

# 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

## Objective:

Create an Excel tool to analyse and visualize employee performance metrics.

## Scope:

- 1) Organize and analyse performance data.
- 2) Develop dashboards and reports.
- 3) Automate updates with macros.

## Deliverables:

1. Excel workbook with analysis tools and visualizations.
2. User guide.

## Success Criteria:

Accurate, user friendly tool that supports effective performance reviews.



# PROJECT OVERVIEW

- The project aims to develop an Excel-based tool for analyzing and visualizing employee performance.
- It involves structuring performance data, applying analytical formulas and pivot tables, and creating dashboards and charts for clear visualization.
- Automation through macros will enhance efficiency, while comprehensive documentation and training will ensure user-friendliness.
- The deliverables include a well-organized Excel workbook with robust analysis and visualization features, along with a user guide and training materials.
- The project is expected to be completed in 8 weeks, with the goal of providing an intuitive and accurate tool for evaluating employee performance.



# WHO ARE THE END USERS?

- The end users of the employee performance analysis tool include HR personnel, managers, and executives.
- HR uses the tool to conduct performance reviews and manage employee data.
- Managers utilize it to evaluate team performance, provide feedback, and identify areas for improvement.
- Executives rely on the tool for strategic decision-making, including promotions and compensation.
- Each user group benefits from the tool's ability to offer insights and trends based on employee performance data.
- The tool supports informed decision-making across different levels of the organization.

# OUR SOLUTION AND ITS VALUE PROPOSITION



- **Data-Driven Insights**: Enables managers to make informed decisions based on accurate, real-time performance data.
- **Improved Efficiency**: Automates the data collection and analysis process, saving time and reducing manual errors
- **Enhanced Employee Development**: Identifies training needs and development opportunities, leading to a more skilled workforce.
- **Better Performance Management**: Helps in recognizing top performers and addressing underperformance, ultimately Improving overall productivity.
- **Cost-Effective Solution**: Leverages the widely accessible Excel platform, avoiding the need for expensive software or tools.

# Dataset Description

**Descriptions for each of the columns in the dataset:**

- 1. Employee ID:** Unique identifier for each employee in the organization.
- 2. First Name:** The first name of the employee.
- 3. Last Name:** The last name of the employee.
- 4. Email:** The address. associated with the employee's communication within the organization.
- 5. Business Unit:** specific business unit or department to which the employer belongs.
- 6. State:** The state or region where the employee is located.
- 7. Job Function:** A brief description of the employee's primary job function or role.
- 8. Gender:** A code representing the gender of the employee (e.g.. M for Male, F for Female, N for Non-binary).
- 9. Performance Score:** A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).
- 10. Current Employee Rating:** The current rating or evaluation of the employee's overall performance.



# THE "WOW" IN OUR SOLUTION



**Predictive Analytics:** Integrating predictive models. to forecast future performance trends based on historical data, giving managers a proactive approach to workforce planning.

**Automated Alerts:** The tool can be set up to send automated alerts for critical performance issues. ensuring that managers are immediately notified when attention is needed.



# MODELLING

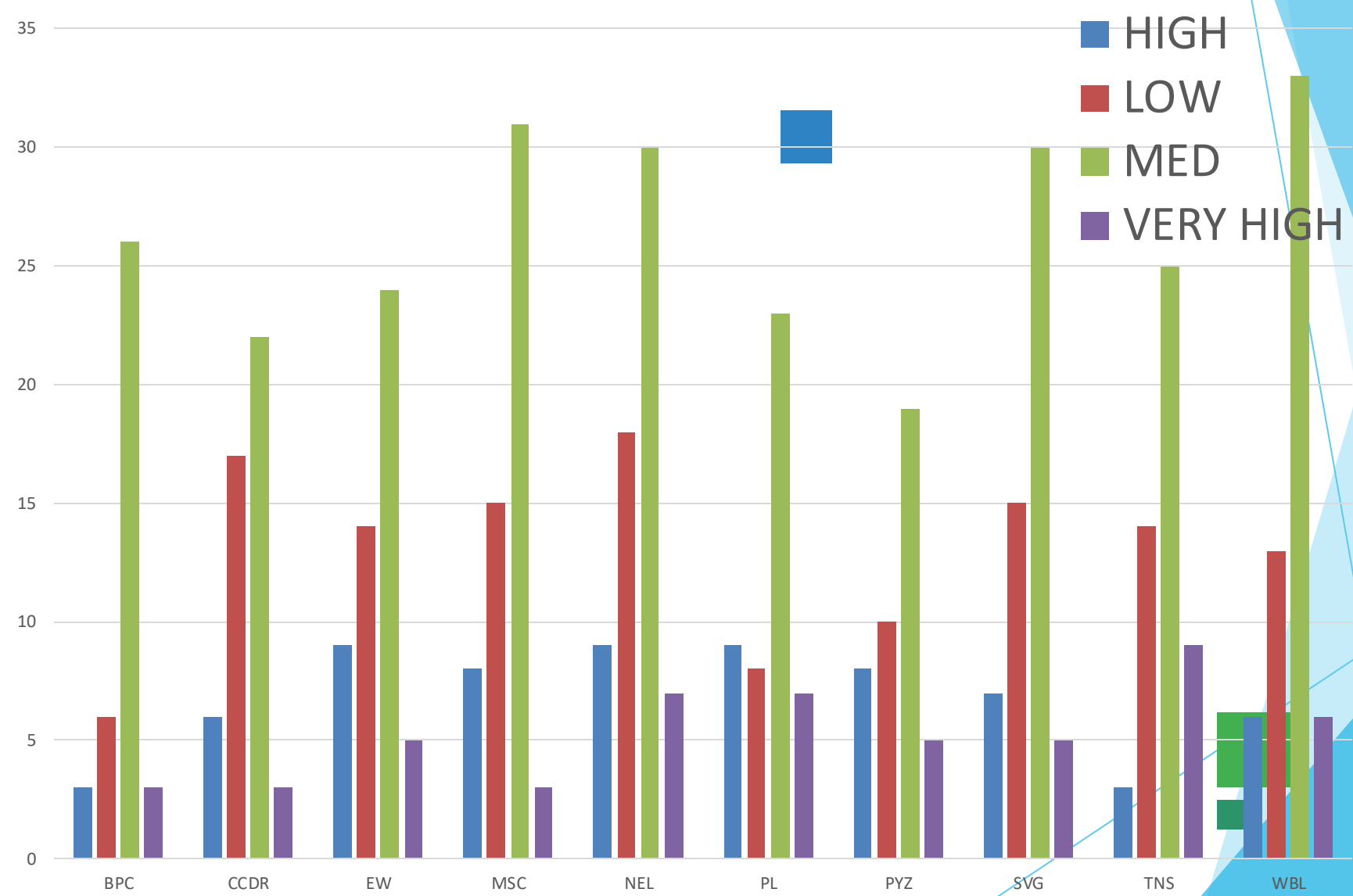
**Data Collection:** Gather relevant data such as Employee ID, performance ratings, and demographics.

**Feature Collection:** Include key features like performance levels and ratings to facilitate analysis.

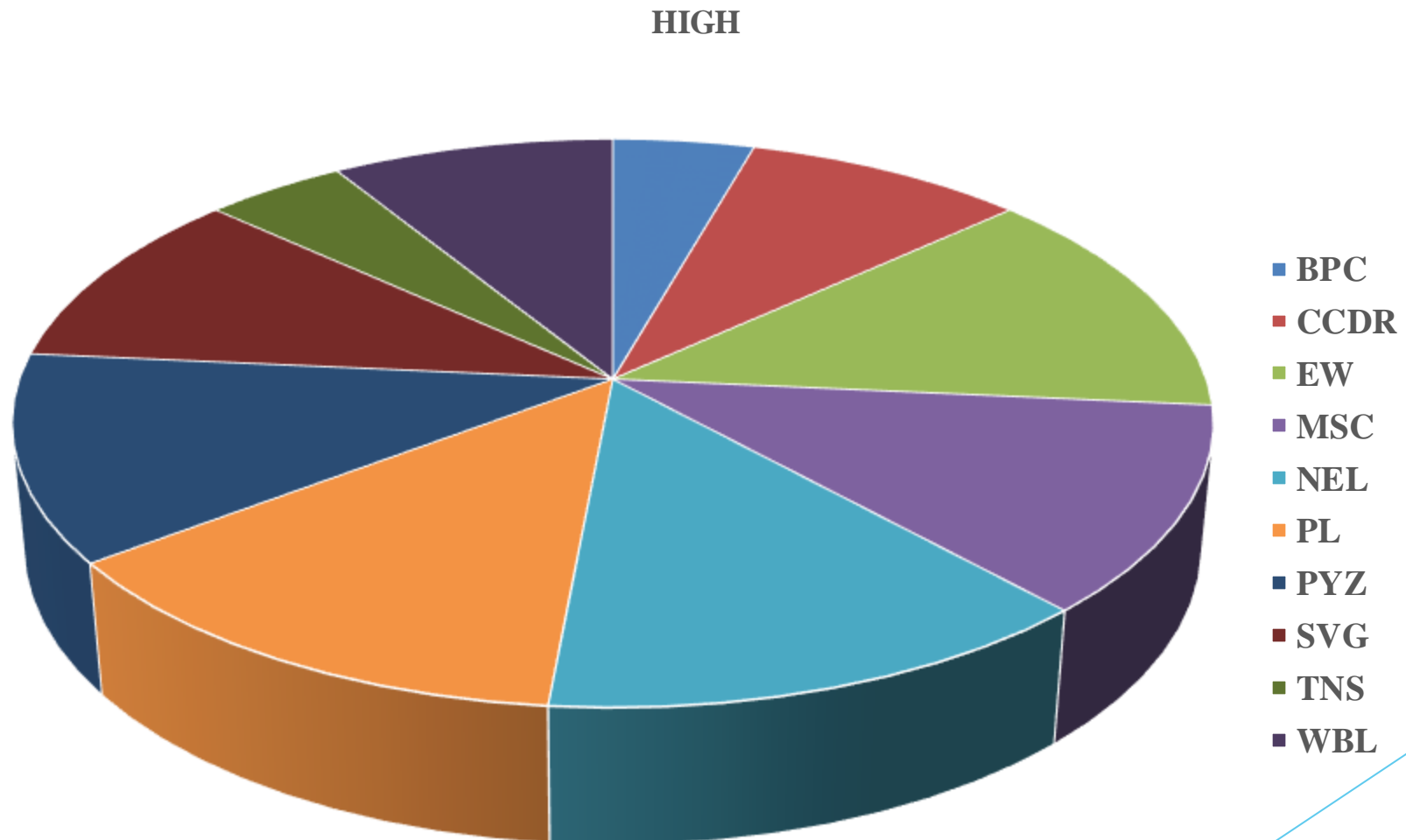
**Data Cleaning:** Ensure accuracy by correcting errors, removing duplicates, and handling missing values.

**Performance Level:** Define performance categories (e.g., Excellent, Good) to assess and compare employee performance effectively.

# RESULTS



# RESULTS



# Conclusion

In conclusion, the employee performance analysis tool in Excel provides a comprehensive solution for evaluating and visualizing employee performance data. By effectively organizing data, utilizing pivot tables for summarization, and employing slicers and graphs for interactive filtering and visualization, the tool enhances the ability to make informed decisions. HR personnel, managers, and executives can all leverage these insights to improve performance management, optimize team effectiveness, and drive strategic initiatives. Ultimately, this tool streamlines the performance review process and decision-making across the organization.