Employee Performance Analysis using Excel

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PROJECT TITLE
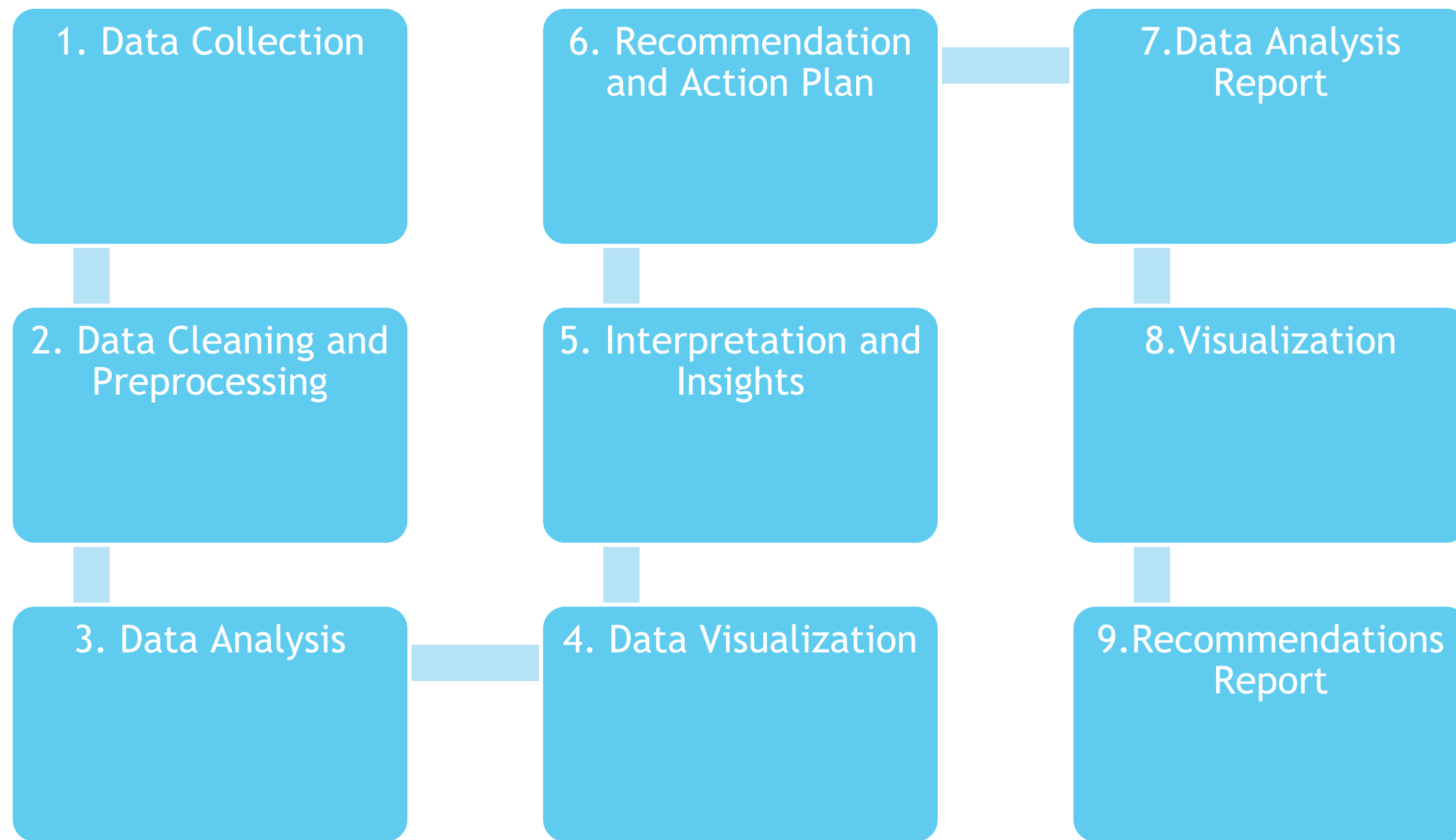
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AGENDA

- 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

- 1. Determine how many employees fall under each performance score category.
- 2. Identify if there is any imbalance between the two performance categories ("Fully Meets" and "Exceeds").
- 3. Suggest potential strategies to boost overall employee performance if necessary.

PROJECT OVERVIEW

1. Data Collection	6. Recommendation and Action Plan	7. Data Analysis Report
2. Data Cleaning and Preprocessing	5. Interpretation and Insights	8. Visualization
3. Data Analysis	4. Data Visualization	9. Recommendations Report

WHO ARE END USERS

- 1. HR Department: - They will use the analysis to monitor and evaluate employee performance and determine if there are any gaps in performance management.   - HR can use the insights to implement new policies or training programs to enhance employee performance.
- 2. Managers/Supervisors: - Managers can use the performance data to provide targeted feedback to their teams.   - They can also identify high performers (those exceeding expectations) and focus on those meeting expectations for improvement.
- 3. Senior Leadership/Executives: - Leadership teams can use the findings to make strategic decisions about workforce management and resource allocation.   - They might adjust budgets, set future performance goals, or approve incentive programs based on the insights.
- 4. Employees (Indirectly):   - Employees may benefit from the results through improved feedback systems, more tailored performance reviews, and access to training or development opportunities based on identified trends.

OUR SOLUTION AND ITS VALUE PROPOSITION

Sorting- Ordering data

Filtering- Remove missing values

Conditional Formatting- Blanks,

Pivot table- Summary of employee performance

Graphs- Final report

Trend line- Final result in graphs

DATASET DESCRIPTION

- Employee ID: Unique identifier for each employee in the organization.
- First Name: The first name of the employee.
- Performance Score: A score indicating the employee's performance level (e.g., Excellent, Satisfactory, Needs Improvement).

MODELLING

- DATA SET: Kaggle, Employee dataset.

- FEATURE SELECTION: Slicer, Conditional Formatting, Designing.

- DATA CLEANING: Missing values, Irrelevant data, Correct Errors, Remove Unnecessary Columns and Rows.

- PIVOT TABLE: Employee ID, First Name, Performance Score.

- CHART: Report of Employee Performance based on their Employee Id is represent in Values and Performance Score presented as Column Chart.
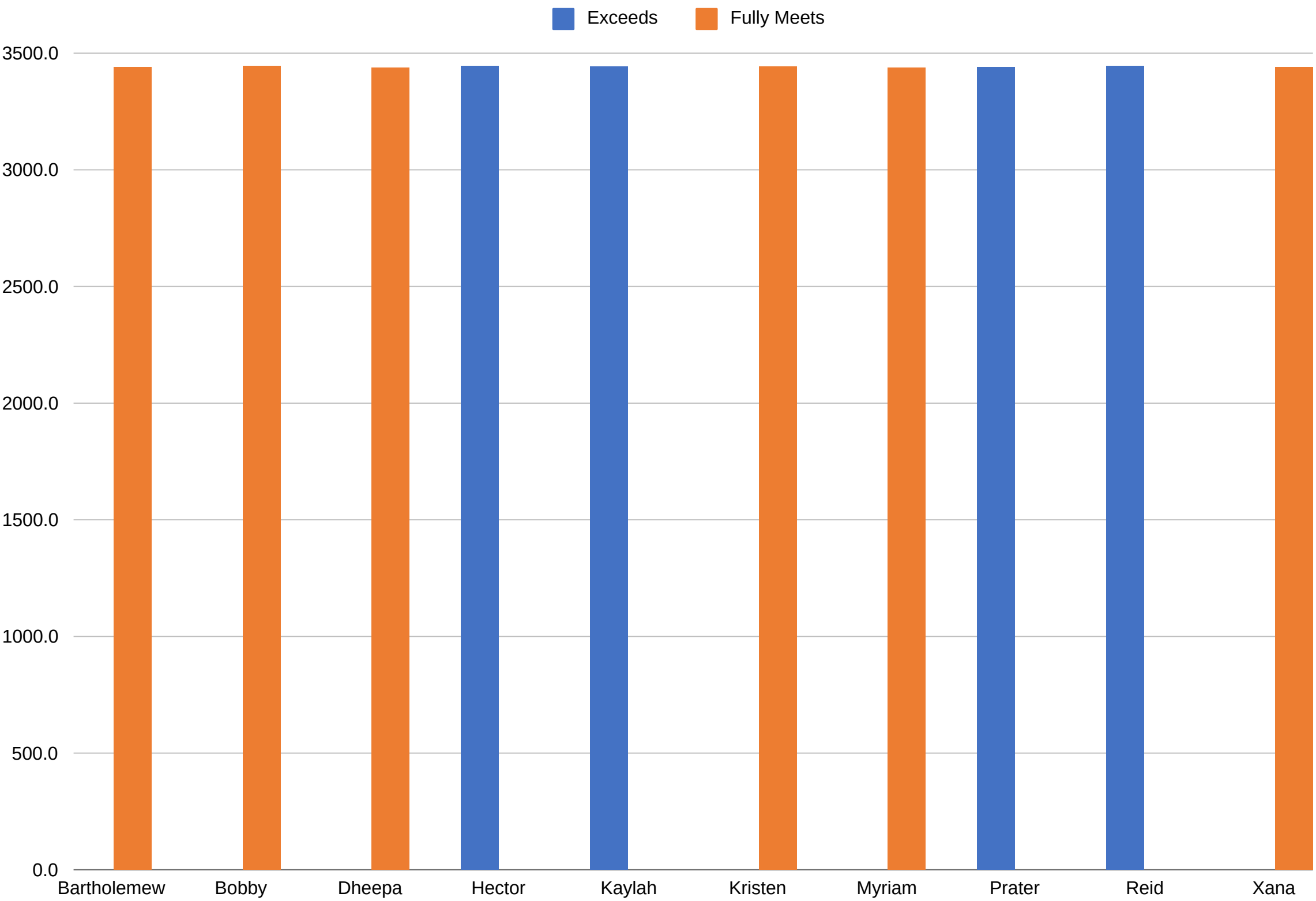
CONCLUSION

- 1. Balanced Performance: The company has a good mix of employees who are fully meeting performance expectations and those who are exceeding them, which indicates overall strong workforce performance.
- 2. Opportunities for Improvement: While several employees exceed expectations, there is potential to focus on raising the performance of those who "Fully Meet" to help them reach the "Exceeds" category. This could involve targeted training, better goal-setting, or enhanced performance feedback.
- 3. Actionable Insights: Implementing tailored employee development programs and regular performance reviews could further improve workforce performance and create more opportunities for employees to exceed expectations.