Employee performance analysis using Excel

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PROJECT TITLE

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

This analysis is created to track the performance of the employees, in order to provide promotions, incentives to the respective employees.

This analysis helps the organisation to grow by the growth of the employees of the organisation.

PROJECT OVERVIEW

- Employee Performance Analysis is created to analyse all the data like attendance, gender, age, high, medium, low, very high skilled employees of the organisation.

WHO ARE THE END USERS?

- Employees
- Managers
- Employers
- Managerial organisations
- Industrial organisations

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting - missing

Pivot tables - summary

Charts – trend

Filtering and Formula - performance

Graph – data visualization

Data Organisation

Input Data: Gather and input employee performance data, including metrics such as sales figures, project completion rates, attendance, and any other relevant indicators.

Data Analysis

Pivot Tables: Create pivot tables to summarize and analyze performance data. This helps in grouping data by employee or by metric to see overall performance.
Formulas: Use formulas to calculate key performance indicators (KPIs), such as average performance, growth percentages, or totals. For example:
=AVERAGE(range) for average performance
=SUM(range) for total performance
=COUNTIF(range, criteria) for specific counts (e.g., number of times a target was met)

Dataset Description

Employee = Kaggle
26 – Features
9 - Features
Employee id – numerical values
Name – text
Employee type
Performance level
Employee rating – numerical values

THE "WOW" IN OUR SOLUTION

- Performance level =IFS(Z8>=5," VERY HIGH" ,Z8>=4," HIGH" ,Z8>=3," MED" ,TRUE," LOW")

MODELLING

Data collection

1. *Downloaded from Edunet dashboard*

Data cleaning

1. *Identified the missing values*
2. *Filter out missing values*

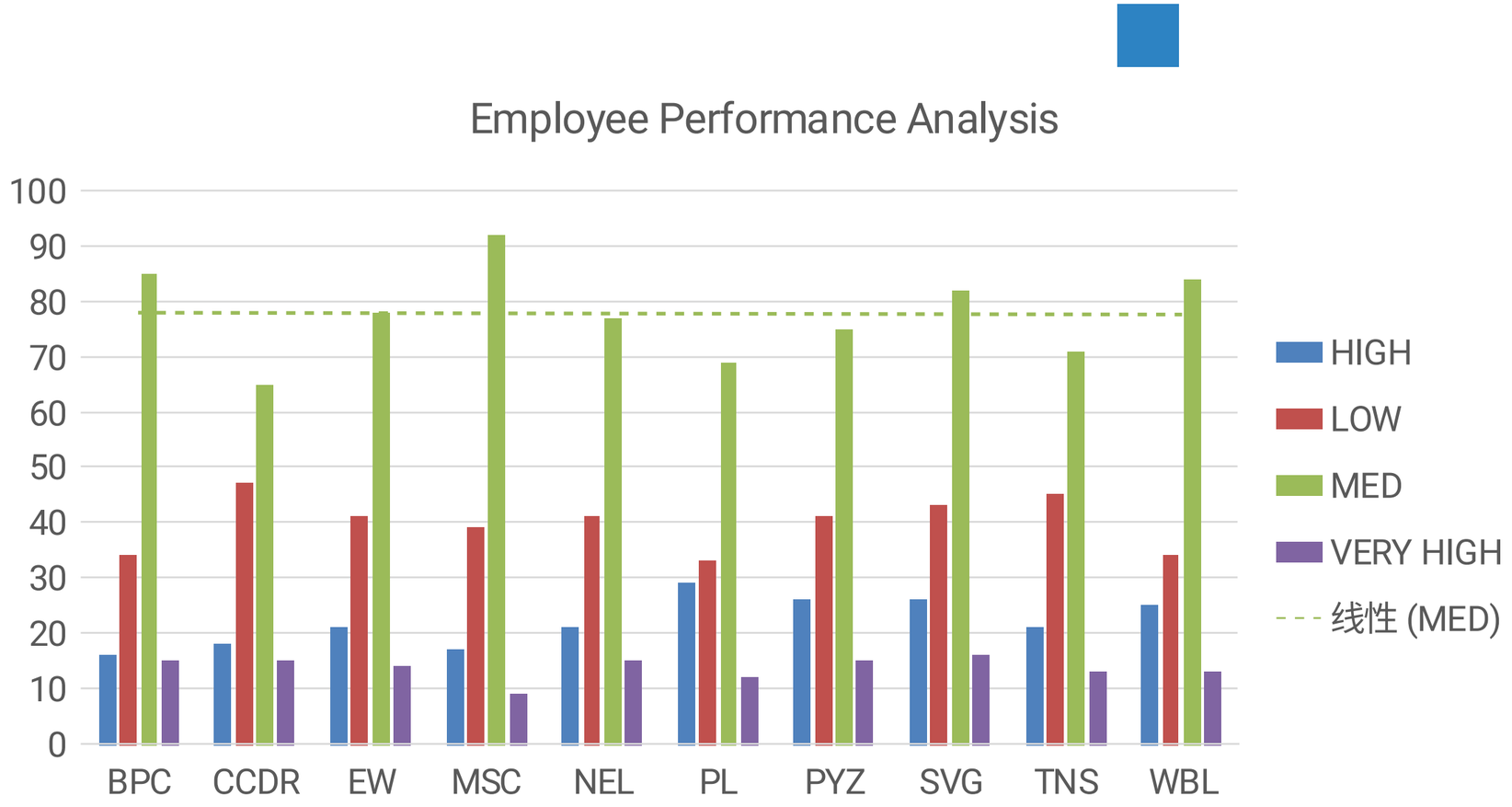
Performance level

1. *Created a formula*

Summary

1. *Pivot table*
2. *Graph*

Results


Employee Performance Analysis
100
90
80
70
60
50
40
30
20
10
0
BPC
CCDR
EW
MSC
NEL
PL
PYZ
SVG
TNS
WBL
HIGH
LOW
MED
VERY HIGH
线性 (MED)

Conclusion

In this project, we utilized Excel to conduct a comprehensive analysis of employee performance, which provided valuable insights into productivity and efficiency within the organization. By leveraging various Excel tools and functions, such as pivot tables, charts, and formulas, we were able to identify trends, strengths, and areas needing improvement among employees.

Moving forward, it is recommended that the organization regularly update and review these performance metrics to maintain accuracy and relevance. Additionally, integrating these findings into strategic planning and development initiatives will help enhance overall organizational effectiveness.