# Employee Data Analysis using Excel
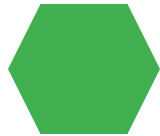
**STUDENT NAME**:   Shareena Emile carroll
**REGISTER NO:**      312110253
**DEPARTMENT**:      B.COM (GENERAL)
**COLLEGE**:      CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

# PROJECT TITLE

## 1.CURRENT EMPLOYEE RATING

# AGENDA

# PROBLEM STATEMENT

A THOROUGH ANALYSIS OF THE CURRENT EMPLOYEE RATINGS USING EXCEL

1. Employee ratings are used as a key matric in determining promotions, compensation adjustments, and development opportunities.  To evaluate the current employee rating system to ensure it accurately reflects individual performance.

   ❑ Ensuring that ratings are consistently applied across different departments and by different managers.
   ❑ Providing insights in how the current rating system could be refined to better reflect actual employee performance

# PROJECT OVERVIEW

❑ This project focuses on analysing the current employee rating system to ensure it effectively and accurately reflects employee performance across the organization.

➢ **DATA COLLECTION**:
   Gather employee rating data, including relevant attributes like employee id, department, business units, Gender code etc..

➢ **PIVOT TABLETS AND CHARTS**:
   Create pivot tablets and charts to analyse ratings across different dimensions and to obtain the roles of the employees in order to maintain a standard of rating system in organization between employees like high, low, medium ratings.

➢ **REPORTINGS:**
   Summarize the findings in a report, supported by visualizations, and provide recommendations for enhancing the rating system.

# WHO ARE THE END USERS?

➢ **HUMAN RESOURCES (HR) TEAM**:
The HR team uses employee ratings to manage performance reviews, develop employee development plans, and make decision about promotions, raises or disciplinary actions.

➢ **SENIOR LEADERSHIP AND EXECUTIVES:**
Senior leaders use aggregated employee rating data to understand overall organizational performance, identify trends across different department with talent management.

➢ **PERFORMANCE MANAGEMENT TEAMS**:
Teams or committees responsible for performance management use the ratings to ensure consistency and fairness in evaluations across the organization.

➢ **EMPLOYEES THEMSELVES:**
Employees use their own ratings as feedback to understand how their performance is viewed.

# OUR SOLUTION AND ITS VALUE PROPOSITION

➢ Our solution involves a comprehensive analysis of the current employee rating system using excel to evaluate its effectiveness, consistency and fairness. We will create clear and insightful visualizations (charts, graphs, and pivot tables)

▪ Data presentation and statistical analysis
▪ Actionable Recommendations

➢ By understanding performance trends and identifying areas of improvement, organizations can better allocate resources, design targeted training programs, and plan for future workforce needs, driving overall business success.

➢ Utilizing Excel for this analysis is cost-effective and accessible.

# Dataset Description

❑ The dataset for the employee rating system contains detailed information about each employee, including their personal attributes, job-related data, and performance ratings. This dataset is crucial for analysing the current employee ratings and performance across the organization.
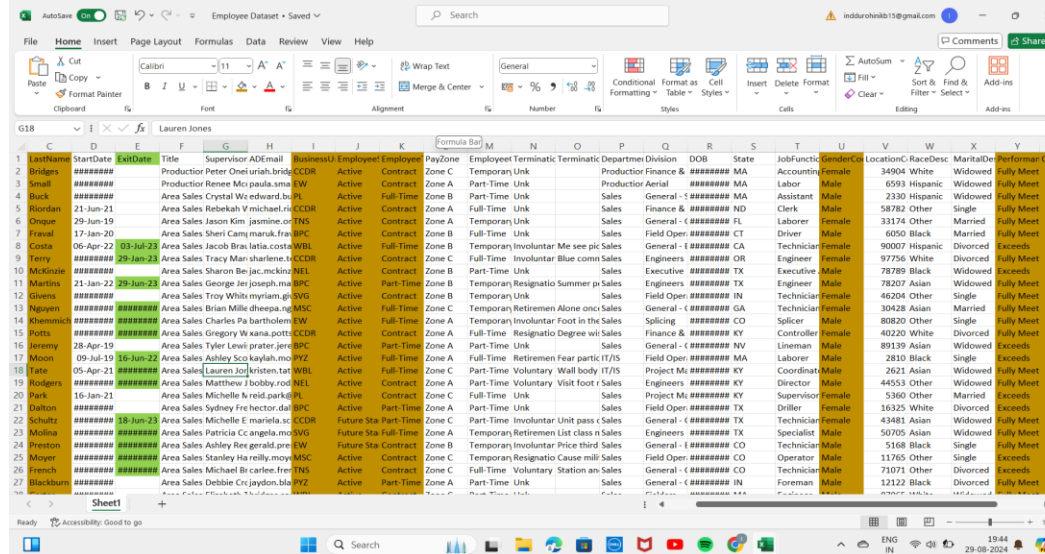
- ✓ Employee ID
- ✓ Employee Name
- ✓ Business units
- ✓ Employees status
- ✓ Pay zone
- ✓ Location
- ✓ Current employee ratings

# THE "WOW" IN OUR SOLUTION

➢ Our solution transforms complex data into interactive, easy-to-understand visualizations. These dynamic charts, graphs, and pivot tables allow decision-makers to quickly grasp key trends, compare performance across different dimensions, and make informed choices with confidence.

➢ The solution is scalable, allowing organizations to continually update and analyse their data as new ratings come in. This means that you can track performance trends in real-time and adjust strategies on the fly, keeping your organization agile and responsive to change.
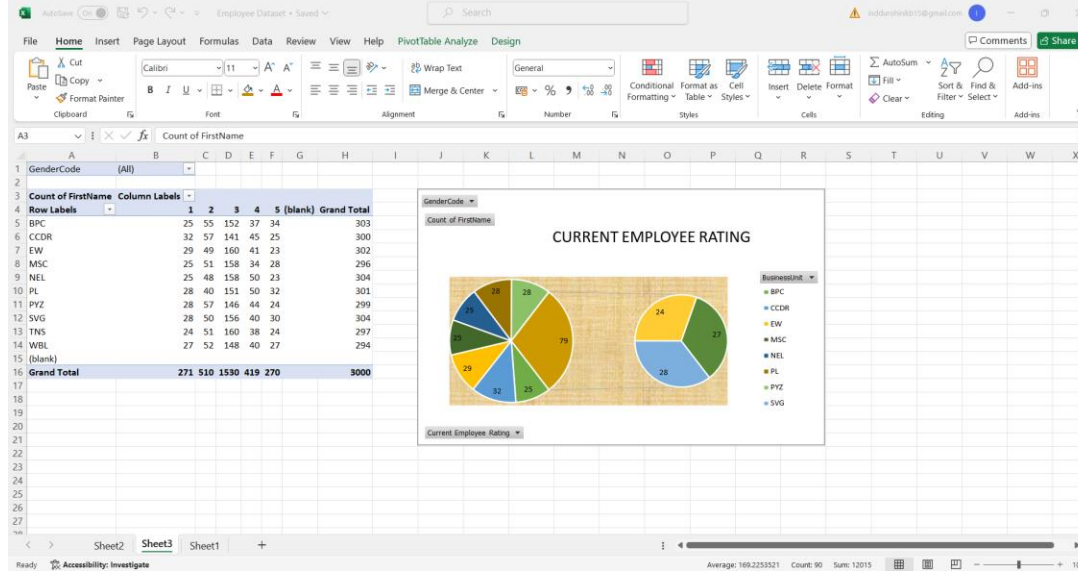
# MODELLING



➢ Group employees into clusters based on similar characteristics such as performance ratings, job roles, departments, tenure, etc.

➢ Modelling provides deeper insights into what drives employee performance, helping to focus efforts where they will have the most impact in it.

# RESULTS



➢ Provided insights into how changes in rating criteria or management practices might affect performance outcomes, guiding strategic decisions.

➢ Continuously monitor performance trends and adjust strategies based on data-driven insights to maintain an effective rating system.

# conclusion

❖ The analysis of the employee rating system using Excel has yielded significant insights into the effectiveness and fairness of the current performance evaluation process.

❖ Our exploration of key performance drivers through correlation and regression analyses has highlighted critical factors that influence employee performance. This understanding allows the organization to focus on targeted interventions.

❖ The use of dynamic visualizations and interactive dashboards has significantly enhanced our ability to interpret complex data, making it easier for stakeholders to access and understand key performance metrics.

# Thank you