# 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

#### 1.Data Collection and Organization

- 2. Effective Visualization
- 3. Efficiency and Automation
- 4. Fair and Objective Evaluation
- 5. Identifying Trends and Outliers
- 6. Comparing Across Metrics and Time Periods





- I. Data Collection and Preparation
  - 2. Selecting the Right Template
- 3. Customization and Data Entry
- 4. Visualizing Performance Metrics
  - 5. Interpreting the Data
- 6. Communication and Reporting

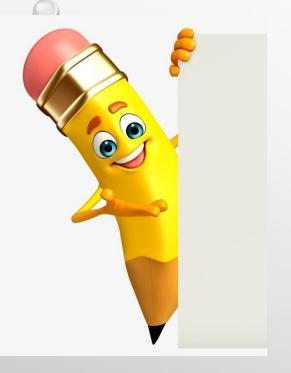




#### WHO ARE THE END USERS?

- I. Managers and Team Leaders
- 2. Human Resources (HR) Professionals
  - 3. Executives and Business Owners
    - 4. Employees Themselves
- 5. Project Managers and Project Teams
- 6. Consultants and External Auditors
- 7. Training and Development Specialists

### OUR SOLUTION AND ITS VALUE PROPOSITION



1. Conditional formatting- missing

2.Filter- remove

3. Formula - performance

4. Pivot-summary

5. Graph- data visualizations

## DATASET DESCRIPTION

- 1. Project Management Sample Data
- 2. Inventory Records Sample Data
- 3. Call Center Customer Satisfaction Data
  - 4. Supermarket Sales Sample Data
    - 5. Employee Management Data
  - 6. Technological Product Sample Data
- 7. Engineering and Manufacturing Sample Data
  - 8. Students Marksheet Sample Data

### THE "WOW" IN OUR SOLUTION



•Performance level =IFS( Z \*151 >= 5 "VERY HIGH" Z \* 151 >= 4 "HIGH", Z \* 151 >= 3,"MED",TRUE,"LOW")

### MODELLING

1.Data collection

2.Feature collection

3.Data cleaning

4.Levels

**5.**Summary

6. Visulaization

#### **RESULTS** 3.5<sub>T</sub> 3 2.5-2 HIGH ■LOW ■MED ■VERY HIGH 1.5 0.5 NEL PYZ TNS BPC CCDR ΕW MSC PL SVG WBL 11



- 1. **Excel Templates**: Excel provides ready-to-use templates for evaluating employee performance. These templates capture essential information and focus on performance goals, allowing you to assess different dimensions of performance.
  - 2. **Customization:** Customize these templates to fit your organization's specific needs. However, consider complementing Excel with specialized HR software for enhanced collaboration and automation.
- 3. **Visualize KPIs:** Use Excel's features to highlight key performance indicators visually, ensuring meaningful insights for managers and executives.

Remember, thoughtful performance analysis contributes to organizational effectiveness and growth!