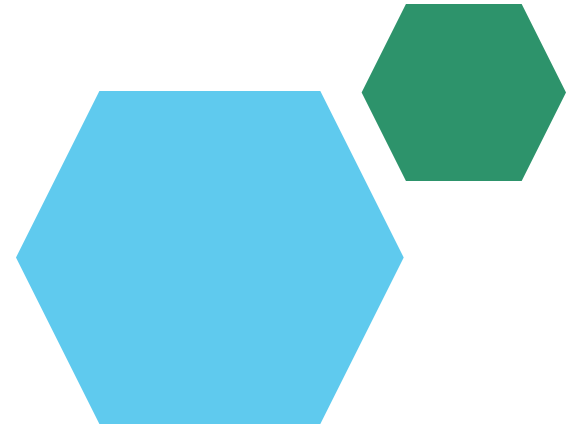


Employee Data Analysis using Excel



STUDENT NAME: **M.s.Hemasri**

REGISTER NO: **312200845**

DEPARTMENT: **Commerce**

COLLEGE **Pachaiyappas college for womens**



PROJECT TITLE



AN ANALYSIS OF EMPLOYEE PERFORMANCE EVALUATION AND EMPLOYEE MOTIVATION



AGENDA

- **Subject introduction**
- **Interview Methodology**
- **companies introduction**
- **Data Analysis Methodology**
- **Closing**
- **Q&A**

Subject introduction

- **Employee performance Evaluation**

- _Areas of evaluation, how often, and points of view

- **Employee Motivation**

- _Areas of evaluation and methods of evaluation



Interview Methodology

- The questionnaire was split 2 areas

1. Employee performance Evaluation
2. Employee motivation evaluation

- Each area then further divided into 5 questions each.

- project members interviewed 2 individuals from different departments within the same organization.

- Methods of interviewing various from face to face , to email Tag, to a coffee, and doughnut bribe

Data Analysis Methodology

- objectives
- Ranking Method
- Technology
- Data Modeling
- Preparing charts



Objectives



- Analyse project parameters by Industry, Organization Structure and HR & Other Departments
- Present information in Charts for better visibility

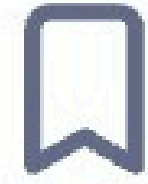
Data Modeling

- All interview results merged into one Excel worksheet.

Employee Performance Evaluation						
Questions	Title of Person Interviewed, Organization	Q1: How often do you conduct or participate in employee performance evaluation? (Choose all applicable)	Q2: What areas of performance do you evaluate? (Choose all applicable)	Q3: Which area of performance (from above) do you put more emphasis on? How? And Why?	Q4: Whom do you involve for the performance evaluation? (Choose all applicable)	Q5: What employee performance rating method you use and why?
Chris 1 Response	Project Management Specialist, Ministry of Government Services	c. Half yearly - ("Actually done in 3 intervals: start of process, midyear review period then at end of review period for feedback)	a. Interest in work b. Initiative c. Organization and Planning d. Quality of work g. Technical skills h. Communication skills	Organizing and Planning and executing - our work is relatively project based and clients and manager need to know if we were able to meet our deliverables.	a. Peers - yes (because other Project Mgmt specialists in area does similar projects) b. Team lead/Supervisor - yes (because the team	In the OPS there is a P4F (Pay for Performance) in that if you manager rates you as having meet your deliverables, you get 3.5% increase in your base
Chris 2 Response	Administrative Officer, Ministry of Health	d. Yearly	a. Interest in work d. Quality of work e. Quantity of work	Put more emphasis on quality of work and quantity of work since it affects the organization's goals and	b. Team lead/Supervisor	Management by objective approach - where employee and manager jointly establish goals for

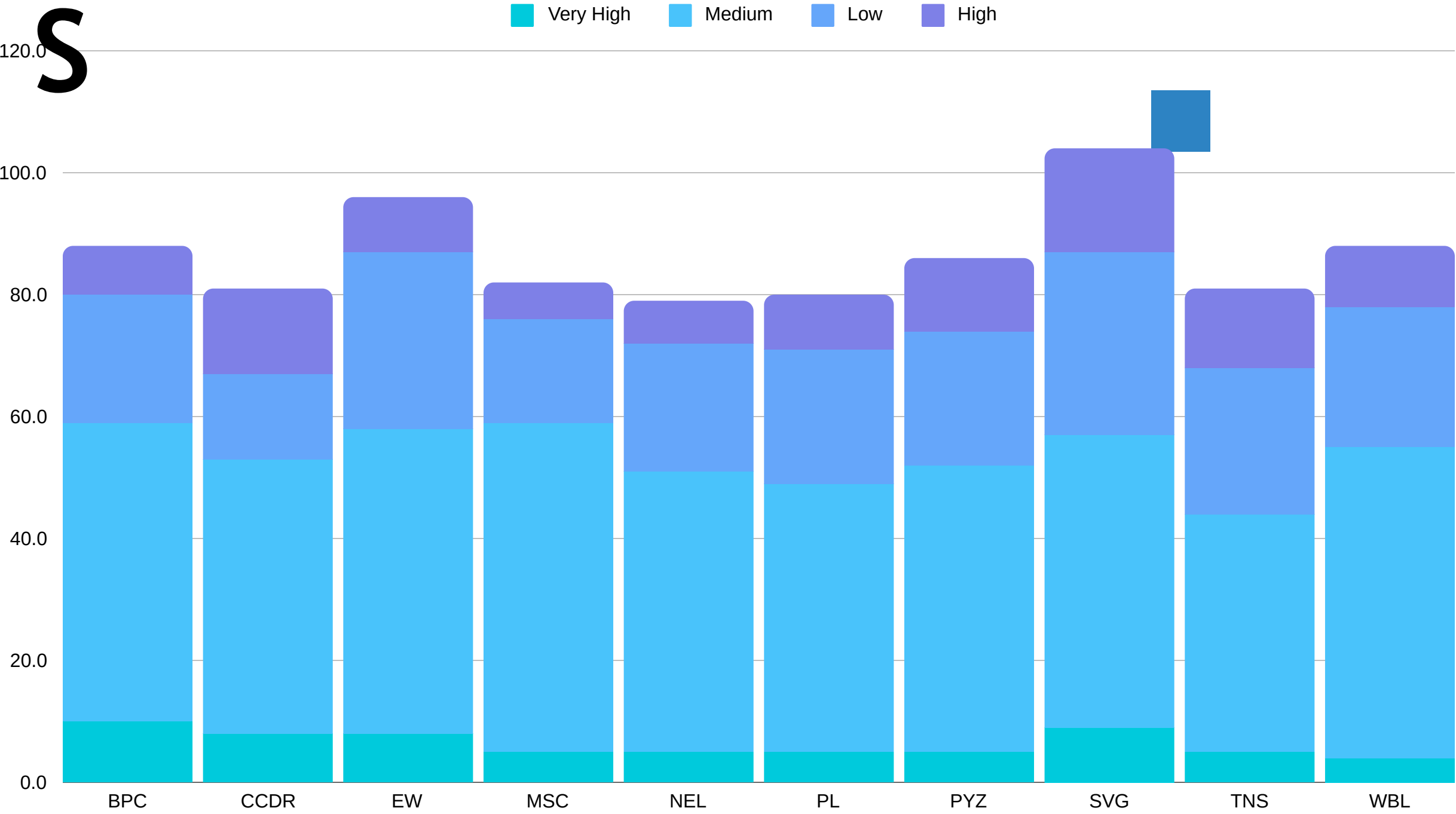


Ranking Method



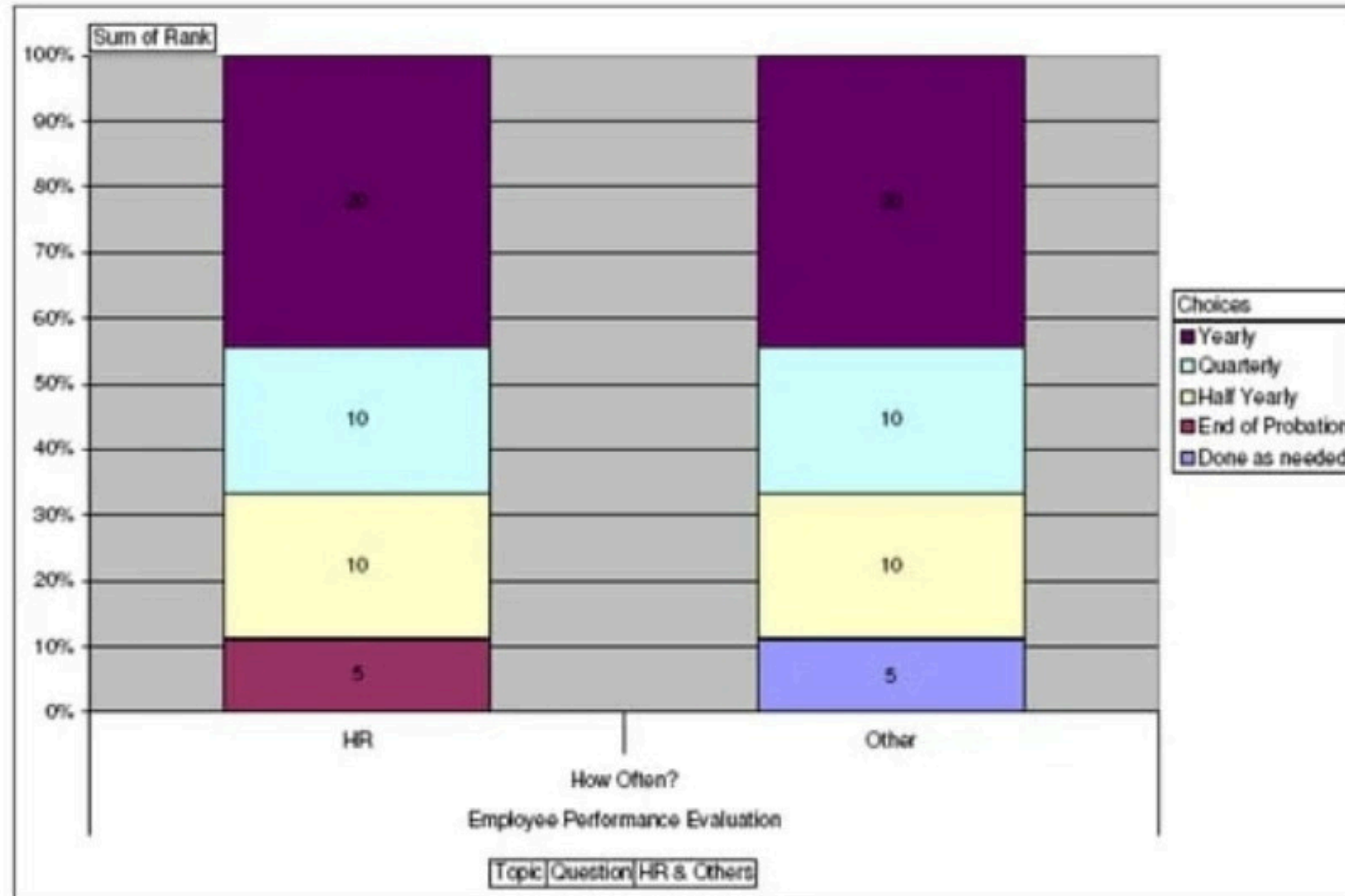
- For Descriptive Questions, Choices are extracted as the essence of the answer and appropriate rank is given.
- Example:
 - Q: What employee performance rating method you use and why?
 - A: 360 degree review method – it gives you a view that you may not have thought of.
 - Choice(s) with Rank
 - 360 degree review(10)

RESULT

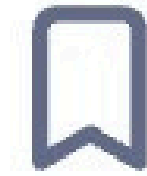


Performance Evaluation

How Often by HR and Others



Closing



- Customization of HRM practices to meet an organization's unique needs
- Employee feedback to continuously evolve HRM practices
- Employee satisfaction and performance improvement are critical to long-term success
- Data Limitation

Closing

Lessons Learned:

- Project
 - Planning is critical to project success
 - Use milestone approach for success
- Project Team
 - Each team member has a unique work style
 - Elect a PM next time to monitor tasks