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

1.Analyzing employee performance is essential for boosting productivity and aligning individual contributions with organizational objectives.

2.This analysis helps pinpoint strengths and areas for growth, providing employees with constructive feedback and focused development opportunities.

3.Additionally, this process ensures fair evaluations, acknowledges top performers, addresses performance issues, and aids in strategic planning, thereby enhancing employee engagement and contributing to organizational success.

PROJECT OVERVIEW

This analysis assesses employee performance across ten business units, encompassing a total of 1,533 employees.

Performance Levels:

MEDIUM: Predominant with 778 employees.
LOW: Notable with 398 employees, suggesting areas for improvement.
HIGH: 220 employees demonstrate strong performance.
VERY HIGH: 137 employees perform exceptionally well.
Business Unit Highlights:
SVG: Leads with 167 employees and exhibits balanced performance levels.PL: Lowest total with 143 employees, indicating a need for targeted development efforts.
The objective is to identify trends, acknowledge top performers, and address performance gaps to enhance overall effectiveness.

WHO ARE THE END USERS?

Employees:
- **Feedback and Development:** Delivers constructive feedback to aid in personal growth and career advancement, which can enhance job satisfaction.
- **Recognition**: Acknowledges top performers to elevate morale and motivation.

Management:
- **Decision-Making**: Supplies data-driven insights to guide decisions on promotions, training, and resource allocation.
- **Strategy Development:** Assists in aligning employee performance with organizational objectives and pinpointing areas for strategic improvement.

Investors/Shareholders:
- **Performance Impact:** Provides insights into employee performance that can influence overall company productivity and financial results
- **Risk Management:** Aids in identifying potential risks related to workforce performance and strategic execution.

OUR SOLUTION AND ITS VALUE PROPOSITION

1. Using Filter – Find missing area (Blanks)
2. Filter – Remove blanks
3. Formula – Allocate the performance level
4. Pivot – To get detailed summary
5. Graph – Prepare the data visualization

Dataset Description

1) **Employee Details:** Kaggle
2) **Total features:** 26
3) **Relevant features:** 9
4) **Emp Id:** Numerical value
5) **Name:** Text
6) **Business Unit:** Code
7) **Gender:** Male , Female
8) **Employee rate**: Numerical value
9) **Performance level**: Grade

THE "WOW" IN OUR SOLUTION

•We used the formula below to grade employee performance levels, which helps us determine their efficiency.

=CHOOSE(MATCH(Z8, {0,3,4,5}, 1), "LOW", "MED", "HIGH", "VERY HIGH")

MODELLING

Data Collection:

Koggle – This website is used to collect data for the project.

Feature Collection:

Excel Spreadsheet: Excel is used to organize the relevant data.

Data Cleaning:

Filter Option: This tool is used to identify blank areas and this option is used to remove blanks.

Performance Level:

Grade: We use the "CHOOSE(MATCH)" formula to find the grade employee performance levels.

Formula - =CHOOSE(MATCH(Z8, {0,3,4,5}, 1), "LOW", "MED", "HIGH", "VERY HIGH")

Summary:

My pivot table was created by:
1) Selecting the data range.
2) Inserting a PivotTable and choosing the data to analyze.
3) Configuring the rows, columns, and values in the PivotTable field list.
4) Formatting and organizing the table to display counts across different categories effectively.
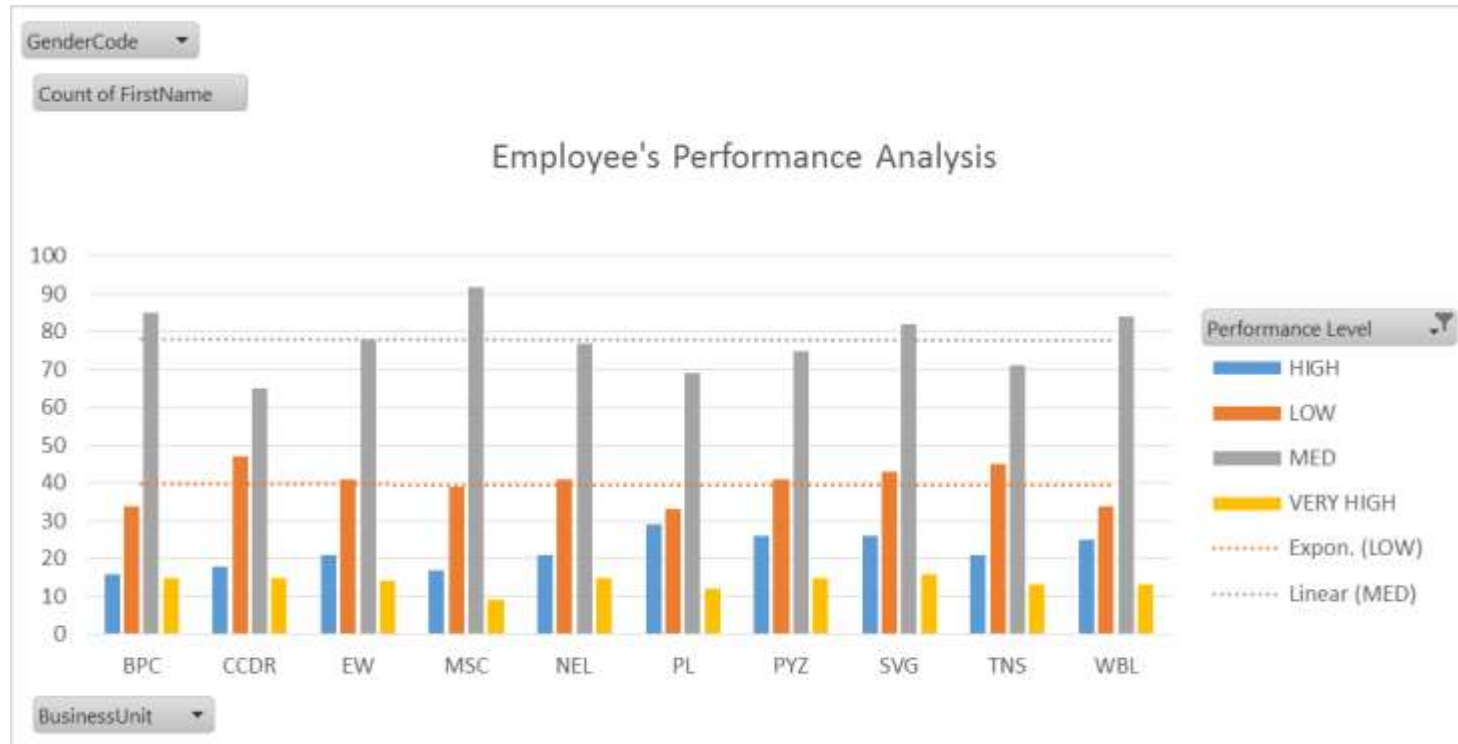
Filter – Gender
Column -Performance level
Row – Business Unit
Value – Count of First name

Visualization
Graph – Graph show automatically converted graph format based on pivot data.

RESULTS

conclusion

The employee performance analysis reveals that a substantial number of employees fall into the MEDIUM performance category, indicating an average performance level across the organization. With 778 employees in this category, focused interventions are necessary to improve performance. The LOW performance category, which includes 398 employees, points to areas requiring additional support and enhancement. Conversely, the HIGH performance category, with 220 employees, and the VERY HIGH category, with 137 employees, showcase a highly capable and exceptional workforce that significantly drives organizational success.