### Employee Data Analysis using Excel

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 1



## PROJECT TITLE

**Employee Performance Analysis using Excel**

2

# 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

3

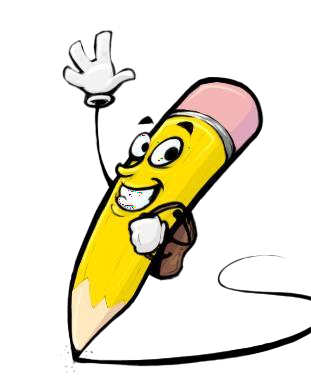
3/21/2024 **Annual Review**

**PROBLEM STATEMENT**

* **To enhance organizational productivity and employee development, our company needs a systematic approach to evaluate employee performance. Using Excel, we aim to create a comprehensive performance review template that captures key performance indicators (KPIs), tracks progress over time, and provides actionable insights. This tool will help managers identify strengths and areas for improvement, ensuring that performance evaluations are consistent, transparent, and aligned with company goals.”**



 4



5

## PROJECT OVERVIEW

* **Excel uses a large collection of cells formatted to organize and manipulate data and solve mathematical functions. Users can arrange data in the spreadsheet using graphing tools, pivot tables and formulas. The spreadsheet application also has a macro programming language called Visual Basic for Applications.**



### WHO ARE THE END USERS?

##### Employees

1. **Managers and Supervisors**

##### Human resource Department

6

**OUR SOLUTION AND ITS VALUE PROPOSITION**

1. **Performance Management System**:
   * **Real-Time Feedback**: Implement a system that allows for continuous feedback rather than annual reviews. This helps employees understand their performance in real-time and make necessary adjustments.
   * **Goal Setting and Tracking**: Use SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals to help employees set and track their objectives.
   * **Development Plans**: Create personalized development plans that align with both the employee’s career aspirations and the company’s goals.
2. **Employee Engagement Tools**:
   * **Surveys and Polls**: Regularly gather employee feedback to understand their needs and concerns.
   * **Recognition Programs**: Implement programs that recognize and reward employees for their hard work and achievements.
3. **Training and Development**:
   * **Skill Development**: Offer training programs that help employees develop new skills and advance their careers.
   * **Leadership Training**: Provide leadership development programs to prepare employees for future leadership roles.



7

# Dataset Description

Employee dataset

The data consist of 26 features, here features used are

1. Employee Id- which has numerical values
2. Employee Name -which contains text
3. Employee Type-
4. Performance Level of the Employee
5. Gender of the employee
6. Employee rating – which has numerical values



## THE "WOW" IN OUR SOLUTION

#### Performance Level =IFS(Z8>=5,”VERY HIGH”,Z8>=4,”HIGH”, Z8>=3, “MEDIUM”,TRUE,”LOW”

9

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# MODELLING

Data Collection

Download the data from Edunet Dash Board Collect data on employees such as:

* 1. Employee Id
  2. Employee Name
  3. Department
  4. KPIs(Sales figures,project completion Rate,etc.)
  5. Performance rating

Data cleaning

1. Removing Duplicates
2. Handling missing values
3. Standardizing Data Formats
4. Correcting Data entry Errors
5. Removing Outliers
6. Ensuring Consistency in Naming Conventions

 10

Performance Level

1. Select the data
2. Insert Pivot Table to summarize the data
3. Select the rows, columns and values
4. Create a table
5. Select the table
6. Insert the chart to calculate the performance of the employee

# RESULTS

45  **~~Employee Performance Analysis~~**

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35

30

VERY HIGH

25

HIGH

20 LOW

MEDIUM

15 Expon. (LOW)

10 Linear (MEDIUM)

5

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BPC CCDR EW MSC NEL PL PYZ SVG TNS WBL

 12

# conclusion

**When concluding an employee performance analysis using Excel, it’s important to summarize the key findings and insights derived from the data. Here are some points you might include in your conclusion:**

1. **Overall Performance Trends**: Highlight the general performance trends observed across the team or organization. Mention any significant improvements or declines in performance metrics.
2. **Individual Performance**: Summarize the performance of individual employees, noting any standout performers as well as those who may need additional support or training.
3. **Achievement of Goals**: Discuss how well the employees met their performance goals and objectives. Highlight any areas where goals were consistently met or exceeded, as well as areas where there were shortfalls.
4. **Strengths and Weaknesses**: Identify common strengths and weaknesses across the team. This can help in planning future training and development programs.
5. **Recommendations**: Provide actionable recommendations based on the analysis. This could include suggestions for training, changes in processes, or other strategies to improve performance.
6. **Future Outlook**: Offer a brief outlook on future performance expectations and any planned initiatives to address the findings from the analysis.