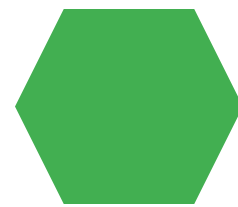# loyee Data Analysis using Excel

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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 analysis helps in making informed decisions regarding training needs, promotions, and overall workforce optimization.

PROJECT OVERVIEW

This project aims to analyze workforce data to uncover trends in performance, retention and satisfaction. By analyzing various employee metrics such as demographics, performance reviews tenure and turnover.
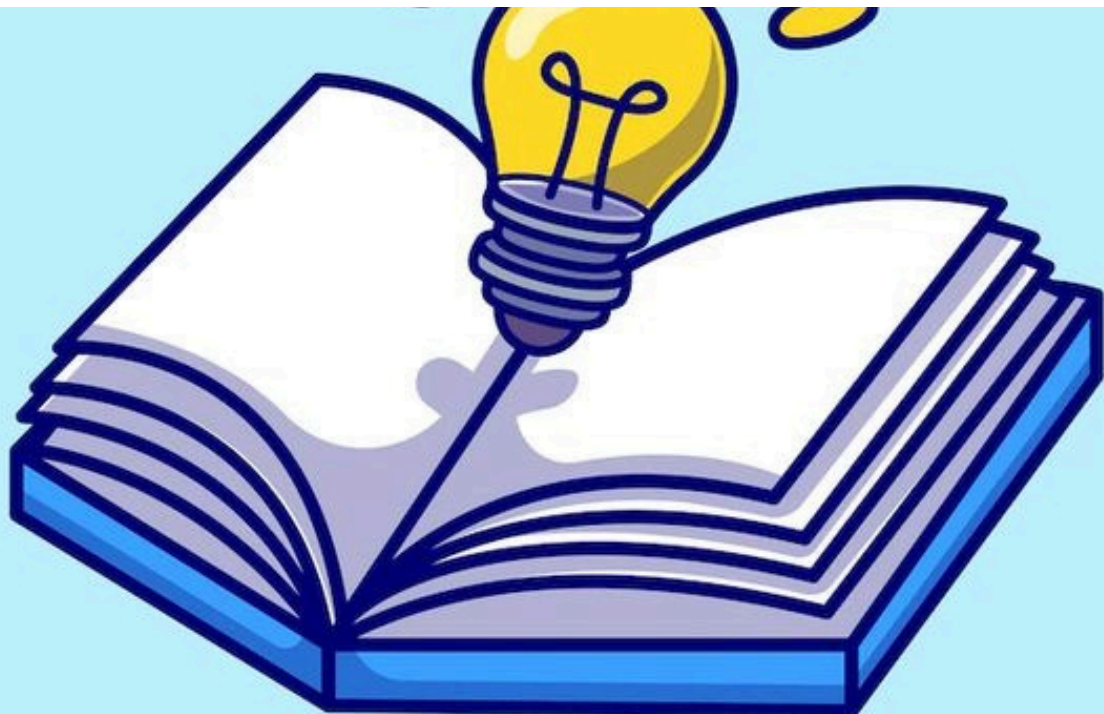
WHO ARE THE END USERS?

- Human Resources (HR) Managers:
- Department Managers/Supervisors:
- Senior Management/Executives:
- Employees:

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting -Highlight blanks
Filter   -Remove blanks
Formula   -Performance analysis
Pivot table   -Summarize information
Graph   -Data visualization

Dataset Description

Employee Dataset - From Edunet Dashboard

Available Features - 26

Necessary Features- 9

Employee Id   - In Number

Name   - In text

Performance Level – In text

Gender   - Male, Female

Employee Rating   - In Numerical value

THE "WOW" IN OUR SOLUTION

- Performance Level Analysis=IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

MODELLING

Charts

•Purpose: To visualize the data in an easily interpretable format, making trends and patterns more apparent.

•Implementation: Various types of charts (e.g., bar charts, line charts, pie charts) will be created based on the pivot table outputs. For instance, a line chart could show the trend of an employee's productivity over time, while a bar chart could compare performance across different departments.

4. Conditional Formatting

•Purpose: To highlight specific data points that meet certain conditions, making it easier to spot trends, outliers, or areas of concern.

•Implementation: Conditional formatting will be applied to cells based on rules, such as highlighting cells in red if an employee's performance falls below a certain threshold, or in green if targets are exceeded. This immediate visual cue helps in quickly identifying critical areas needing attention.
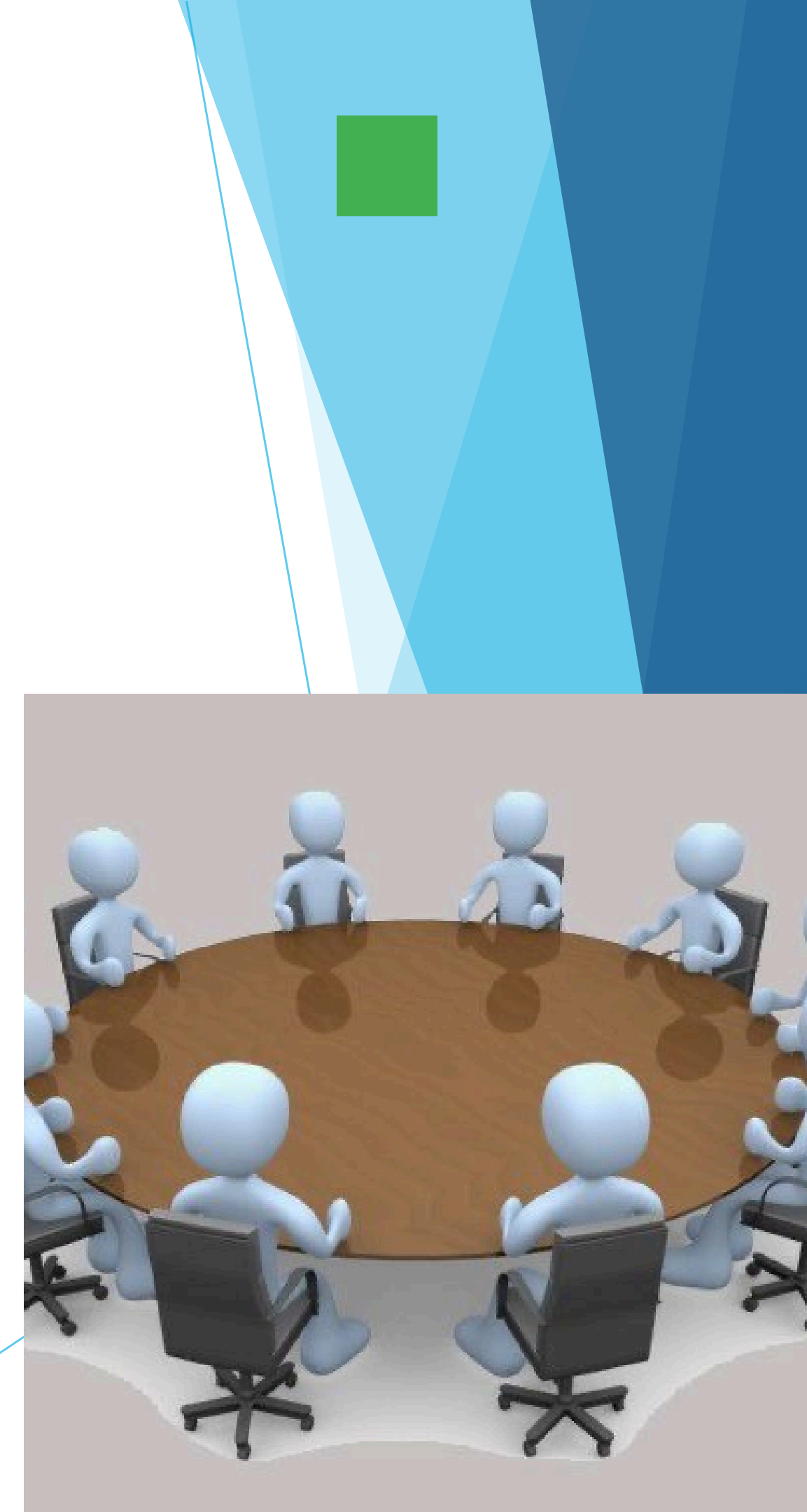
Result
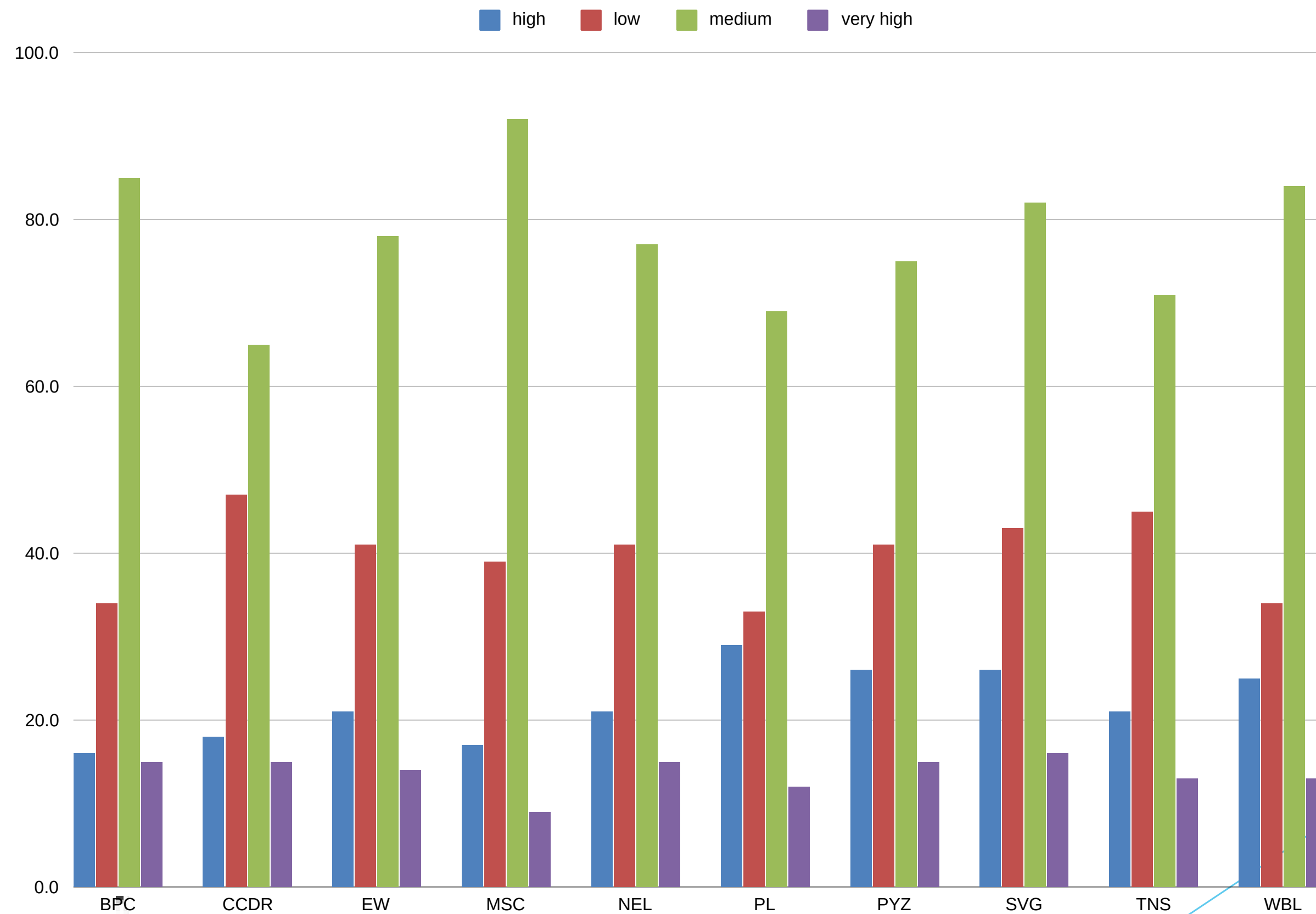
Conclusion

Employee performance analysis ,most of the employees fall within the medium performance range. A smaller group of employees shows high performance , while very few fall into the low or very high performance categories. This suggest a need to focus on elevating medium performers to high performers while addressing the factors that contribute to low performance. From this Employee performance analysis ,most of the employees fall within the medium performance range. A smaller group of employees shows high performance , while very few fall into the low