

# 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

**Measurement Difficulties:** Many organizations face challenges in establishing reliable metrics to quantify employee performance accurately. Traditional performance evaluation methods often fail to capture the full scope of an employee's contributions, leading to incomplete or biased assessments.

**Impact of Performance Factors:** There is a need to understand how various factors—such as motivation, job satisfaction, work environment, and leadership—impact employee performance. This understanding is crucial for developing strategies that enhance performance.

**Alignment with Organizational Goals:** Ensuring that employee performance metrics align with organizational goals and objectives is a significant challenge. Misalignment can lead to inefficiencies and reduced effectiveness in achieving strategic targets.



# PROJECT OVERVIEW



The system's streamlined methods of data collection, analysis, and visualization are intended to improve performance data management's effectiveness.

It includes the subsequent elements:

## **Gathering Data:**

Gather information on key performance indicators (KPIs) like tasks finished, attendance records, sales income, operational effectiveness, and manager assessments.

## **Formulas and Data Entry:**

Arrange the information in Excel tables to guarantee well-organized storage.

Apply the proper formulas to calculate efficiency metrics, performance scores, and other pertinent indicators.

## **Formatting on Condition:**

To find and draw attention to performance anomalies, such as underperformers and top performers, use conditional formatting techniques.

## **Tools for Data Analysis:**

Utilize Excel's analytical tools, such as PivotTables, charts, and trend lines, to compile and display performance information for a range of categories, such as teams, departments, and time periods.



# WHO ARE THE END USERS?

**Managers**

**Employees**

**Stakeholder**

**Executives**





# OUR SOLUTION AND ITS VALUE PROPOSITION



It allows the company to methodically monitor, evaluate, and display worker performance according to important factors:

**Automated data collection and calculation:**

Using automated data collection and calculation helps the organization avoid issues.

**Alerts:**

By employing conditional formatting, it is possible to recognize top performers and pinpoint areas of underperformance.

**Detailed reporting:**

It assists management and HR in making wise decisions and preventing misunderstandings.

**Customizable dashboards:**

These aid in comparison-making and performance trend visualization for HR and management.

# Dataset Description

The dataset used in this employee performance analysis contains various performance related attributes, which includes,

- Employee ID
- First name
- Last name
- Business unit
- Employee status
- Employee type
- Employee classification type
- Performance score
- Current employee rating



# THE "WOW" IN OUR SOLUTION



Performance level=IF(AND(Z8>=5),"VERY HIGH",IF(AND(Z8>=4),"HIGH",IF(AND(Z8>=3),"MED","LOW"))))



# MODELLING

## **1)DATA COLLECTION:**

THE DATA HAS BEEN COLLECTED THROUGH EDNUT DASH BOARD.

## **2)FEATURE COLLECTION:**

THE LISTED 10 FEATURES WERE TAKEN FOR THE ANALYSES OF DATA.

## **3)DATA CLEANING:**

IDENTIFYING THE MISSING VALUES.

FILTERING OF THOSE MISSING VALUES

## **4)CALCULATION OF PERFORMANCE LEVEL:**

BY CONSIDERING THE CURRENT EMPLOYEE RATING, I FOUND THE PERFORMANCE LEVEL USING THE FORMULA.

## **5)SUMMARY OF PIVOT LEVEL:**

SEGREGATING OF CERTAIN FEATURES TO ROWS, COLUMNS, HEADING AND SO ON.

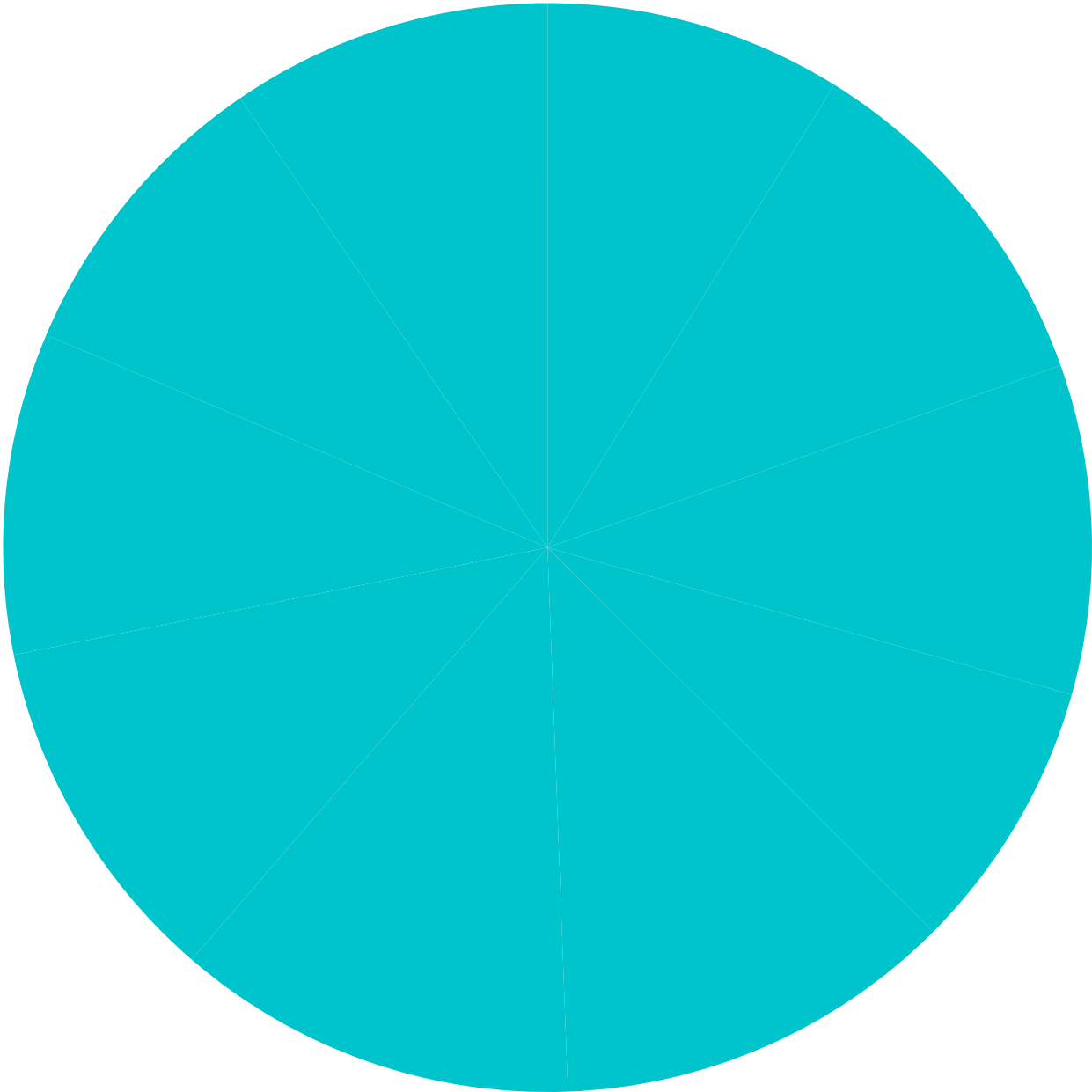
## **6)VISUALIZATION:**

ONCE COMPLETED WITH PIVOTTABLE, CREATED THE GRAPH FOR PRESENTATION VISUALIZATION.

# RESULT

S

- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL



# conclusion

This system provides organizations with an effective, efficient, and adaptable way to maximize employee performance management. Enhancing the accessibility and actionability of performance data fosters ongoing workforce productivity improvements and the development of a goal-oriented, driven team.

For companies seeking to enhance workforce management, putting in place an Excel-based employee performance analysis system is a wise and doable strategy. It makes it easier to monitor important performance indicators and offers instantaneous insights, assisting managers in making decisions based on facts. Due to its adaptability, affordability, and scalability, the system is available to companies of all sizes.