**Report**

Data Analysis Report: **Employee Performance and Development Analysis**

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**Executive Summary**

* **Purpose**: To analyse key metrics related to employee performance and development, to identify areas for improvement, and propose actionable strategies to support employee growth and enhance overall performance.
* **Key Findings**: The training time for sales department is less and average years since last promotion is high. Also, maximum employees have training times between 2-3 years. Average performance rating is around 3-3.5 for job roles.
* **Recommendations**: We should provide more opportunities of training for sales department. Also, need to work on performance rating for employees.
* **Dashboard Link**: <https://public.tableau.com/app/profile/hemlata.thadani/viz/Project4_17206938311440/EmployeePerformanceandDevelopmentAnalysis?publish=yes>

**Introduction**

* **Background**: Employee performance and Development Analysis is important to ensure career development and advancement of employees as well as organization.
* **Objectives**: The main objective is to identify the areas of improvement in employee performance and their development.
* **Scope**: The analysis covers Employee performance, training and promotion related data from all departments including all job roles and employee’s responses for work culture.

**Methodology**

* **Data Sources**: Employee performance data was sourced from Technocolabs softwares.
* **Data Collection**: Data was collected on monthly basis.
* **Tools and Techniques**: Analysis was performed using Excel and Tableau for visualization.
* **Data Cleaning**: Data was provided clean so formatting done using excel, also checked for null values and outliers.

**5. Analysis**

* **Descriptive Statistics**: In Sales department, we can see minimum training time. Average performance rating lies between 3-4 for all job roles.
* **Data Visualization**:
  + **Charts and Graphs**: Dashboard includes the bar graphs for Performance rating, Gantt view for Training and Performance rating. Also, it contains trend lines for Average training sessions attended by employees. Pie chart for Impact of Education field and Treemaps plot to show Promotion rate.

**6. Key Findings**

* **Summary of Insights**: Performance rating for all job roles lies between 3-4. For sales department training time is minimum and average years since promotion is maximum.
* **Implications**: This may lead to reduce the performance ratings of employees of Sales department.

**7. Recommendations**

* **Actionable Steps**: We can engage employees in different training programmes. Also, we can categorize different roles and can provide training accordingly more for Sales department to improve performance rating.
* **Strategic Decisions**: Improve promotion cycle for deserving employees of sales and for others organize proper training programmes.

**8. Conclusion**

* **Recap**: The analysis of Employee performance data for Employee Performance and Development Analysis indicates that there is scope for career advancement where we can provide training and promotion opportunities for the employees specially for Sales department.
* **Future Work**: Future will focus on identifying different areas for Performance rating improvement for all employees as it is lying between 3-4.

**9. References**

* Employee performance data
* Tableau public for visualisation techniques