Meets	Needs Improvement	PIP	Grand Total
2018	31	191	22	11	255
2019	84	450	43	21	598
2020	73	476	26	17	592
2021	81	478	30	11	600
2022	62	497	36	25	620
2023	38	269	20	8	335
Grand Total	369	2361	177	93	3000

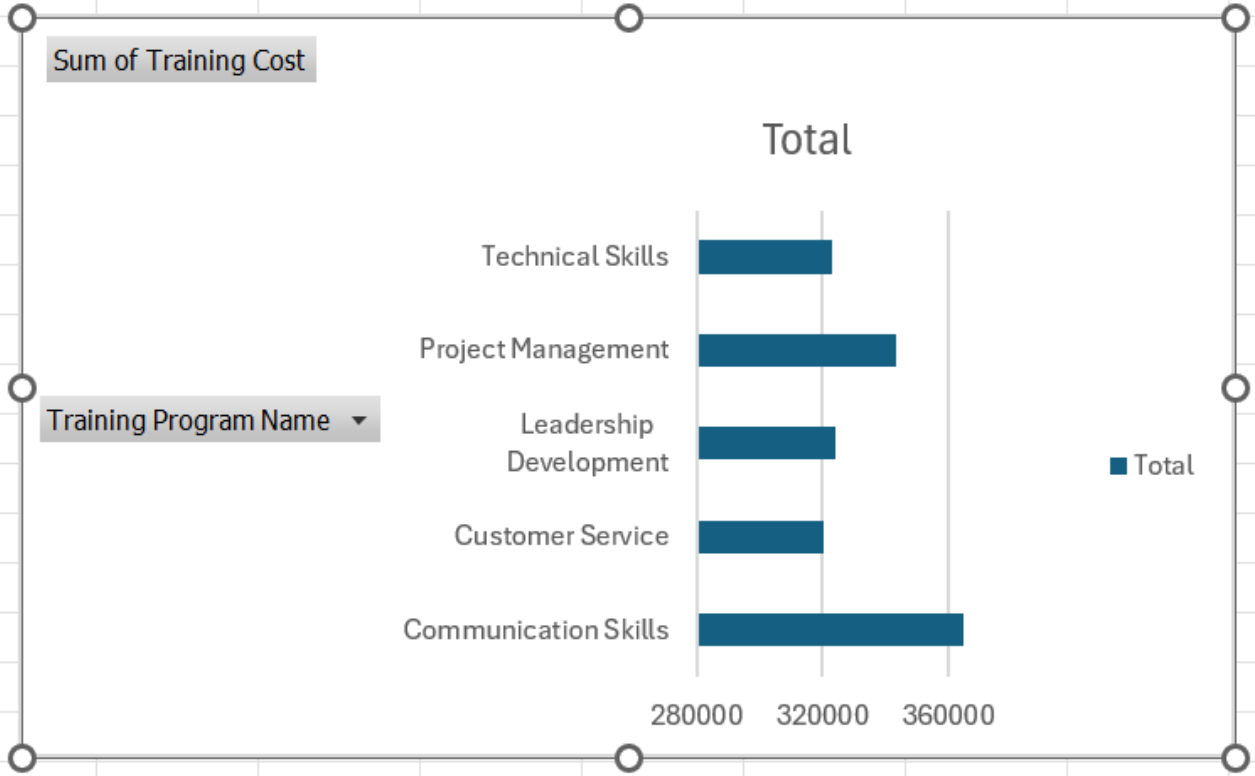




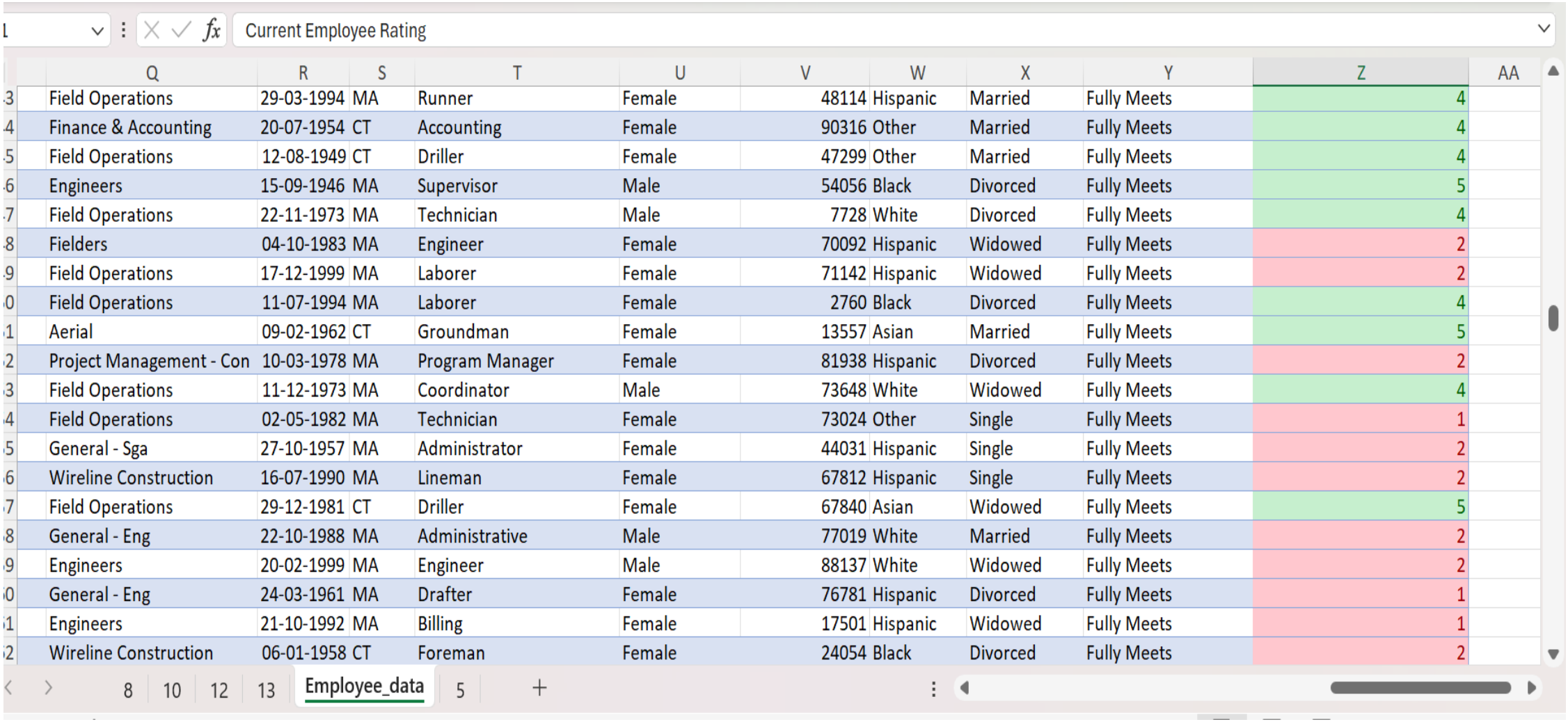


14. Calculate the total training cost for each "Training Program Name" and display it in a bar chart.

training program name	Sum of Training Cost
Communication Skills	365023.24
Customer Service	320575.04
Leadership Development	323902.03
Project Management	343313.17
Technical Skills	323072.61
Grand Total	**1675886.09**



15. Apply advanced conditional formatting to highlight the top 10% and bottom 10% of employees based on "Current Employee Rating." 5



	Q	R	S	T	U	V	W	X	Y	Z	AA
3	Field Operations	29-03-1994	MA	Runner	Female	48114	Hispanic	Married	Fully Meets	4	
4	Finance & Accounting	20-07-1954	CT	Accounting	Female	90316	Other	Married	Fully Meets	4	
5	Field Operations	12-08-1949	CT	Driller	Female	47299	Other	Married	Fully Meets	4	
6	Engineers	15-09-1946	MA	Supervisor	Male	54056	Black	Divorced	Fully Meets	5	
7	Field Operations	22-11-1973	MA	Technician	Male	7728	White	Divorced	Fully Meets	4	
8	Fielders	04-10-1983	MA	Engineer	Female	70092	Hispanic	Widowed	Fully Meets	2	
9	Field Operations	17-12-1999	MA	Laborer	Female	71142	Hispanic	Widowed	Fully Meets	2	
0	Field Operations	11-07-1994	MA	Laborer	Female	2760	Black	Divorced	Fully Meets	4	
1	Aerial	09-02-1962	CT	Groundman	Female	13557	Asian	Married	Fully Meets	5	
2	Project Management - Con	10-03-1978	MA	Program Manager	Female	81938	Hispanic	Divorced	Fully Meets	2	
3	Field Operations	11-12-1973	MA	Coordinator	Male	73648	White	Widowed	Fully Meets	4	
4	Field Operations	02-05-1982	MA	Technician	Female	73024	Other	Single	Fully Meets	1	
5	General - Sga	27-10-1957	MA	Administrator	Female	44031	Hispanic	Single	Fully Meets	2	
6	Wireline Construction	16-07-1990	MA	Lineman	Female	67812	Hispanic	Single	Fully Meets	2	
7	Field Operations	29-12-1981	CT	Driller	Female	67840	Asian	Widowed	Fully Meets	5	
8	General - Eng	22-10-1988	MA	Administrative	Male	77019	White	Married	Fully Meets	2	
9	Engineers	20-02-1999	MA	Engineer	Male	88137	White	Widowed	Fully Meets	2	
0	General - Eng	24-03-1961	MA	Drafter	Female	76781	Hispanic	Divorced	Fully Meets	1	
1	Engineers	21-10-1992	MA	Billing	Female	17501	Hispanic	Widowed	Fully Meets	1	
2	Wireline Construction	06-01-1958	CT	Foreman	Female	24054	Black	Divorced	Fully Meets	2	

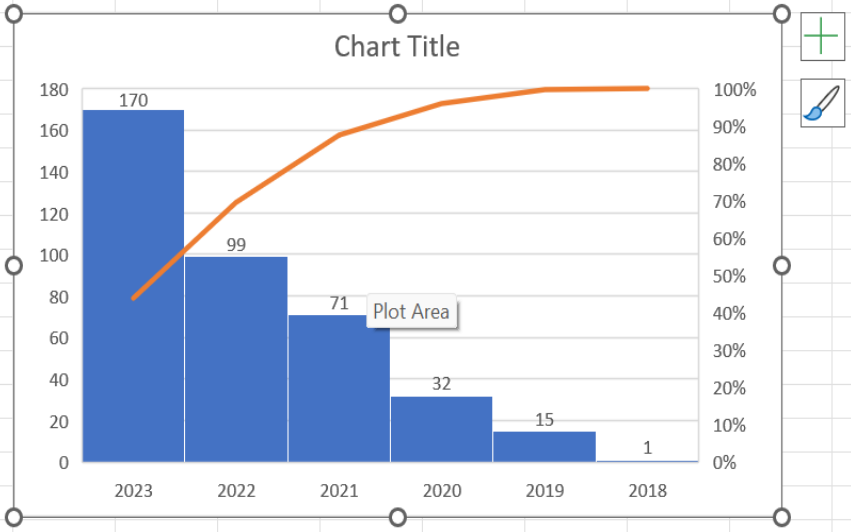
16. Use a calculated field in a pivot table to determine the average "Engagement Score" per year.

Row Labels	Average of Engagement Score
2022	2.918281382
2023	2.953667954
Grand Total	**2.939666667**

17. Create a histogram to understand the distribution of "Exit Date" for terminated employees.

Count of Employee ID	Column Labels	
Row Labels	Voluntary	Grand Total
2018	1	1
2019	14	14
2020	38	38
2021	65	65
2022	116	116
2023	154	154
Grand Total	388	388

Count of Employee ID	Column Labels
years	terminated employees
2018	1
2019	15
2020	32
2021	71
2022	99
2023	170



18 . Utilize the SUMPRODUCT function to calculate the total training cost for employees in a specific location.

=SUMPRODUCT(B2:B3001,C2:C3001)

	A	B	C	D	E
1	Location	Training Duration(Day	Training Co	total	
2	Port Greg	4	510.83	4975358	
3	Brandonview	2	582.37		
4	Port Briannahaven	4	777.06		
5	Knightborough	2	824.3		
6	Bruceshire	4	145.99		
7	Erinfort	2	838.07		
8	New Christopher	2	667.32		
9	Lowemouth	2	758.18		
10	Johnland	2	101.21		
11	Lake Kimfurt	5	332.25		
12	Smithshire	1	803.98		
13	Howardburgh	3	887.08		
14	East Jessicatown	2	657.85		
15	Watersview	2	895.49		
16	Port Ninaland	1	539		
17	Lake Stuartfurt	2	606.68		
18	Cooleybury	3	265.73		
19	Larsonborough	2	673.29		
20	Powellland	5	436.98		

19. . Develop a dashboard that provides an overview of key HR metrics, including headcount, performance, and training costs, using charts and pivot tables.