



# **EMPLOYEE DATA ANALYSIS USING EXCEL**

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# **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



**This presentation aims to analyze existing employee performance data to uncover actionable insights ,develop targeted strategies for performance enhancement and support data driven decision making to foster a more efficient and motivated workforce**

# PROJECT OVERVIEW

The employee performance data analysis project evaluates metrics like productivity, quality of work, and attendance to identify trends and areas for improvement. By analyzing this data, the project aims to uncover strengths and weaknesses, offering actionable insights and recommendations to enhance overall performance and align with organizational goals.



## WHO ARE THE END USERS?

- HR Managers
- Team Leaders
- Department Heads
- Senior Executives
- Performance Analysts
- Training and Development Teams
- Employee Relations Specialists
- Data Analysts etc.





# OUR SOLUTION AND ITS VALUE PROPOSITION

- Filtering: Enhanced data accuracy by isolating relevant subsets, which improved focus on specific performance metrics and streamlined analysis.
- Slicer: Enabled interactive data exploration by providing dynamic filtering options, allowing users to easily segment and analyze data across different dimensions.
- Pivot Table: Summarized large datasets effectively by aggregating and reorganizing data, facilitating in-depth analysis and insight into key performance indicators.
- Graph: Visualized data trends and patterns through charts, making complex information more accessible and actionable for stakeholders.

# DATASET DESCRIPTION

Employee dataset	- Naan Mudhalvan Dashboard
Total Features	- 26
Features Used	- 9
Employee ID	- Number
Name	- Text
Gender	- Male and Female
Employee type	- Full time, part time, contract
Employee status	- Active
Employee Rating	- Number
Business Unit	- department



## THE "WOW" IN OUR SOLUTION



Male employees have achieved the similar results and have also given exceeding performance in various sectors accordingly

# THE "WOW" IN OUR SOLUTION



About more than 100 Female employees in all the departments have fully met the performance expectations and about 15-20 of employees in each department have exceeded the expectation

# MODELLING

## - Data Sources and Cleaning

Data was extracted from the NM dashboard for comprehensive analysis.  
Cleaned data to remove inconsistencies and duplicates.  
Ensured accuracy and completeness for reliable analysis.

## - Key Metrics and Dimensions

Defined dimensions like departments and job roles for detailed analysis.  
Ensured metrics align with organizational performance goals.

## -Pivot Table Structure

Created pivot tables to summarize and analyze large data sets.  
Organized data by dimensions like time periods and employee groups.  
Enabled dynamic filtering for in-depth performance insights.

## - Types of Visualizations

Developed charts and graphs to illustrate performance trends.  
Used bar charts for departmental comparisons and line graphs for trends over time.  
Applied heat maps to highlight areas of high and low performance.

# MODELLING

- Insights and Conclusions :  
Analyzed visualizations to identify performance patterns and anomalies.  
Delved into trends to uncover factors influencing employee performance.
- Provided actionable recommendations for improving productivity and engagement.

## Data Integration and Transformation :

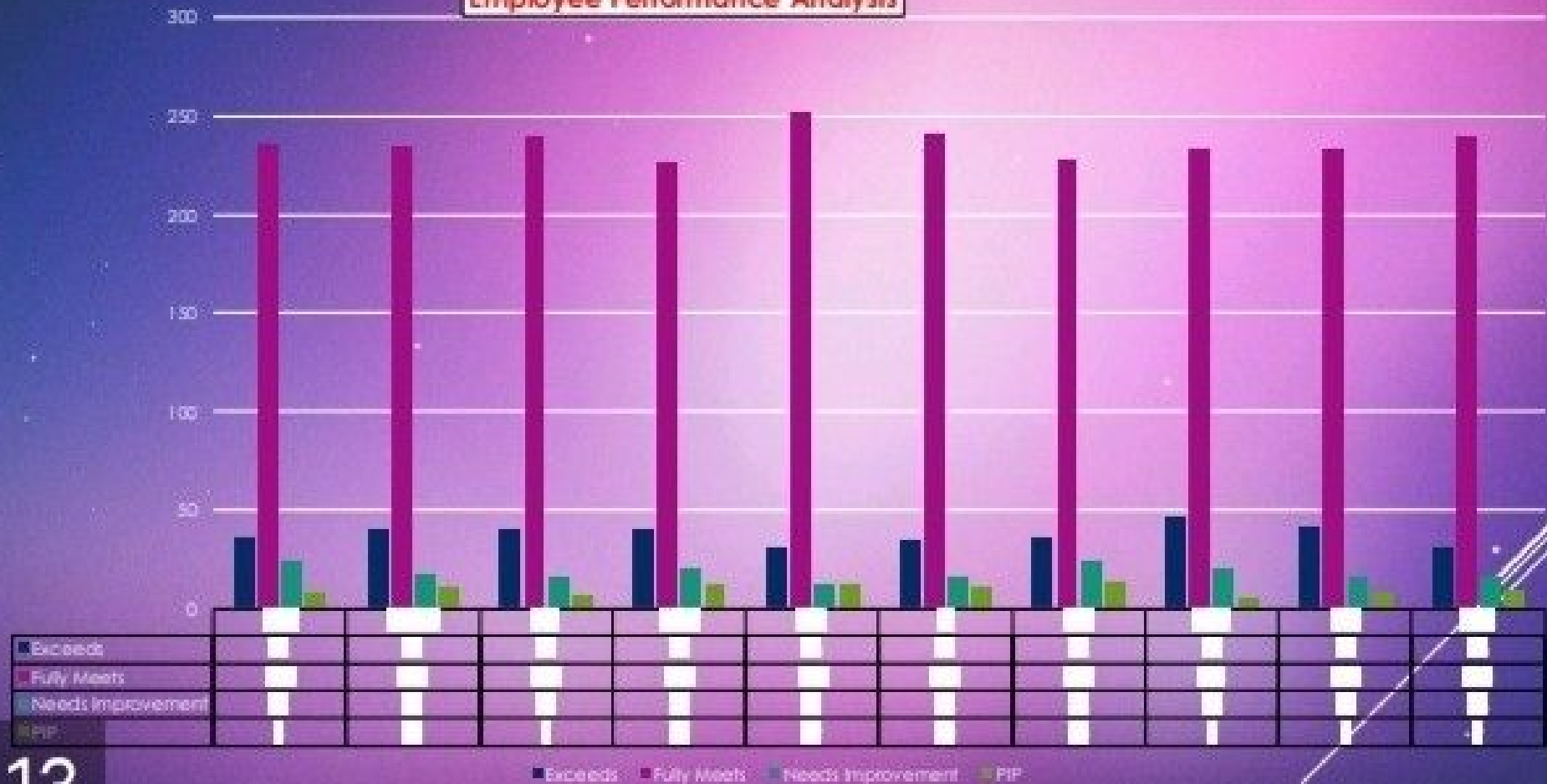
Applied transformation techniques to standardize and normalize data formats.  
Ensured consistency and accuracy across integrated data points.

## Reporting and Presentation :

Designed visual aids to effectively communicate insights and recommendations.  
Presented key findings and actionable steps for strategic decision-making.

# RESULTS

Employee Performance Analysis



# CONCLUSION

WITH THE PERFORMANCE BEING SHOWN THAT MORE THAN OR EQUAL TO **100** EMPLOYEES IN BOTH MALE AND FEMALE(EACH DEPARTMENT ) HAVE FULLY MET THE PERFORMANCE EXPECTATION AND LESS THAN OR EQUAL TO **20** EMPLOYEES IN EACH DEPARTMENT BEING EXCEEDING THE EXPECTAION THE REST ARE TAKEN AS "PIP" AND "NEEDS IMPROVEMENT".

**PIP < 15 IN EACH DEPARTMENT**

**NEEDS IMPROVEMENT < 25 IN EACH DEPARTMENT**

THESE NUMBER OF EMPLOYEES MIGHT NEED EXTRA **MOTIVATION / TRAINING / PRACTICE** ON EFFICIENT PERFORMANCE .