

EMPLOYEE DATA ANALYSIS

USING EXCEL

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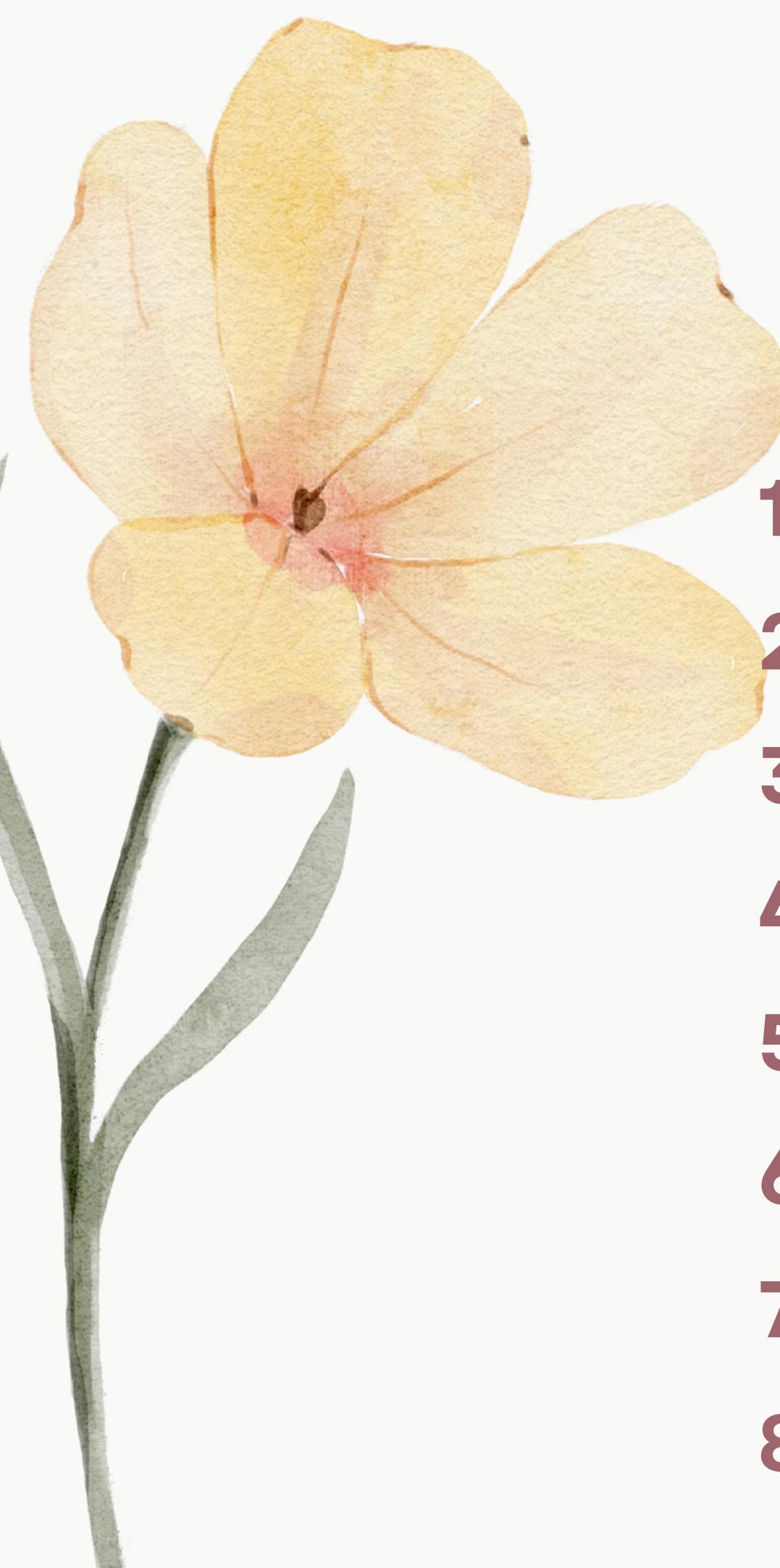
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PROJECT TITLE

**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

A company aims to track and analyze employee performance across various departments. The performance of employees is measured through factors like attendance, project completion, teamwork, leadership, and individual KPIs. However, the company lacks a structured approach to compiling and analyzing this data to gain meaningful insights.



PROJECT OVERVIEW

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- **Data Collection:** Gather data on employee performance metrics such as attendance, individual targets, teamwork, leadership, and project completion rates.
 - **Data Organization:** Structure the data in Excel with clear labels and categorization for departments, teams, and employees.
 - **Data Analysis:** Use formulas, pivot tables, and conditional formatting to calculate key performance indicators (KPIs) and generate visual reports.
 - **Visualisations:** Create dashboards, charts, and graphs to present performance data in a user-friendly manner.
 - **Reporting:** Provide actionable insights and recommendations to management based on the analysis.



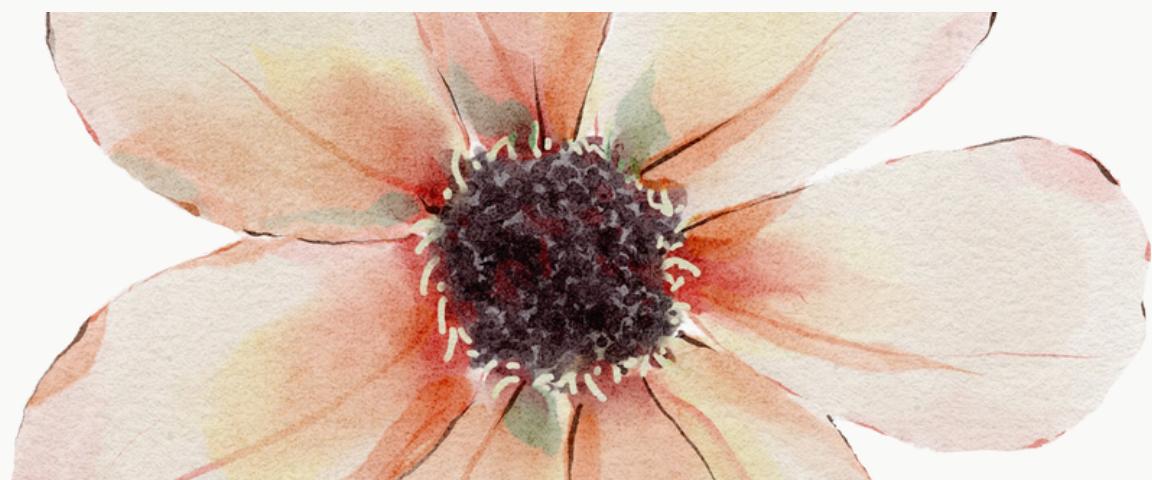
END USERS

- **To evaluate employee performance for promotions, appraisals, and terminations.**
 - **Identify employees in need of further training or skill development.**
 - **Develop performance improvement plans for underperformers.**
 - **Ensure consistency and fairness in performance evaluations across departments.**
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OUR SOLUTION

Customizable Reports:

- Dynamic reports that can be tailored to meet the unique needs of different stakeholders such as HR, managers, and senior leadership.
- Exportable data and reports that can be shared across teams or integrated into existing HR systems.



OUR PROPOSITION

Customizable and Flexible:

- The solution is highly customizable to fit the specific needs of any organization, allowing for easy adjustments as business goals or performance metrics evolve.
- Can be easily adapted to integrate with other tools or systems (e.g., payroll, HRMS).

DATASET DESCRIPTION



Employee Information:

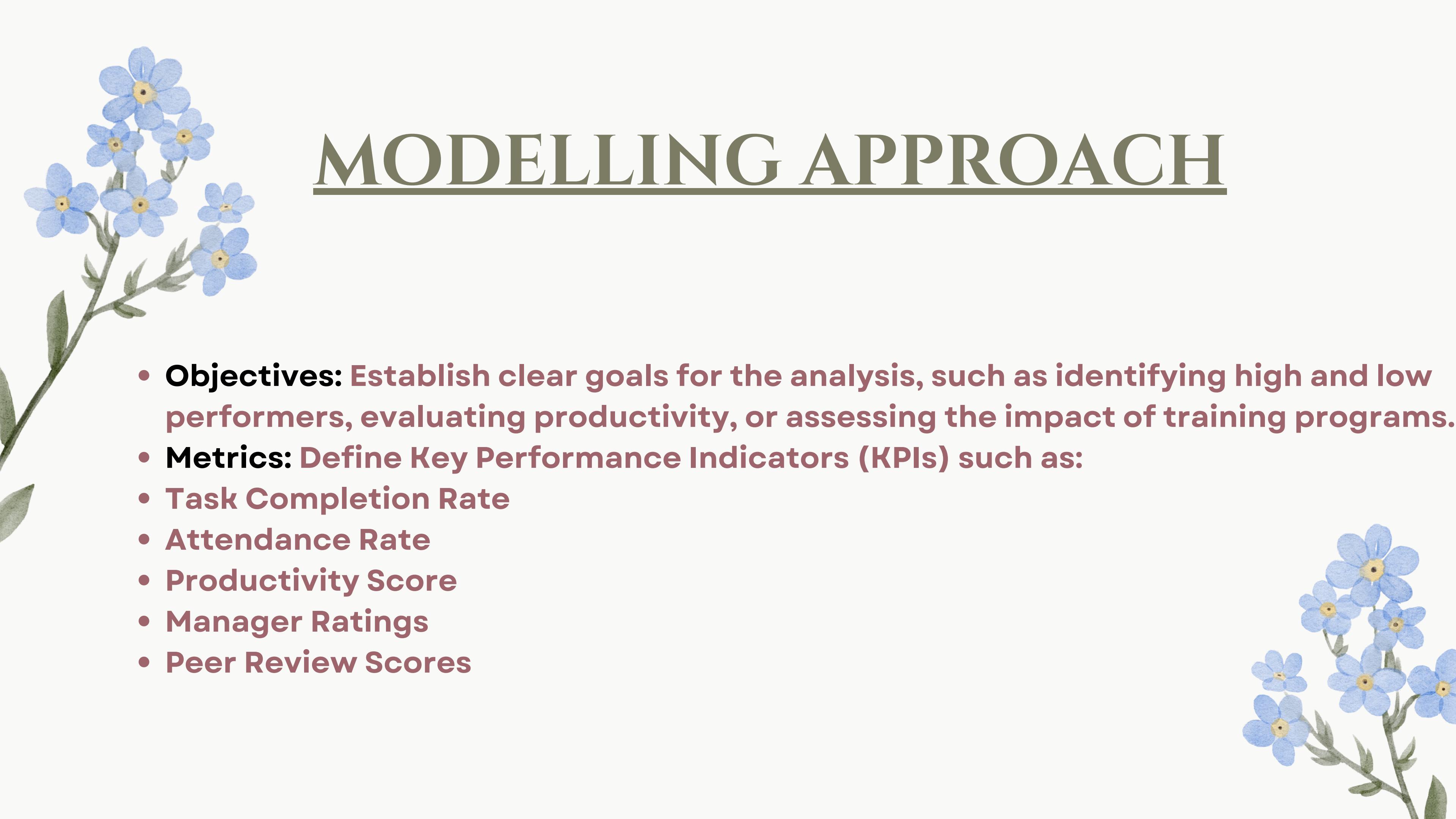
- **Employee ID:** A unique identifier for each employee (for eg id: **3464**)
- **Name:** The full name of the employee (e.g., James duke)
- **Department:** The department in which the employee works (e.g., "Sales", "Marketing").
- **Job Title:** The employee's job position or role (e.g., "Sales Manager", "Software Engineer").
- **Hire Date:** The date the employee joined the company (e.g., "2022-01-15").
- **Manager:** The name or ID of the employee's direct supervisor.



THE “WOW” IN OUR SOLUTION

```
=IF(AND(Z8>=1,Z8<=2),"LOW",IF(AND(Z8<=3),"MEDIUM",IF(AND(Z8<=4),"HIGH",IF(AND(Z8<=5),"VERY HIGH",""))))
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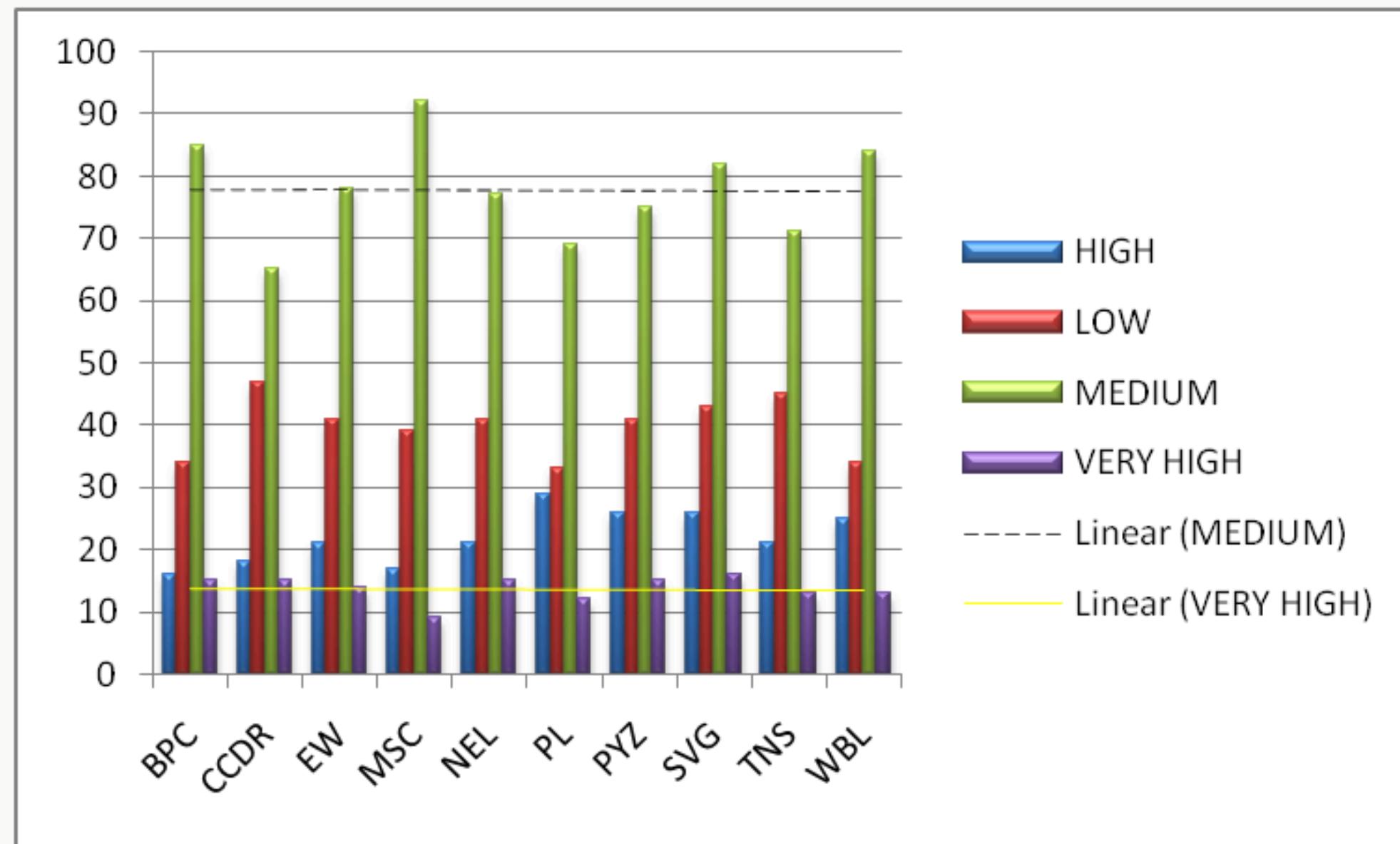




MODELLING APPROACH

- **Objectives:** Establish clear goals for the analysis, such as identifying high and low performers, evaluating productivity, or assessing the impact of training programs.
- **Metrics:** Define Key Performance Indicators (KPIs) such as:
 - Task Completion Rate
 - Attendance Rate
 - Productivity Score
 - Manager Ratings
 - Peer Review Scores

RESULT AND DISCUSSION



CONCLUSION

The employee performance analysis conducted using Excel has provided a comprehensive and data-driven approach to evaluating and understanding employee performance. By structuring, cleaning, and analyzing performance data, we have been able to identify key trends, high and low performers, and areas needing improvement. This thorough evaluation enables management to make informed decisions based on accurate and reliable data.



THANK YOU

*Great beginnings often lead to
excellent outcomes.*