Employee Data Analysis using Excel

STUDENT NAME	: V.harish
REGISTER NO	: 312208093
NAAN MUDHALVAN ID	: ASUNM1325312208093
DEPARTMENT	: B.COM A&F
COLLEGE	: SIR THEAGARAYA COLLEGE

PROJECT TITLE

Employee Performance Analysis using Excel

1. *Define Performance Criteria*
 - *Quantitative Metrics:* Sales numbers, project completion rate, or number of publications.
 - *Qualitative Metrics:* Teamwork, creativity, problem-solving abilities, and leadership.

2. *Gather Data*
 - *Self-Assessment:* Employees provide their own evaluation.
 - *Peer Review:* Feedback from colleagues.
 - *Manager Evaluation:* Input from supervisors or team leads.
 - *Performance Records:* Previous appraisals, productivity data, etc.

3. *Analyze Data*
 - *Compare Against Goals:* Measure how well the employee met their objectives.
 - *Identify Strengths:* Highlight areas where the employee excels.
 - *Identify Weaknesses:* Determine areas for improvement.

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

"To enhance organizational productivity and employee satisfaction, it is crucial to develop an effective employee performance analysis framework. The current performance evaluation methods within the organization are outdated, lack consistency, and fail to provide actionable insights into employee strengths and areas for improvement. As a result, employees do not receive clear guidance on how to enhance their performance, and the organization struggles to identify high performers and potential leaders. The goal is to design a comprònensive, data-driven performance analysis system that accurately evaluates employee contributions, supports personal development, and aligns individual performance with organizational objectives."

PROJECT OVERVIEW

The Employee Performance Analysis project aims to develop a robust framework for assessing employee contributions within the organization. The project will involve defining clear performance metrics, collecting relevant data, and analyzing results to identify strengths, weaknesses, and potential growth opportunities. The outcome will support informed decision-making, enhance employee development, and align individual performance with organizational goals. This initiative will also foster a culture of continuous improvement and accountability.

WHO ARE THE END USERS?

The end users of the Employee Performance Analysis system include HR professionals, managers, and team leads who will utilize the insights to make informed decisions about promotions, training, and resource allocation. Additionally, employees are key end users, as the system will provide them with clear feedback and development plans to improve their performance and career growth. Executives and organizational leaders will also use the analysis to align individual performance with strategic objectives and identify future leaders. Lastly, the data can serve as a basis for organizational development consultants who assist in optimizing workforce productivity.

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting_mission

Apply conditional formatting to highlight employee performance data, such as flagging cells with performance below a threshold in red and above in green for quick analysis.

Filter_remove

To remove filters from your employee performance analysis, simply go to the "Data" tab in Excel (or your respective software) and click "Clear Filter" to reset the view to show all data.

Formula performance

Use a formula like =IF(performance >= target, "Met", "Not Met") to quickly assess whether each employee's performance meets the target criteria.

Pivot _summary

A pivot table allows you to summarize large datasets by grouping, sorting,and aggregating information, such as employee performance metrics, to provide a concise overview of key insights.

Dataset Description

Employee = Kaggle
26 - Features
9 - Features
Employee Id Number
Name Text
Employee Type
Performance Level
Gender - Male , Female
Employee Rating Number

THE "WOW" IN OUR SOLUTION

Performance Level   =IFS(Z8>=5,"VERYHIGH",Z8>=4,"HIGH",Z8>=3
,"MED",TRUE,"LOW")

MODELLING

Data collection;
Data collection involves gathering relevant information from various sources to analyze employee performance, such as sales numbers, project completion rates, or customer feedback.

Feature collection;
Feature collection involves identifying and selecting relevant attributes or characteristics from data that will be used for analysis, such as employee skills, tenure, or performance scores.

Data cleaning:
Data cleaning is the process of correcting or removing inaccurate, incomplete, or irrelevant data to ensure the quality and accuracy of the analysis.

Performance level:
Performance level refers to the degree or extent to which an employee meets or exceeds job expectations, typically categorized into levels like "Outstanding," "Satisfactory," or "Needs Improvement."

RESULTS

Employee Performance Analysis
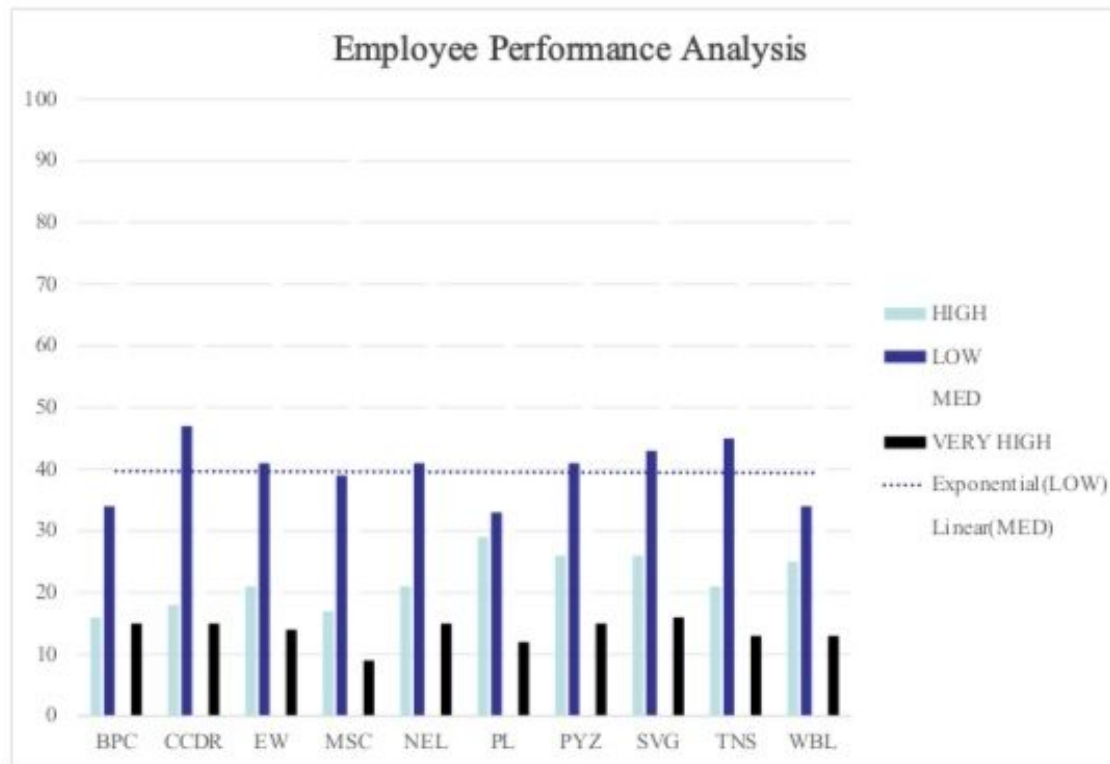
conclusion

The employee has shown strong performance in key areas such as [mention strengths], contributing positively to the team. However, improvement is needed in [mention areas for improvement] to enhance overall effectiveness. With targeted development and support, the employee has the potential to excel further. Regular feedback and goal-setting will be essential for continuous growth.