EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

PRESENTED BY :
STUDENT NAME: Ajay.A
REGISTER NO: 312212527
USER ID :asunm1441312212527
DEPARTMENT: B.COM (MARKETING MANAGEMENT)
COLLEGE: SREE MUTHUKUMARASWAMY COLLEGE

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
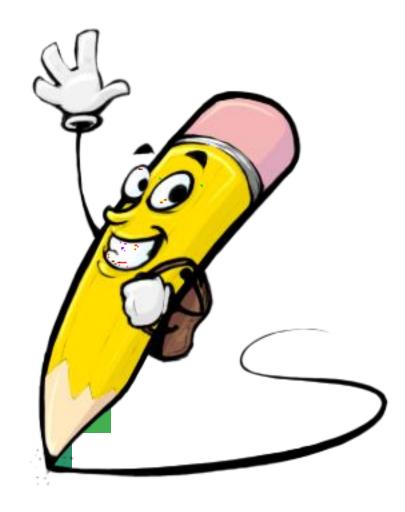7. Result and Discussion
8. Conclusion

PROBLEM STATEMENT

The problem is to identify the human resources department of ABC corporation. Identify and address performance gaps, Improve accuracy in predicting and enhancing employee performance to reduce turnover and boost productivity.

PROJECT OVERVIEW

Employee performance analysis is a systematic process of evaluating and assessing individual employee performance to identify strengths, weakness and areas for improvement. Organizations can gain valuable insights into employee productivity, potential and development needs

WHO ARE THE END USERS?

❖ Human Resource Team

❖ CEO

❖ Managing Director

❖ Employees

❖ Training and Development Team

❖ Performance review committees

OUR SOLUTION AND ITS VALUE PROPOSITION

➤ Highlighting missing values using conditional formatting.

➤ Remove missing values using Filtering.

➤ Calculate performance levels using formulas.

➤ Summarize data using Pivot tables.

➤ Visualize data using Graph.

DATASET DESCRIPTION

➤ Employee ID (numerical)
➤ Employee Name (text)
➤ Employee Type (text)
➤ Performance Level(text)
➤ Gender Code (text)
➤ Employee Rating (numerical)
➤ Employee Classification (text)
➤ Business Unit (text)
➤ Employee Status(text)

Note: The employee data set is download in kaggle. The original dataset has 26features,but we are focusing on these 9 selected features for analysis.

THE "WOW" IN OUR SOLUTION

Yes! Here is a possible "WOW" factor in our employee performance analysis solution :

- ✔ performance level formula =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")
- ✔ Unlock employee potential
- ✔ Boost productivity
- ✔ Drive business growth

STEPS FOR EMPLOYESS PERFORMANCE ANALYSIS:

❖ **DATA ACQUISITION :**

    1. Downloading the dataset from kaggle website.

    2. It is the company employees dataset .

❖ **COLLECTING THE FEATURES :**

    1. the original employees dataset has 29 features.

    2. we are focusing on the 9 selected features for analysis.

❖ **DATA CLEANING:**

    1. Using conditional formatting to highlight cells with missing values.

    2. utilize the filtering option to remove the missing values in the rows.

MODELLING

❖ **CALCULATE PERFORMANCE LEVEL:**

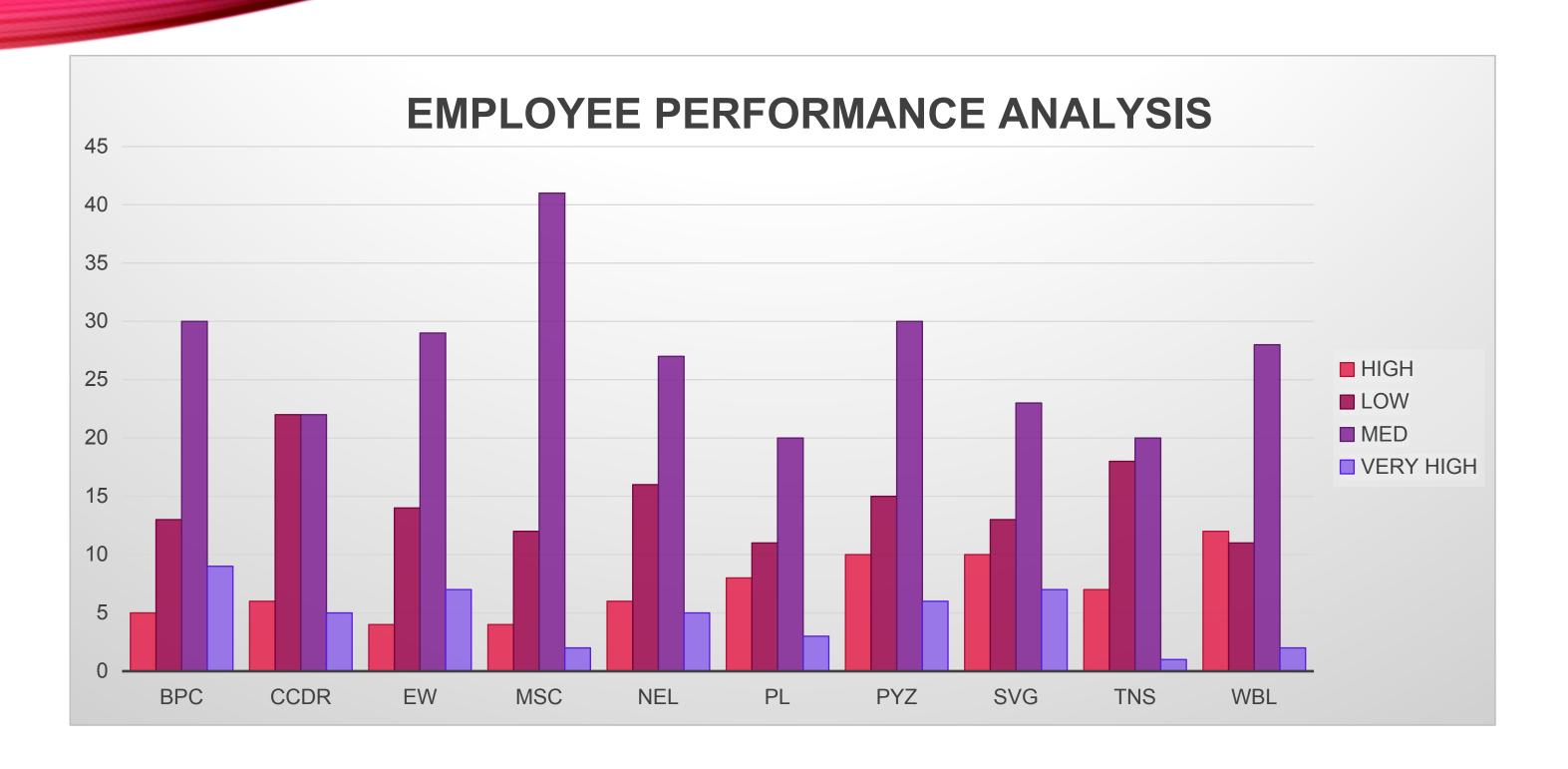   1. using IFS formula to calculating employees performance level.

❖ **DATA SUMMARIZING:**

       1. using pivot table to summarize employee performance data.

       2. enabling easy comparison and aggregation of results.

❖ **DATA VISUALIZATION :**

       1. use recommended graphs and chats to visualize employee performance.

       2. providing an intuitive and impactful way to communicate insights and trends.

EMPLOYEE PERFORMANCE ANALYSIS

CONCLUSION

This analysis provides valuable insights into employee performance , enabling data-driven decisions to enhance development ,improve evaluations and drive business growth, ultimately unlocking the full potential of our workforce.