

# **Employee Data Analysis using Excel**

**STUDENT NAME:N.Afrah Firdaus**

**REGISTER NO:312220237**

**DEPARTMENT:B.com(general)**

**COLLEGE:Jeppiaar College of arts and science**

# PROJECT TITLE

## Employee Performance Analysis using Excel

# AGENDA

- Data Collection
- Setting up the excel spreadsheet
- Data Entry and Management
- Data Analysis
- Performance Evaluation
- Reporting and Recommendations
- Conclusion

# PROBLEM STATEMENT

- 1.What is the most effective way to use Excel to communicate employee performance insights and recommendations to stakeholders, such as managers and HR leaders?"
- 2.How can we create a dynamic and interactive employee performance dashboard in Excel to facilitate real-time monitoring and feedback?"



# PROJECT OVERVIEW

- Automated Performance Score Calculations
- Personalized Development .
- Recommendations,Comprehensive Performance Reports.



# **WHO ARE THE END USERS?**

The end users in an employee performance analysis using Excel are the individuals or groups who will interact with the analysis tools, dashboards, and reports to make informed decisions or take specific actions

# OUR SOLUTION AND ITS VALUE PROPOSITION

**Identify the Metrics:** Start by defining the specific performance metrics you want to track. Common KPIs include sales figures, customer satisfaction scores, task completion rates, and attendance.

**Set Targets and Benchmarks:** Determine targets and benchmarks for each KPI to provide context and measure employee performance against defined standards.

# Dataset Description

Employee Performance Dataset - IBM Edunet Portal.

Features - 29

Employee status - Text values Employee type - Text values

Location code - Numerical values

Job function description Text values

Gender code - Text values

Performance score - Text values

Current employee rating Numerical values

Feedback - Text values

# THE "WOW" IN OUR SOLUTION

To analyze employee performance using Excel, you can approach it through several key steps. Below is a solution outline that you can adapt based on the specific problem statements:

## Data Collection and Organization:

- Centralize Data
- Data Validation

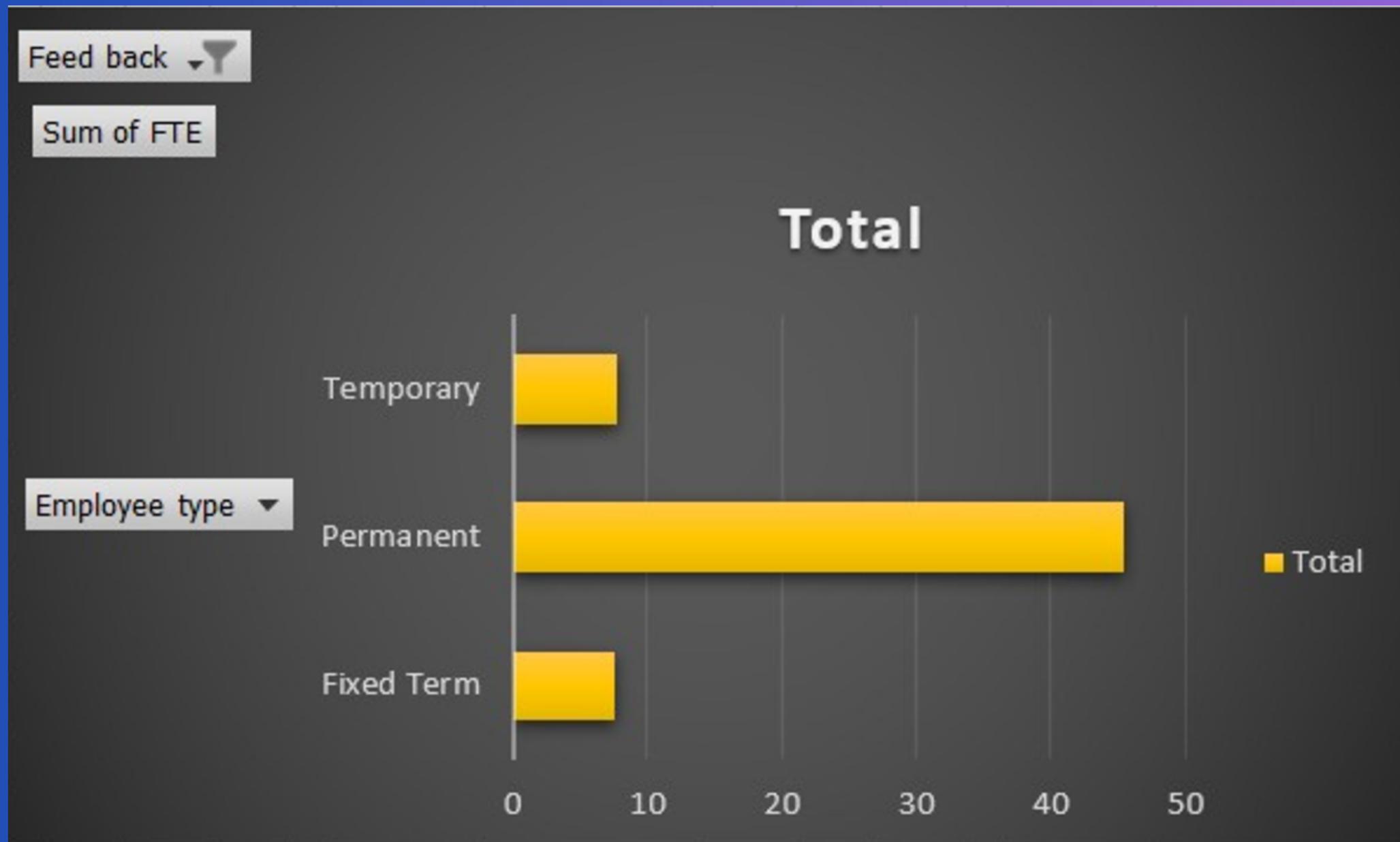
## Advanced Calculations:

- Basic Formulas
- Calculation of Performance Metrics

# MODELLING

Modeling in employee performance analysis using Excel involves creating a structured framework to assess, predict, and optimize employee performance. This can be done through a combination of statistical modeling, scenario analysis, and decision-making tools.

# RESULTS



# Conclusion

The employee performance analysis using Excel project has successfully developed an automated system for evaluating employee performance, identifying areas for improvement, and providing data-driven recommendations for development and growth. The Excel dashboard and automated calculations have improved accuracy and efficiency in performance evaluation, enabling the HR department to make informed decisions.