

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



Lack of Motivation: Insufficient motivation or engagement can result in lower effort and enthusiasm towards work tasks

Inadequate Skills or Training: Employees may lack the necessary skills or knowledge to perform their tasks effectively, impacting productivity

Health and Well-being Issues: Physical or mental health issues, including stress and burnout, can significantly affect an employee's productivity

Morale and Job Satisfaction: Unfulfilled needs, lack of recognition, or poor work culture can lead to disengagement and decreased productivity



PROJECT OVERVIEW



Trend Analysis: Historical Data: Analyze trends over time by comparing current performance with historical data to identify improvements or

Demand. Forecasting: Use Excel's forecasting tools to predict future performance based on historical trends.



WHO ARE THE END USERS?

Executives and Senior Leadership: They review aggregated performance data to make strategic decisions, set organizational goals, and evaluate overall company performance.

Employees Themselves: Individual employees may use performance data to understand their own performance, set personal development goals, and track progress over time.

OUR SOLUTION AND ITS VALUE PROPOSITION



Executives and Senior Leadership: They review aggregated performance data to make strategic decisions, set organizational goals, and evaluate overall company performance.

Employees Themselves: Individual employees may use performance data to understand their own performance, set personal development goals, and track progress over time.



Dataset Description

A dataset for employee performance analysis in Excel typically includes the following components:

Assessment Scores:

Performance Reviews: Scores or ratings from periodic performance evaluations

Feedback Ratings: Scores from peer or supervisor feedback surveys.

Attendance and Punctuality

Attendance Records: Data on attendance, including number of days worked versus absences.

Punctuality: Information on timeliness, such as arrival times or missed deadlines.

THE "WOW" IN OUR SOLUTION



Automated Insights:

Predictive Analytics: Use advanced Excel functions or integrated tools to forecast future performance trends based on historical data

Automated Reports: Generate automated performance reports and summaries with up-to-date data, reducing manual effort and improving accuracy.

Comprehensive Performance Metrics:

Holistic Analysis: Combine multiple performance metrics into a unified analysis, covering productivity, quality, attendance, and training progress

=IFS(Z8>=5,"VERY
HIGH",Z8>=4,"HIGH",Z8>=3,"MEDIUM",TRUE,"LO
W")The above formula used to catagorize the
performance level of the employees is
considered as "WOW" in my project.

MODELLING

Implementation and Testing:

Model Implementation: Apply the developed models to current performance data to test their effectiveness and accuracy.

Validation: Compare model predictions with actual outcomes to ensure reliability. Adjust the models as necessary based on feedback and results.

Integration: Integrate the performance models into existing systems or tools for seamless use by managers and HR professionals.

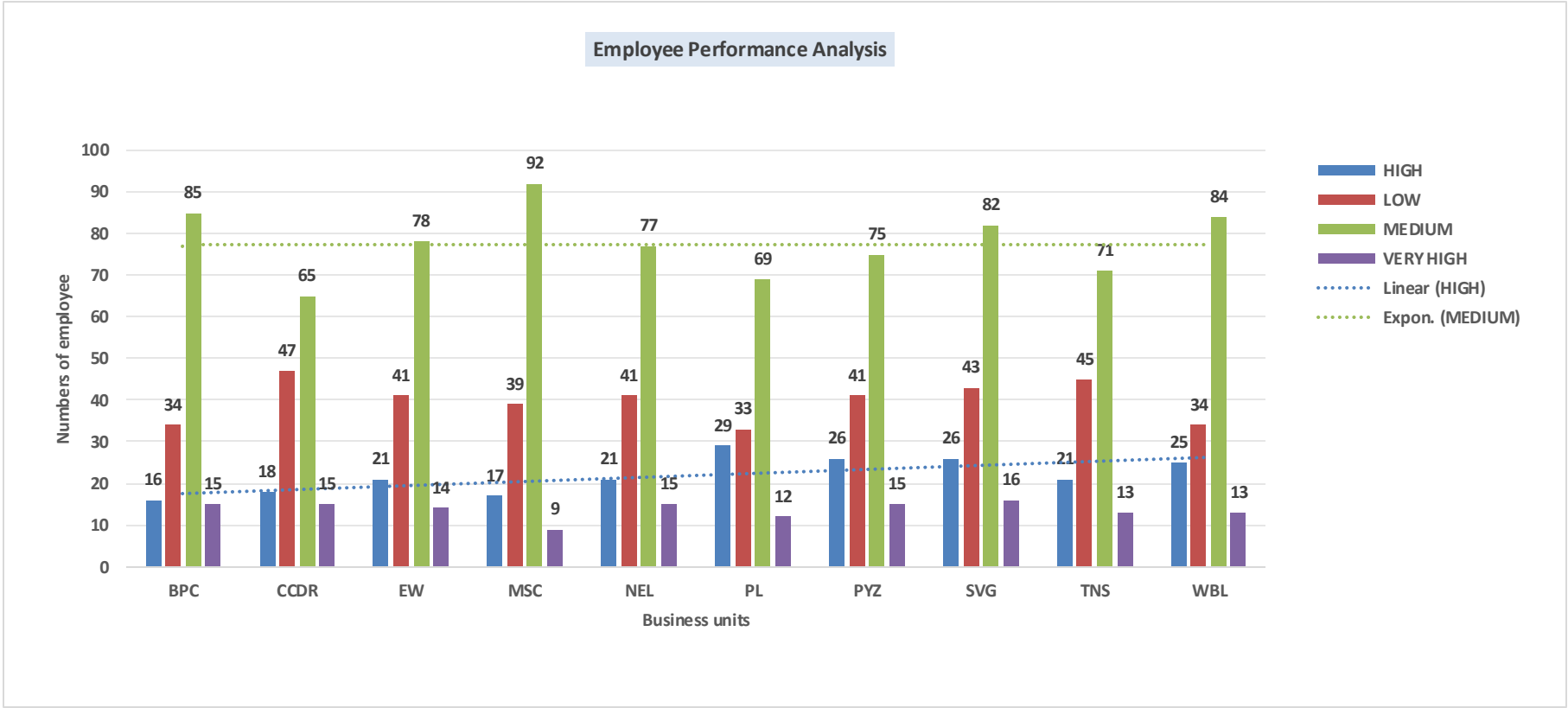
Tools and Techniques:

Excel utilize formulas, pivot tables, and data visualization tools

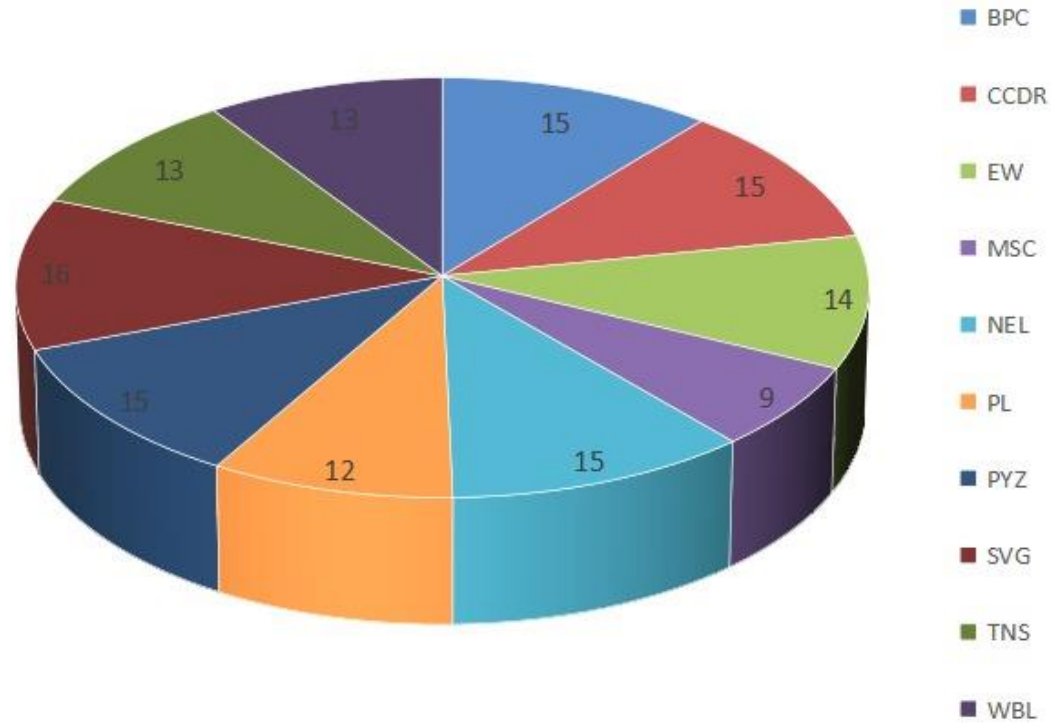
Statistical Software: Tools like R, Python, or SAS for advanced statistical analysis

Business Intelligence Tools: Tools like Power BI or Tableau for interactive dashboards and advanced analytics.

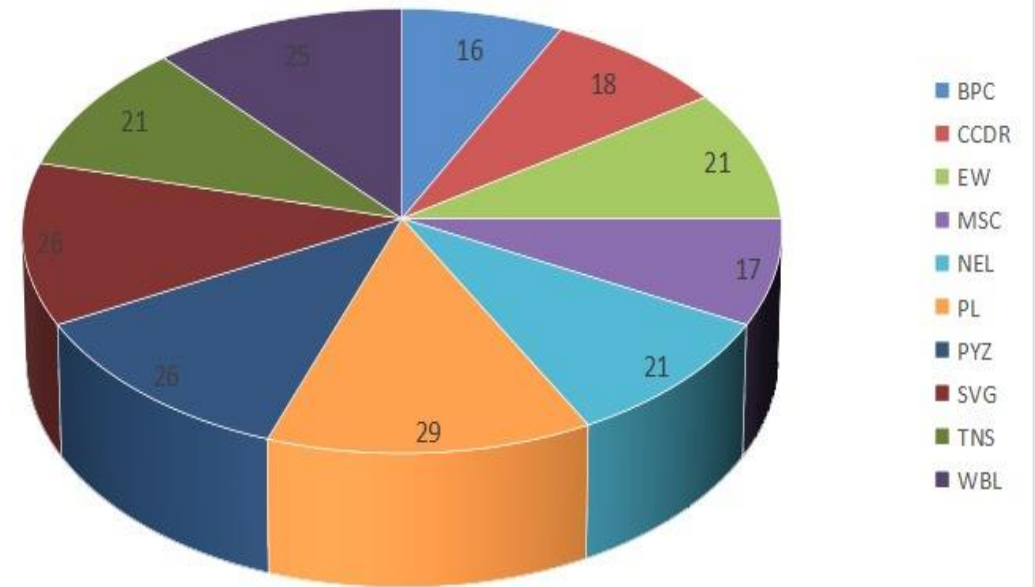
RESULTS



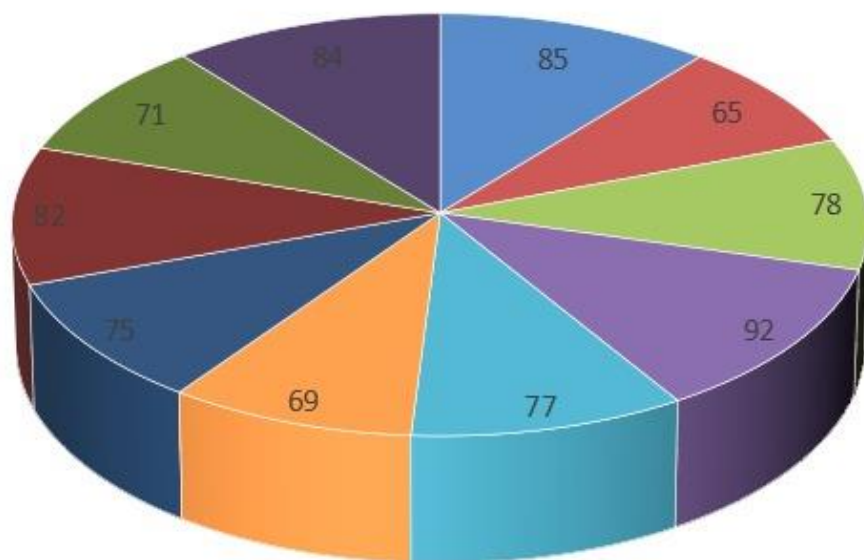
VERY HIGH



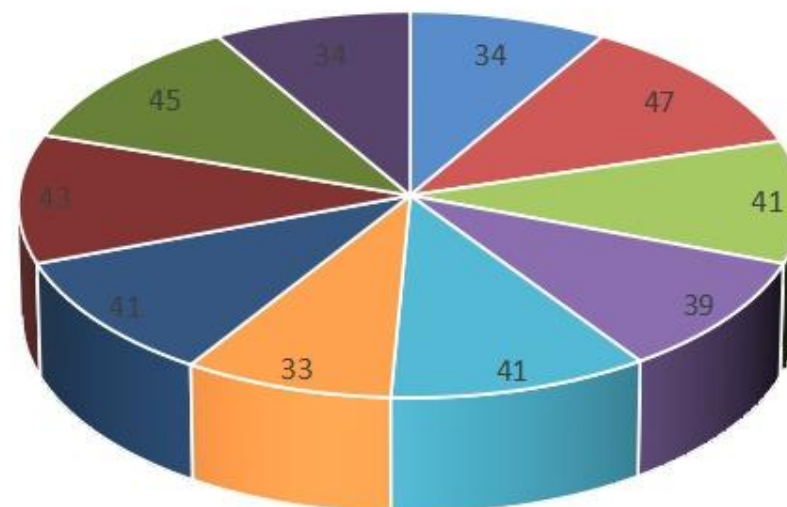
HIGH



MEDIUM



LOW



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

Conclusion

1. In overall, Majority Employees got “Medium” level in their performance.
- . 2. Employees in PL business unit got majority “High” level performance rating
- .3. Employees in SVG have got majority “Very high” level performance rating
- .4. In CCDR, majority employees got “low” level ratings
- .5. In MSC business unit, majority employees got “Medium” level performance rating.