

Employee Data Analysis using Excel



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PROJECT TITLE

- EmployeePerformanceAnalysis
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

■ Improve employee performance and productivity and identify training and development needs, Inform career development and succession planning, Enhance employee engagement and motivation, Support business objectives and strategic goals
Ensure fairness and equity in performance evaluations and
Drive business success and growth.



PROJECT OVERVIEW

The process of evaluating an employee's job performance and Productivity. It involves measuring and analyzing their work habits, behaviors, and outcomes to identify strengths, weaknesses, opportunities for growth, and areas for improvement.

The analysis typically considers factors such as: Job knowledge and technical skills, Communication and teamwork, Problem-solving and adaptability, Time management and productivity, Quality of work and attention to detail, Leadership and initiative, Customer service and relations



WHO ARE THE END USERS?

- TheEndUsersofEmployeesperformanceanalysisare
Employees,Managers,HRDepartment,Organisation,Team
memb ers

OUR SOLUTION AND ITS VALUE PROPOSITION



1. Conditional formatting – Highlights missing cells
2. Filter – Help to remove the empty cells
3. Formula – Helps to identify the performance of employees
4. Pivot table – Help to summarise
5. Pie chart – Shows the data

Dataset Description

1. EMPLOYEEID
2. FIRSTNAME
3. LASTNAME
4. BUSINESS UNIT
5. EMPLOYEETYPE
6. EMPLOYEECLASSIFICATIONTYPE
7. GENDER
8. PERFORMANCESCORE
9. CURRENTEMPLOYEE RATE
10. PERFORMANCE LEVEL



THE "WOW" IN OUR SOLUTION

PerformanceLevel=IFS(Z3>=5,“VERY
HIGH”,Z3>=4,“HIGH”,Z3>=3,“
MEDIUM“,TRUE, “LOW)

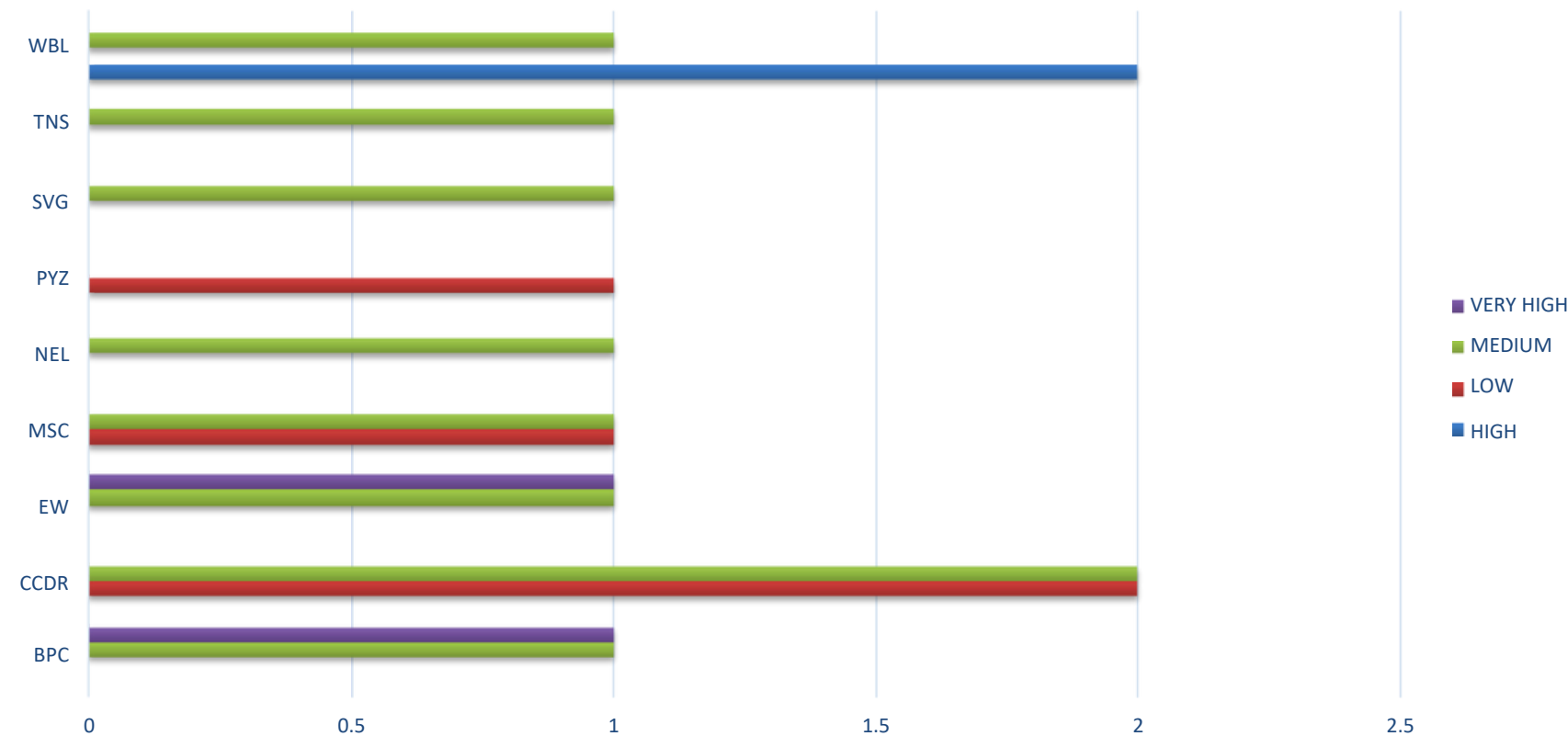


MODELLING

- Data Collection: Gathering raw data from various sources.
- Data Cleaning: Removing errors, duplicates, and irrelevant information.
- Data Transformation: Converting data into a suitable format for analysis.
- Data Validation: Ensuring the accuracy and reliability of the data.
- Data Analysis: Examining the data to extract meaningful insights.
- Data Modeling: Creating mathematical models to represent the data.
- Data Interpretation: Understanding the results of the analysis.
- Data Reporting: Presenting the findings in a clear and concise manner.
- Data Archiving: Storing the data for future use.
- Data Security: Protecting the data from unauthorized access.
- Data Governance: Establishing policies and procedures for data management.
- Data Ethics: Ensuring the responsible use of data.
- Data Privacy: Protecting the privacy of individuals whose data is being used.
- Data Transparency: Making the data and the analysis process open and accessible.
- Data Accountability: Holding individuals and organizations responsible for their data practices.
- Data Innovation: Using data to create new products and services.
- Data Collaboration: Working together to share data and knowledge.
- Data Literacy: Having the skills and knowledge to understand and use data.
- Data Culture: Creating an environment where data is valued and used.
- Data Leadership: Taking responsibility for the data strategy of an organization.
- Data Partnership: Working with other organizations to achieve common goals.
- Data Ecosystem: A network of organizations and individuals that share and use data.
- Data Future: The potential of data to shape the future of society.

RESULTS

Employee Performance Analysis



Conclusion

- This project aimed to analyze employee performance and identify key factor that impact productivity and job satisfaction. Through the combination of data analysis and research, we found that :
 - Employee engagement is a strong predictor of job performance.
 - Training and development programs have a positive impact on employee productivity. Effective communication and feedback are crucial for
 - employee growth and retention.