

Employee Data Analysis using Excel



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PROJECT TITLE

**Employee Performance Analysis
using Excel**

AGEND

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- 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

Problem Statement:

- Employee ID
- Name
- Job Title
- Sales Target
- Actual Sales
- Customer Satisfaction Rating
- Project Completion Rate (percentage)
- Quality Rating



PROJECT OVERVIEW

1. Develop an Excel dashboard to track and analyze employee performance metrics.
2. Provide a comprehensive view of employee performance, identifying strengths and weaknesses.
3. Enable HR to make data-driven decisions regarding employee development, promotions, and performance improvement plans.

Deliverables:

1. Excel dashboard with calculations and visualizations.
2. Report summarizing key findings and recommendations.

Resources:

- Excel software.
- Sales performance data.
- HR expertise (optional).

Assumptions:

- Data accuracy and integrity.
- Consistent data formatting.
- No external dependencies or system integration required.

Key Benefits:

- Data-driven insights for HR decision-making.
- Improved employee performance management.
- Enhanced employee development and growth opportunities.



WHO ARE THE END USERS?

End Users for Employee Performance Analysis using Excel Project:

1. *HR Managers*:

Primary users who will utilize the dashboard to analyze employee performance, identify areas for improvement, and make data-driven decisions.

2. *Team Leads/ Supervisors*: Will use the dashboard to monitor team performance, provide feedback, and develop targeted improvement plans.

3. *Department Heads*: Will utilize the dashboard to evaluate departmental performance, identify trends, and make strategic decisions.

5. *Executives/Upper Management*: Will receive summarized reports and insights to inform strategic decisions, resource allocation, and company-wide initiatives.

6. *Employees*: May access the dashboard to view their individual performance, set goals, and track progress (optional).

These end users will benefit from the Excel dashboard's ability to:

- Simplify complex performance data
- Provide actionable insights
- Facilitate data-driven decision-making
- Enhance employee development and growth
- Improve overall organizational performance

OUR SOLUTION AND ITS VALUE PROPOSITION

Our Solution:

Employee Performance Analysis Dashboard in Excel

Value Position:

Our Excel-based solution empowers HR professionals and managers to make data-driven decisions, driving employee growth and organizational success. By providing a comprehensive and user-friendly dashboard, we help:

1. _Streamline performance analysis_: Automate calculations, reduce manual errors, and save time.

- 2. _Customization_:** Tailor the dashboard to meet your organization's specific needs.
- 3. _Comprehensive analysis_:** Evaluate multiple performance metrics in a single dashboard.
- 4. _Cost-effective_:** Leverage existing Excel software, minimizing additional costs.
- 5. _Scalability_:** Easily adapt the dashboard to accommodate growing organizational needs.

By implementing our Employee Performance Analysis Dashboard, organizations can unlock the full potential of their workforce, driving business success and competitiveness.



Dataset Description

***Descripción:** Este conjunto de datos contiene información sobre el rendimiento de 20 empleados de ventas durante el último trimestre.

***Variables:**

1. ***Employee_ID***
(Identificador único del empleado)
2. ***Name*** (Nombre del empleado)
3. ***Job_Title*** (Título del puesto del empleado)
4. ***Sales_Target***
(Objetivo de ventas del empleado)
5. ***Actual_Sales*** (Ventas reales del empleado)
6. ***Customer_Satisfaction_Rating*** (Calificación de satisfacción del cliente, de 1 a 5)
7. **Project_Completion**



THE "WOW" IN OUR SOLUTION

Our Employee Performance Analysis using Excel solution offers several impressive features that will leave you wondering how you ever managed without it!

1. ***Automated Calculations***: Our dashboard automatically calculates employee performance scores, saving you time and reducing manual errors.

2. ***Interactive Visualizations***: Engaging charts and graphs provide a clear picture of employee performance, making it easy to identify trends and areas for improvement.

3. ***Customizable***: Tailor the dashboard to meet your organization's specific needs, with adjustable weightages and metrics.



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Employee Evaluation Template			
Description		Revision	
Rating description	Score	Manager Name	Rating date
Employee Name		Employee Name	
Evaluation Period		Total Overall Score (Out of 100 points)	
FUNCTIONAL SKILLS	Max. Marks	10	
CRITERIA	SCORE	SUB TOTAL	
Quality of Work (Out of 10 Marks)			
Attention, accuracy and timeliness of work	5		
Adherence to duties and procedures in job description and Work Instruction	5		
Consistency with organizational/functional goals	5		
Work Habits (Out of 20 Marks)		20	
Punctuality/Attendance	5		
Attendance	5		
Team: Use employee's way: Find the things to do, solve problems in workplace	5		
Schedule organization and work habits	5		
Job Knowledge (Out of 10 Marks)		10	
Skill and ability to perform job satisfactorily	5		
Team: Learning, in learning and improving	5		
Performance rating	5		
Score System	Score	100%	10
Excellent	5		
Good	4		
Below Average	3		
Average	2		
Unsatisfactory	1		
INTERPERSONAL SKILLS	Max. Marks	10	
CRITERIA	SCORE		
Interpersonal relations/behaviors (Out of 10 Marks)			
Respectful and courteous to team members	5		
Respectful and courteous to management and customers	5		
Team: maintain positive work attitude	5		
Team: will to change circumstances	5		
Team: feedback to improve	5		
LEADERSHIP SKILLS	Max. Marks	10	
CRITERIA	SCORE		
Leadership (Out of 10 Marks)			
Ability to guide the team, accept challenges, set responsibilities and roles (Out of 10)	10		
Team: Motivate, contribute to organization and function and personal growth (Out of 10)	10		
Team: will to change circumstances	10		
TOTAL			
OVERALL PERFORM			
Employee performance and learning to meet efficiency and effectiveness to achieve at a satisfactory rate			
Employee performance and learning to meet efficiency and effectiveness to achieve at a satisfactory rate			
Employee has successfully demonstrated outstanding overall performance			

conclusion

Our Employee Performance Analysis using Excel project has successfully demonstrated the power of data-driven insights in evaluating employee performance. By leveraging Excel's capabilities, we have:

- 1. *Simplified complex performance data* into actionable metrics.**
- 2. *Identified top performers* and areas of excellence.**
- 3. *Pinpointed underperformers* and opportunities for growth.**
- 4. *Provided data-backed recommendations* for HR initiatives and employee development.**

