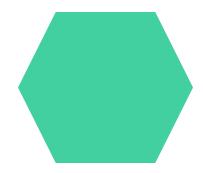# Employee Data Analysis using Excel

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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

Develop an Excel-based performance analysis tool to evaluate and track employee performance. The tool should include metrics such as productivity, quality of work, attendance, and goal achievement. It should allow for data entry, automated calculations, and graphical representations to identify high performers and areas needing improvement. The goal is to streamline performance reviews and support informed decision-making for employee development.

PROJECT OVERVIEW

The goal of the employee performance analysis using Excel is to create a comprehensive tool for evaluating employee performance across various metrics such as productivity, quality, attendance, and goal achievement. This tool will facilitate data collection, perform automated calculations, and provide visualizations (e.g., charts and graphs) to help managers assess individual and team performance. The outcome should support more informed decision-making regarding promotions, rewards, and development needs, ultimately enhancing overall organizational effectiveness.

WHO ARE THE END USERS?

HR Managers – For conducting performance reviews and managing employee records.

Team Leaders/Supervisors – For tracking and assessing the performance of their direct reports.

Senior Management – For making strategic decisions related to promotions, compensation, and organizational development.

OUR SOLUTION AND ITS VALUE PROPOSITION

Filtering : Temporarily hide unwanted data. Use filters in Excel to narrow down data in your Excel spreadsheet.

Formula : used to do mathematical calculations.

Graph: Charts and graphs are visual representations of worksheet data. These graphics help you understand the data in a worksheet by displaying patterns and trends that are difficult to see in the data.

Pivot table:Use to summarize, analyze, explore, and present summary data.

Dataset Description

Employee Details: Names, job titles, departments, and employee IDs.

Performance Metrics: Productivity scores, quality ratings, attendance records, and goal achievement percentages.

Review Period: Dates or timeframes for performance evaluations.

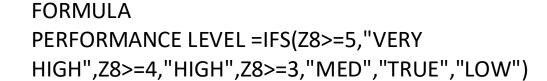**Feedback:** Qualitative comments from supervisors or peers.

Benchmarks: Target performance levels or standards for comparison.

- EMPLOYEE DATA SET_KAGGLE
- 26 FEATURES USED 9 FEATURES
- Employee I'd_numerical
- Last and first name_text
- Gender_male and female
- Employee ratiing_numbers

THE "WOW" IN OUR SOLUTION

Formula using in performance level of employee to measure and describe how precisely the variables within a dataset have been measured.

FORMULA
PERFORMANCE LEVEL =IFS(Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED","TRUE","LOW")

MODELLING

Data Collection: Input employee data such as performance metrics, goals, attendance, and feedback into structured tables.
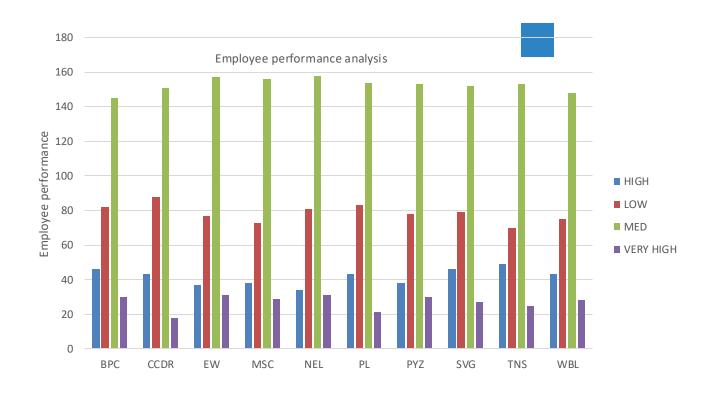
Metric Calculation: Use formulas to calculate key performance indicators (KPIs) such as average productivity, quality scores, and attendance rates.

Data Visualization: Create charts and graphs (e.g., bar charts, pie charts) to visually represent performance trends and comparisons.

Benchmarking: Establish benchmarks and thresholds for performance evaluation to identify high and low performers.

Reporting: Generate summary reports that provide insights into overall performance and areas for improvement

RESULTS

Employee performance analysis

conclusion

Using Excel for employee performance analysis enables efficient tracking and evaluation of performance metrics. By structuring data, applying calculations, and visualizing results, organizations can identify trends, assess individual and team contributions, and make informed decisions. This approach enhances performance reviews, supports employee development, and helps align efforts with organizational goals.