**README: Employee Performance and Compliance Tracking**

**Overview**

This Excel workbook is designed to track and evaluate employee performance and compliance with various company policies and skills assessments. It includes individual scores for multiple tests, an analysis of overall performance, and identification of employees who need to be fired based on specific criteria.

**Contents**

**GradeBook Sheet**: This sheet contains the raw data for each employee's test scores and compliance results.

**Summary Statistics**: At the bottom of the GradeBook sheet, there are calculated statistics such as the maximum, minimum, and average scores for each test.

**Charts:** Visual representations of performance in the Safety Test, Company Philosophy Test, and Financial Skills Test.

**Columns and Data Points**

**Employee Information:**

* **Last Name**: Employee's last name.
* **First Name**: Employee's first name.

**Test Scores:**

* Safety Test: Scores out of a possible 10 points.
* Company Philosophy Test: Scores out of a possible 20 points.
* Financial Skills Test: Scores out of a possible 100 points.
* Drug Test: Binary result (1 for pass, 0 for fail).

**Performance Percentages:**

* Safety Test (%)
* Company Philosophy Test (%)
* Financial Skills Test (%)
* Drug Test (%)

**Employment Status:**

* Fire Employee: Boolean value indicating if the employee should be terminated based on test results.

**Summary Statistics**

* Max: The highest score achieved for each test.
* Min: The lowest score achieved for each test.
* Average: The average score across all employees for each test.

**Charts**

* Safety Test: A bar chart displaying the performance of each employee in the Safety Test.
* Company Philosophy Test: A bar chart showing individual scores in the Company Philosophy Test.
* Financial Skills Test: A bar chart illustrating the scores achieved in the Financial Skills Test.

**Interpretation of Data**

* High Performers: Employees who consistently score high across all tests (e.g., Jon Kern, Glenda Howard).
* Low Performers: Employees who have significant room for improvement (e.g., Karen Camehan, Blessing Trenton).
* Compliance Issues: Employees who failed the Drug Test or have been marked for termination due to low scores or non-compliance (e.g., Nancy Velinda, Karen Camehan, Blessing Trenton).

**Usage**

1. This workbook should be used to:
2. Monitor and improve employee performance.
3. Identify training needs.
4. Ensure compliance with company policies.
5. Make informed decisions about employment status based on objective data.

**Instructions**

* Updating Data: Enter new test scores and results as they become available.
* Reviewing Statistics: Use the summary statistics to get a quick overview of overall performance trends.
* Analyzing Charts: Utilize the charts to visualize and compare individual performance metrics.
* Employment Decisions: Refer to the "Fire Employee" column to make decisions regarding the retention or termination of employees based on predefined criteria.

***By maintaining and regularly updating this workbook, you can ensure that employee performance is consistently monitored and managed, promoting a productive and compliant workforce.***