EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

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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. Modelling Approach
6. Results and Discussion
7. Conclusion

PROBLEM STATEMENT

"The company's HR department wants to identify the key factors that influence employee performance and develop a predictive model to forecast future performance. Currently, employee performance evaluations are subjective and based on individual manager assessments, leading to inconsistent and biased ratings. By analyzing employee data, including demographic information, job roles, training participation, and performance metrics, the company aims to:

1. Identify the most significant predictors of employee performance
2. Develop a fair and transparent performance evaluation system
3. Provide personalized recommendations for employee development and growth
4. Improve overall employee performance and retention rates

PROJECT OVERVIEW

- *Project Title:* Employee Performance Analysis and Predictive Modeling

  Project Objective:
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  - Analyze employee data to identify key factors influencing performance
  - Develop a predictive model to forecast future performance
- - Provide personalized recommendations for employee development and growth
- - Improve overall employee performance and retention rates

  Scope:
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  - Collect and integrate employee data from various sources (HR systems, performance metrics, training records, etc.)
- - Conduct exploratory data analysis to identify patterns and correlations
  - Develop and train machine learning models to predict employee performance
  - Evaluate model performance and refine as needed
  - Provide data-driven insights and recommendations to stakeholders

WHO ARE THE END USERS?

1.Human Resources Team

2.Managers

3.Executives

4.Training and Development Teams

5.Compensation and Benefits Teams

6. Performance Review Committees

OUR SOLUTION AND ITS VALUE PROPOSITION

- *Solution:*

  - Develop a predictive analytics model that leverages machine learning algorithms to forecast employee performance based on historical data, HR metrics, and external factors.
  - Create a user-friendly dashboard for managers and HR professionals to:
    - View employee performance predictions
    - Identify key drivers of performance
    - Receive personalized recommendations for employee development
    - Track progress over time
  - Integrate with existing HR systems for seamless data flow

- *Value Proposition:*

  - *Improved Employee Performance*: Data-driven insights enable targeted development, leading to increased productivity and job satisfaction.
  - *Enhanced Decision Making*: Predictive analytics informs hiring, promotion, and resource allocation decisions, reducing bias and improving outcomes.
  - *Increased Efficiency*: Automated performance forecasting saves time and effort for managers and HR professionals.
  - *Better Employee Retention*: Personalized development recommendations and early intervention reduce turnover and improve employee engagement.
  - *Data-Driven Culture*: Encourages a culture of data-driven decision making, driving business outcomes and competitiveness.

DATASET DESCRIPTION

EMPLOYEE ID: Unique identifier for each employee in the organizations

FIRST NAME: The first name of the employee.

LAST NAME : The last name of the employee.

BUSINESS UNIT :The specific business unit or department to which the employee belongs

EMPLOYEE TYPE : The type of employment the employee has (Example: Full time, part time and contract)

GENDER CODE : A code representing the gender of the employee (Example: Male, Female and non binary)

CURRENT EMPLOYEE RATING: The current rating or evaluation of the employee's overall performance.

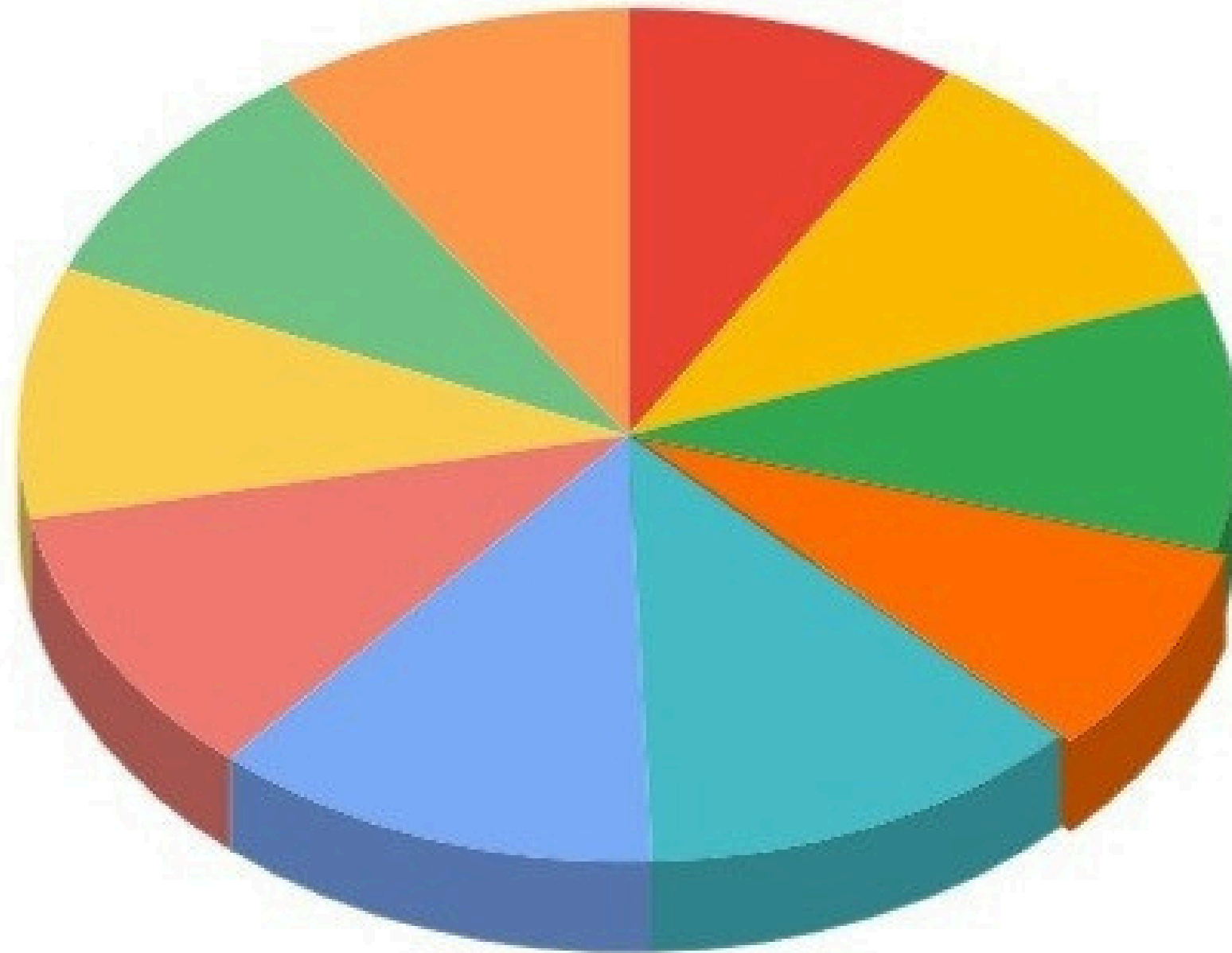# MODELLING

DATA SET: Kaggle, Employee dataset

FEATURE SELECTION: 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 Current Ratings is resented as Column Chart

RESULTS

CONCLUSION

In conclusion, conducting an employee performance analysis using Excel provides a structured and efficient way to evaluate and track performance metrics. Excel's versatile functions and tools, such as pivot tables, charts, and conditional formatting, allow for clear data visualization and analysis, facilitating informed decision-making. By systematically analyzing performance data, management can identify trends, strengths, and areas for improvement, enabling targeted interventions and fostering a culture of continuous improvement. Regular updates and reviews of this data ensure that performance management remains dynamic and aligned with organizational goals.