EMPLOYEE DATA ANALYSIS USING EXCEL

- Name: S.DARSHINI

- Register no:312210291

- Department: B.com(G)

- College: GSSJC for women

- Employee Performance using excel

AGENDA

Problem statement

Problem overview

End user

Our solution and proposition

Dataset description

Modelling approach

Result and Discussion

Conclusion

PROBLEM STATEMENT

-

- It is difficult to evaluate employee performance, which may result in increased errors, higher turnover, or reduce our ability to manage improvements. We've now tied the problem we see, some gap in evaluating employee performance, to the potential impacts.

PROJECT OVERVIEW

- Project overview in Excel can include a summary of project information, such as the project name, start and end dates, and percent complete. It can also include a table of all the project information.

-

WHO ARE THE END USER

- The end users of employment performance analysis in Excel are typically HR professionals who use the tool to analyze data and develop insights that can inform business and people decisions.

-

- Excel can be used to:

-

- Visualize performance trends: Use bar and line charts to visualize performance trends over time.

-

- Analyze data: Use natural language queries to ask questions about data without writing complicated formulas.

-

OUR SOLUTION AND IT'S VALUE PROPOSITION

- Here are some ways to use Excel for performance analysis and employee value proposition (EVP) development:

-

- Create a new column with an IF function

- You can use the IF function to test a logical statement and create a new column based on the result. For example, you can use the IF function to create a column that classifies employees as tenured if they've worked for the company for more than four years.

-

- Highlight employees by performance rating

- You can sort a list of employees by performance rating from highest to lowest. You can then calculate the top 5%, 15%, 65%, 10%, and 5% of employees.

-

DATASET DESCRIPTION

- When analyzing employment performance in Excel, you can use data such as:

-

- Employee information: Each employee should have a unique number, start date, and date of birth.

-

- Diversity reporting: Gender and ethnicity can be used for diversity reporting.

-

- Job classification: Jobs can be classified by type, category, and level.

-

- Department and location: Office location and department fields can be used to report on specific areas.

-

THE "WOW" IN OUR SOLUTION

- This article, let's look at how to create a Kepion report with Week Over Week (WoW), Month Over Month (MoM), and Year Over Year (YoY) comparisons. For more information on Year to Date and Month to Date calculations, refer to this article. Note: This is NOT a general tutorial on calculating WoW, MoM, and YoY.

MODELLING

- Here are some ways to model employee performance analysis in Excel:

-

- Pull in data

- Gather data on the employees, their compensation, and their performance. This can include data on their roles, territories, teams, demographics, base salary, target compensation, and historical incentive payouts.

-

- Build a correlation matrix

- To see which variables are most important to performance, you can build a correlation matrix. This can be done by dragging and dropping the Linear Correlation node and connecting it to the data set.

-

- Use Power Pivot

- This Excel add-in allows you to create data models and perform data analysis. You can use it to combine large amounts of data from different sources, analyze information, and share insights.

-

RESULTS

- Excel can be used to analyze employee performance in a number of ways, including:

-

- Templates

- There are many Excel templates available for employee performance analysis, including templates with rating systems, 9-box grids, and more.

-

- PivotTables

- PivotTables can be used to calculate group-level summary statistics, such as averages, minimums, and maximums. For example, you can use a PivotTable to compare monthly salaries between departments.

-

- Analyze Data

- This feature works best with clean, tabular data that's formatted as an Excel table.

-

- Data validation

- You can use data protection features and validate data inputs to ensure data accuracy and consistency.

-

CONCLUSION

- Here are some tips for using Excel to analyze employee performance:

-

- Customize the template: Make sure the template aligns with your organization's goals and objectives.

-

- Provide objective and honest ratings: Include numeric scales and open-ended questions to collect quantitative and qualitative data.

-

- Engage employees: Make the evaluation a two-way conversation and help employees improve.

-