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

Set goals and expectations: Establish clear objectives, targets, and development plans.

 Enhance employee engagement and retention: Recognize and reward outstanding performance, boosting morale and motivation.

Identify leadership potential: Discover future leaders and develop succession plans.

Improve communication and feedback: Regularly discuss performance, goals, and expectations.

PROJECT   OVERVIEW

Employees performance analysis by consider various field is involves for example to achievement of the organisation, motivation to the employee
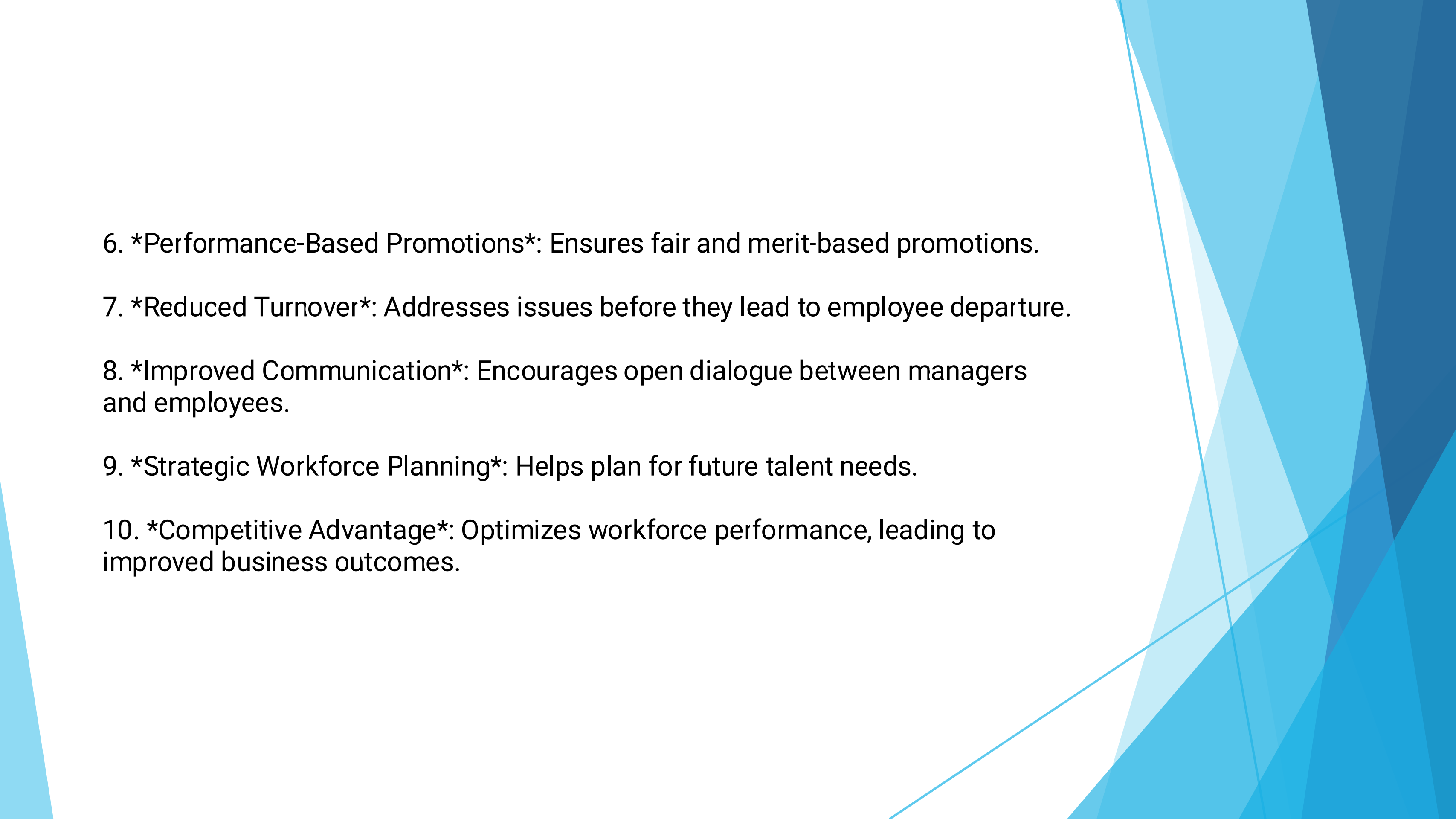
WHO ARE THE END USERS?

1. *Improved Productivity*: Identifies areas for improvement, leading to increased efficiency and productivity.

2. *Informed Decision-Making*: Data-driven insights inform promotions, terminations, and training needs.

3. *Enhanced Employee Engagement*: Regular feedback and coaching boost morale and motivation.

4. *Better Goal Setting*: Aligns employee goals with organizational objectives.

5. *Talent Development*: Identifies training needs and opportunities for growth.

6. *Performance-Based Promotions*: Ensures fair and merit-based promotions.

7. *Reduced Turnover*: Addresses issues before they lead to employee departure.

8. *Improved Communication*: Encourages open dialogue between managers and employees.

9. *Strategic Workforce Planning*: Helps plan for future talent needs.

10. *Competitive Advantage*: Optimizes workforce performance, leading to improved business outcomes.

Dataset Description

employees data collected from KAGGLE website.
Employees features 29 according to analysis. we taken 9 features only there are:
1.Employee ID- numerical value
2.first name- character variables
3.Last name- character variables
4.Business unit- character variables
5.employee status - character variables
6.performance score- character variables
7.current employee rating convert into performance level- numerical value convert into character variables.
8.Employees types- character variables
9.Employees classification type- character variables.

OUR SOLUTION AND ITS VALUE PROPOSITION

filter :

filter in Excel is a function that allows you to sort data within a file
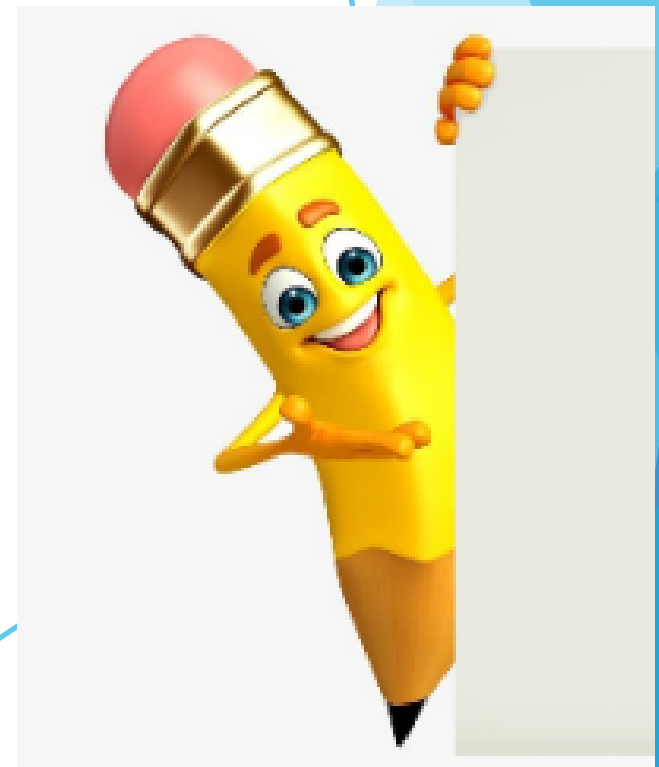
conditional formatting :

conditional formatting is a feature that highlights or changes the appearance of cells in a range based on certain conditions

pivot table

A pivot table is a tool in Excel that helps you summarize and analyze large datasets by creating a customized view of your data

Graph

A graph (also called a chart) is a visual representation of your data. It's a way to show your data in a picture format.

formula:

A formula is a calculation or operation that is performed on data to produce a result. It's a way to tell Excel to perform a specific action on your dats

THE "WOW" IN OUR SOLUTION

performance level find formula
=IFS (Z8>=5,"VERY HIGH
",Z8>=4,"HIGH",Z8>=3,"MED","TRUE","LOW")

MODELLING

 Data Collection: Gather information from the kaggle and than collect features (employees ID,first name ,last name , business unit, employees status, employees type, performance score and current employee rating)
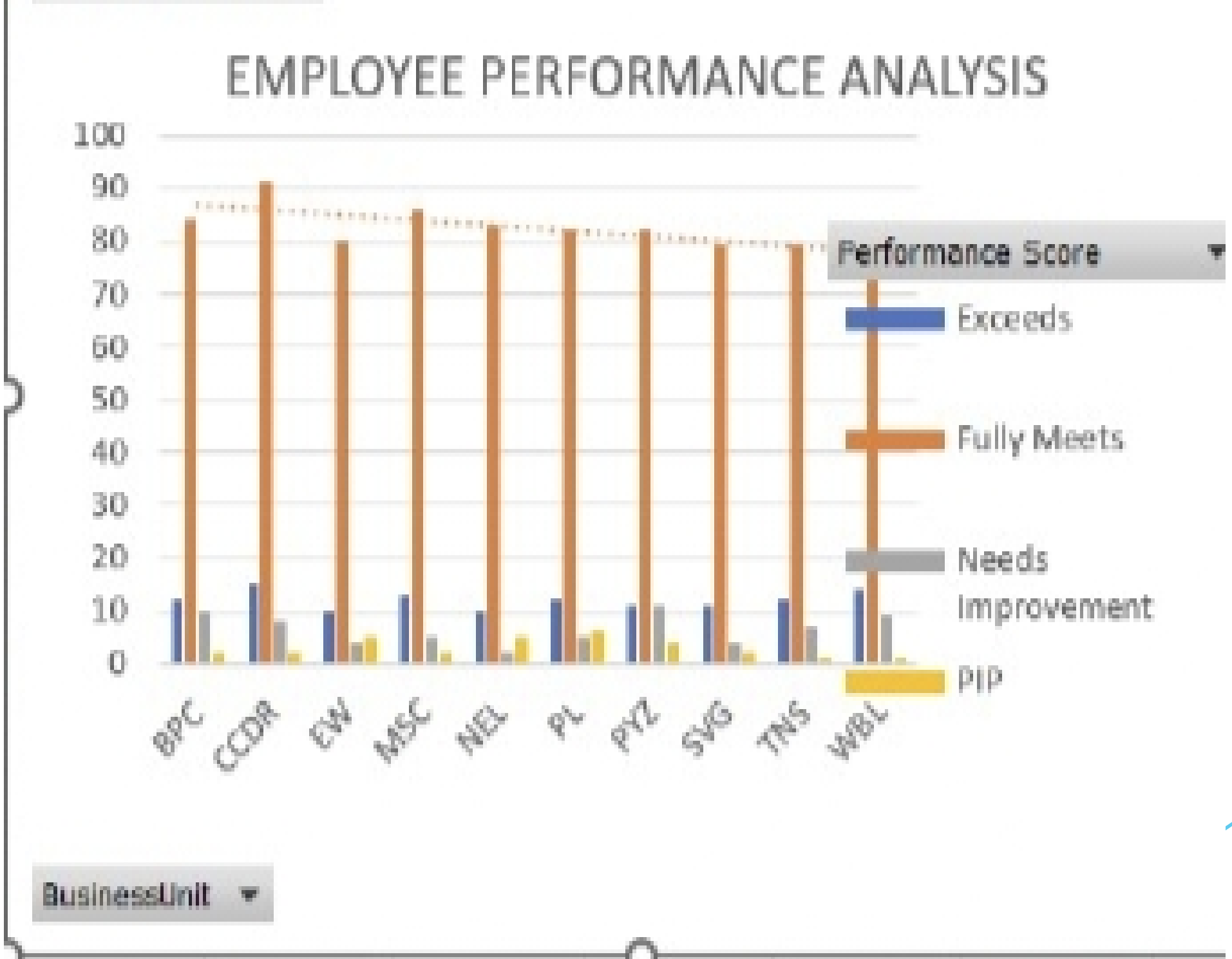
 Create a Dashboard: Set up an Excel dashboard to visualize the data, using charts, tables, and conditional formatting to highlight trends and outliers.

Use Pivot table: Employ Pivot table to summarize and analyze large datasets, allowing for easy filtering and sorting.

 Calculate Performance Metrics: Use formulas to calculate key performance indicators (IFS)

Rank and Compare Employees: compare the current employee rating (formulas:=(Z8>="VERY HIGH",Z8>="HIGH",Z8>="MED","TRUE","LOW")

RESULTS

conclusion

employees performance analysis using excel:
We analysis the employee performance according to performance level,pe performance score the finish
median level only high in the analysis.so give motivation to the employee