

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

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Employee Performance Analysis Using Excel

AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Modelling Approach
6. Results and Discussion
7. Conclusion

PROBLEM STATEMENT

The HR department at ABC Corporation is focused on enhancing employee performance evaluation across different departments. Although performance data is collected, it is not systematically analyzed to generate actionable insights. The HR team requires a thorough analysis of employee performance metrics to identify top performers, underperformers, and emerging trends over time.

PROJECT OVERVIEW

Conduct a comprehensive analysis of employee performance metrics to highlight strengths, areas needing improvement, and overall trends. Utilize PivotTables to effectively summarize and categorize the performance data. Assess individual employee performance in relation to established benchmarks or targets. Examine performance variations linked to seasonal factors or specific projects. Develop dashboards to visually represent performance metrics for clarity and ease of understanding. Present the analysis findings to management to support informed decision-making.

WHO ARE THE END USERS?

- ← Human Resources Department
- ← Department Managers
- ← Senior Executives
- ← Learning and Development Teams
- ← Compensation and Benefits Specialists
- ← Performance Evaluation Committees

OUR SOLUTION AND ITS VALUE PROPOSITION

Solution: A flexible and adaptive performance analysis system designed to accommodate various roles, departments, and performance criteria, ensuring accurate and relevant evaluations.

Features: Data-driven analysis to support performance reviews, promotion decisions, compensation adjustments, and targeted training initiatives. Capability to analyze both current and historical performance data, with regular updates to maintain up-to-date information.

Value Proposition: Enhances efficiency and minimizes the risk of human error by providing consistent and reliable reporting across the organization, ultimately saving time and improving the accuracy of performance assessments.

DATASET DESCRIPTION

- ◀ **Employee ID:** A unique identifier assigned to each employee within the organization.
- ◀ **First Name:** The employee's first name.
- ◀ **Last Name:** The employee's last name.
- ◀ **Business Unit:** The specific department or business unit where the employee is assigned.
- ◀ **Employee Type:** The nature of the employee's employment (e.g., Full-time, Part-time, Contract).
- ◀ **Gender Code:** A code representing the employee's gender (e.g., Male, Female, Non-binary).
- ◀ **Current Employee Rating:** The latest rating or evaluation reflecting the employee's overall performance.

MODELING

←**Dataset:** Kaggle Employee Dataset.

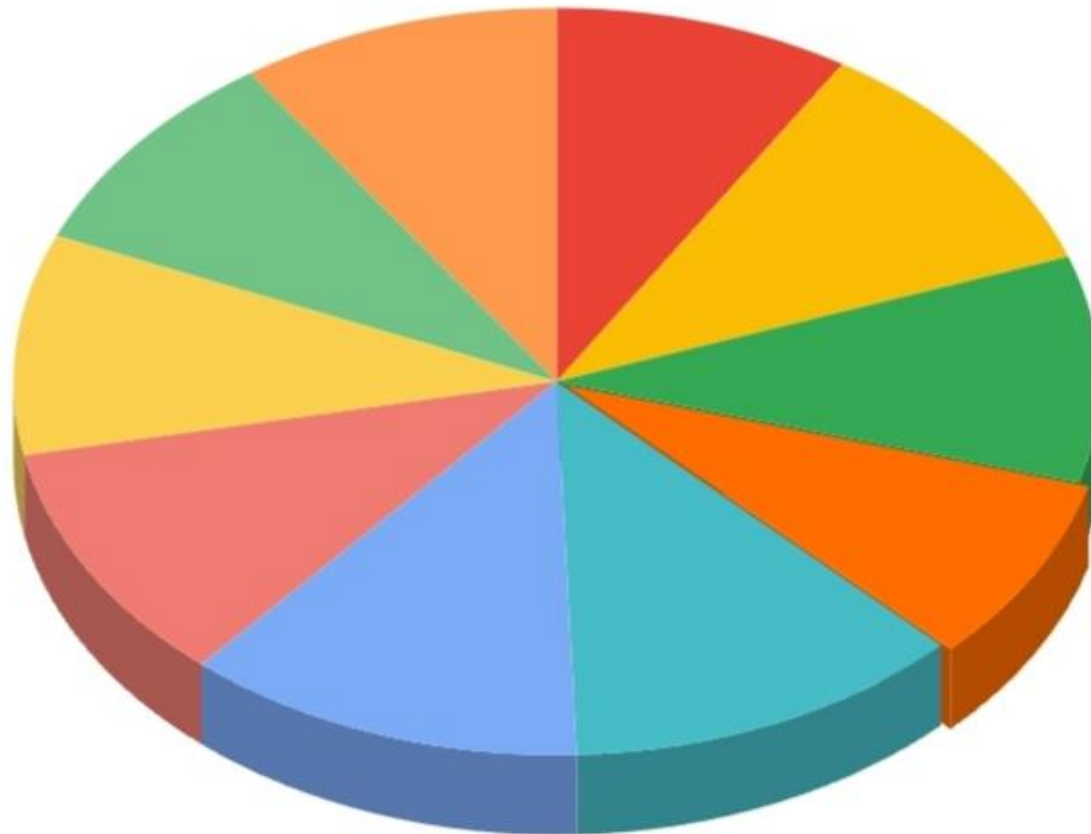
←**Feature Selection:** Utilize conditional formatting and design techniques to highlight key features and trends.

←**Data Cleaning:** Address missing values, remove irrelevant data, correct errors, and eliminate unnecessary columns and rows.

←**Pivot Table:** Summarize data using Employee ID, First Name, and Performance Score.

←**Chart:** Present employee performance based on current ratings using a column chart to visualize the data effectively.

EMPLOYEE PERFORMACE ANALYSIS



- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL

CONCLUSION

In summary, utilizing Excel for employee performance analysis offers a structured and efficient approach to evaluating and tracking performance metrics. Excel's versatile features—such as pivot tables, charts, and conditional formatting—enable clear and insightful data visualization and analysis, which supports informed decision-making. By systematically reviewing performance data, management can uncover trends, recognize strengths, and identify areas for improvement. This enables targeted actions and promotes a culture of ongoing enhancement. Regular updates and reviews of the performance data ensure that the performance management process remains adaptive and aligned with the organization's objectives.

THANK YOU!!!