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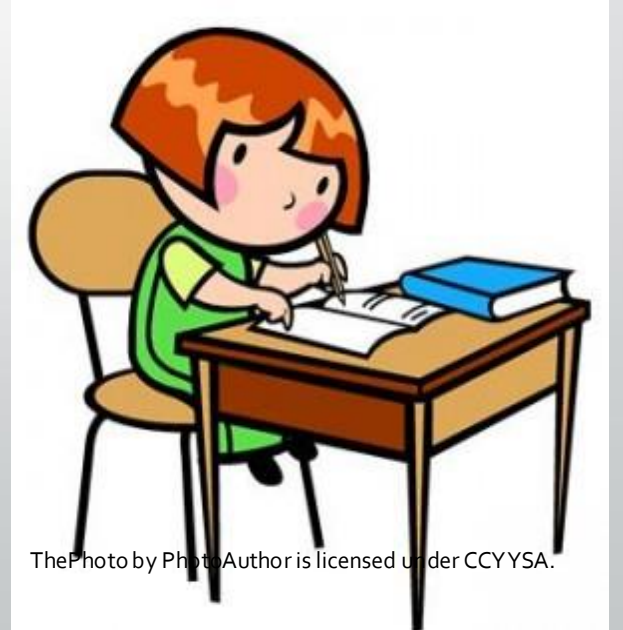


PROJECT TITLE

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

Objective:

Develop a structured and functional Excel workbook to organize Employee data. Analyze key metrics automate reporting and dashboard creation.

Data cleanup and Structuring:

Standardize data formats (e.g., dates , numbers). Remove or correct inaccuracies and inconsistencies. Organize data into clearly defined categories (e.g., Personal Information, Job Information, Compensation).

Analytical Tools:

Create formulas to calculate key metrics (e.g., total employees, average salary). Develop pivot tables to summarize and analyze data by different dimensions (e.g., department, location).



PROJECT OVERVIEW

This project will analyzing and evaluvating employees performance across various department such as Human resources, marketing, research and development, Legal, support, Engineering. This project includes graphs and pie chart and this project will result in a comprehensive, user – friendly excel tool that can be regularly updated and used by HR and management to drive performance improvements within the organisation.

WHO ARE THE END USERS?

Employees:

Individual employees may have access to their performance data and metrics to self-access and identify areas for personal improvements.

Business organisation:

Business Organisation and Analysis use the data to support performance reviews, identify training needs, and develop employee development plans. Recruitment Teams Analyze data to understand the skills and performance trends that are beneficial for hiring.

OUR SOLUTION AND ITS VALUE PROPOSITION

1.Comprehensive performance tracking :

Tracks individual and team performance across key metrics .consolidates data from multiple sources into a single, easy-to-use Excel model.

2.Dynamic Dashboards and Visualization:

Provides real-time insights through interactive charts and pivot tables.customizable views for different users (managers, HR,etc.).

3.Automated reporting:

Reduces manual effort in data collection and report generation. Regular updates ensure data accuracy and relevance .

DATASET DESCRIPTION

The dataset for employee performance analysis typically includes various metrics that reflect and employee's productivity ,quality of work,attendance,and overall contribution to the organization. Below is a description of the key columnsthat would be included in a Actionable insights which include recommendations or action items based on the analysis ,such as traing needs or performance improvements plans.

Excel dataset:

Employee Name:The employee's given name.

Gender code: A code representing the gender of the employees(e.g., M for Male, F for Female ,etc.).

Employee salary:The amount of salary that the employees gets for their work.



THE "WOW" IN OUR SOLUTION

Wow" features combine to create a powerful, efficient, and intuitive Excel –based solution that not only meets but exceeds expectations in managing and analyzing employee Performance. The solution includes and AI-driven features that suggests actionable improvements based on performance trends, helping manager to implement effective strategies for boosting productivity and employee engagement. To improvement. This holistic view promotes better strategic decision-making.

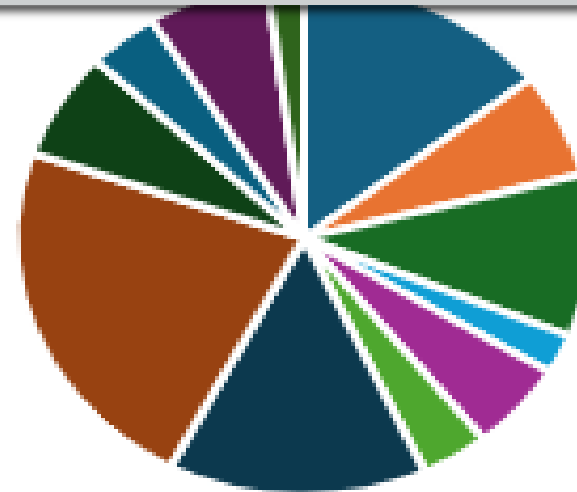


MODELLING (Pivot table)

NAME	SUM OF SALARY
Kiruba	125844
Devi	57421
Freesha	89010
Jaya	21896
Kavitha	48521
Kelvin	33465
Mani	127481
Manju	197951
Mithra	58906
Archana	34673
Angel	59876
Yuvana	17985
Grand Total	873029

To present employee performance results in Excel you can create a structured and visual appealing report. Below steps to organise and display the results effectively.

- PIE CHART



■ Kiruba ■ Devi ■ Freesha ■ Jaya
■ Kavitha ■ Kelvin ■ Mani ■ Manju
■ Mithra ■ Archana ■ Angel ■ Yuvana

CONCLUSION

An employee performance analysis using Excel offers a systematic approach to evaluating and enhancing workforce effectiveness. By leveraging Excel's data organization, calculation, and visualization tools, you can identify trends, track key performance indicators, and pinpoint areas for improvement. This analysis provides valuable insights into employee strengths and weaknesses, facilitates informed decision-making for promotions, training, and development, and ultimately supports overall organizational goals. Regular updates and careful interpretation of the data are crucial for maintaining accuracy and relevance in your performance evaluation process.