Employee Performance Analysis Report

# 1. Workforce Overview

This section summarizes the composition of the workforce across departments, job levels, and age groups, including overall employee counts and attrition rates.

## Key Statistics

- Total Employees: 7,500  
- Active Employees: 6,744  
- Exited Employees: 756 (+82.6% YoY)  
- Total Managers: 51 (stable)  
- Total Stores: 150  
- Average Salary: $27.25K

## Employee Distribution

- Largest Department: Store Operations (3,000 employees)  
- Smallest Departments: Marketing & Customer Service (150 each)  
- Workforce by Age Group:  
 • 21–30: 3,250 employees  
 • 31–40: 3,129 employees  
 • 41–50: 1,019 employees  
 • 51–60: 99 employees  
 • 61+: 3 employees  
- Attrition highest in age group 31–40 (351 exits).

# 2. Compensation Patterns

Compensation levels vary significantly across departments and job levels. Executives in certain divisions reach six-figure salaries.

- Logistics/Warehousing Executives: $153K (highest)  
- Store Operations Executives: $128K  
- Fresh Produce Executives: $110K  
- IT Executives: $115K  
- Finance Executives: $101K  
- HR Executives: $95K  
- Marketing Executives: $91K  
- Customer Service Executives: $53K (lowest)

# 3. Performance & Productivity

Performance ratings and productivity indicators provide insights into employee contribution and areas requiring development.

- Average Performance Rating: 3.7/5 (slight improvement from 3.67 previous year)  
- Performance Groups:  
 • Low: 1,646 employees  
 • Mid: 3,188 employees  
 • High: 2,252 employees  
- Top performers consistently scored above 4.5  
- Lowest performers averaged below 2.5

## Training & Satisfaction

- Average Training Hours: 2.8 (below benchmark)  
- Average Employee Satisfaction: 7.24/10  
- Productivity Index: 1.35  
- Correlation observed: higher training hours linked to higher performance ratings.

# 4. Business Outcomes

Key organizational outcomes that align employee performance with business success.

- Sales Achievement: 100.06% (targets met)  
- Customer Satisfaction: 7.5/10 (steady)  
- Average Waste: 2.84% (rated 'Good')  
- Top-performing stores exceeded 104% achievement  
- Lagging stores stayed around ~96% achievement

# 5. Attrition Analysis

Attrition remains a critical concern, particularly in mid-career staff and key operational departments.

- Highest attrition in 31–40 age group: 351 exits  
- Store Operations had 284 exits (largest volume)  
- Logistics/Warehousing: 175 exits  
- Fresh Produce: 117 exits  
- Meat/Fish & Bakery: 87 exits  
- HR, Finance, IT, Customer Service, and Marketing had minimal exits (<30 each)

# 6. Top and Bottom Performers

Insights from ranking employees and stores by performance and achievement.

- Top 10 Employees scored performance ratings between 4.51 and 4.89  
- Bottom 10 Employees scored performance ratings between 1.73 and 2.54  
- Top Stores achieved >103% sales targets  
- Bottom Stores achieved <97% sales targets

# 7. Recommendations

- Develop targeted retention programs for 31–40 age group (critical mid-career professionals).  
- Enhance training opportunities to increase productivity and reduce attrition.  
- Leverage top-performing stores as mentors for underperforming branches.  
- Balance career progression and compensation to sustain employee engagement.  
- Improve support structures in high-attrition departments (Store Operations, Logistics).