Employee Data Analysis using Excel

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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. Results and Discussion
8. Conclusion

PROBLEM STATEMENT

TO EXAMINE :
HOW EFFICIENTLY THE EMPLOYEE'S
OF AN ORGANISATION ARE WORKING
IN EACH BUSINESS UNIT
RESPECTIVELY.

PROJECT OVERVIEW

- ❑ FILTERATION OF GIVEN DATA SET.
- ❑ ANALYSING PERFORMANCE LEVEL OF EMPLOYEES.
- ❑ BUILDING PIVOT TABLE.
- ❑ CONSTRUCTION OF GRAPH AND PIE CHART.
- ❑ TREND LINE AS A REFLECTION OF PERFORMANCE.

WHO ARE THE END USERS?

INSIDERS :

THE END USERS ARE THE MANAGEMENT, ADMINISTRATION, FINANCE AND ACCOUNTING SECTORS OF THE RESPECTIVE ORGANISATION.

OUTSIDERS :

THE END USERS ARE THE INVESTORS, SHAREHOLDERS, FINANCING PARTNERS, GOVERNMENT AND COMPETITORS.

OUR SOLUTION AND ITS VALUE PROPOSITION

1. IDENTIFY AREAS OF STRENGTH AND WEAKNESS.
2. SET PERFORMANCE GOALS AND TARGETS.
3. EVALUATE JOB PERFORMANCE AND PRODUCTIVITY.
4. DEVELOP TRAINING AND DEVELOPMENT programs.
5. Inform decisions on promotions, bonuses, and rewards.
6. Improve communication and feedback.
7. Increase employee motivation and ENGAGEMENT.
8. Reduce turnover and absenteeism.
9. Enhance overall organizational performance.
10. Make data-driven decisions.

Dataset Description

1. Employee I'd
2. First name.
3. Last name.
4. business unit.
5. Employee status.
6. Employee type.
7. employee classification type.
8. gender code.
9. performance score.
10. current employee rating.
11. performance level
12. martial description.
13. race description.
14. Location code.

15. Job function description.
16. State.
17. DOB.
18. Division.
19. Department type.
20. Termination description.
21. Termination type.
22. Payzone.
23. Start date.
24. Exit date.
25. Title.
26 . Supervisor.
27. ADEmail

THE "WOW" IN OUR SOLUTION

- Pivot table that gives clear cut view of the performing employees and respective business unit with certain specifications.
- Logical test formula for performance level setting:

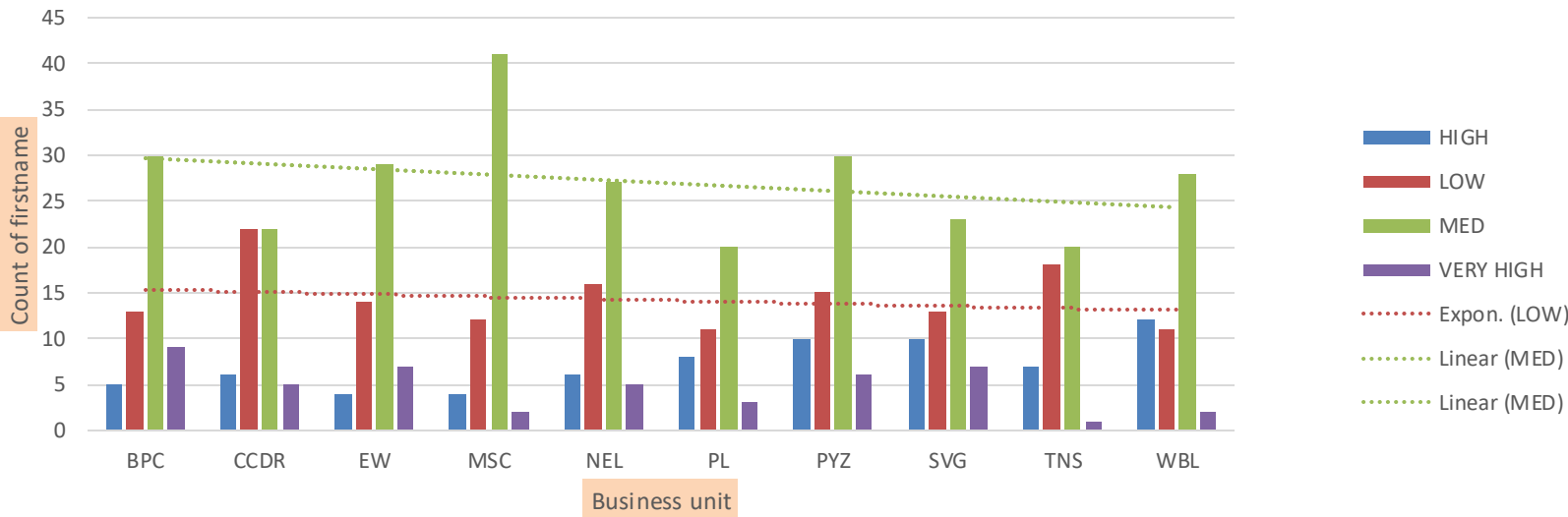 =IFS(Z8>=5,"VERYHIGH", Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

MODELLING

1. Calculated performance level by using the current employee rating .

2. Prepared pivot table.

3. Filtered pivot table.

4. Prepared a graph using pivot table data.

5. Prepared trend lines for medium and low performance.

RESULTS

Employee Performance Analysis

conclusion

In conclusion, employee performance analysis helps identify strengths, areas for improvement, and opportunities for growth. It enables better decision-making, increases productivity, and aligns individual goals with organizational objectives. Regular performance assessments foster a culture of continuous development and contribute to overall business success