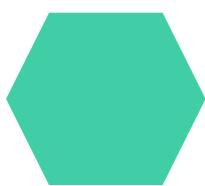
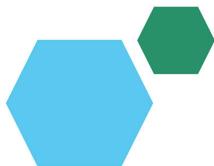


Employee Data Analysis using Excel



STUDENT NAME: MOHANA PRIYA. E
REGISTER NO: 122202045
DEPARTMENT: BCOM(Corporate secretary ship)
COLLEGE: ANNA ADARSH COLLEGE FOR WOMEN



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

- We need to analyze employee performance using Excel to improve productivity and satisfaction. The task involves collecting data on key performance indicators (KPIs) such as productivity, quality of work, and attendance. Organize this data into structured tables, calculate performance metrics, and use Excel's charting tools to identify trends and patterns.
- This analysis aims to provide actionable insights for enhancing overall performance and employee engagement.
- Develop a dashboard to present key findings, including high and low performers and areas needing improvement.



PROJECT OVERVIEW

- **Objective:**

The goal of this project is to utilize Excel to analyze and evaluate employee performance across various metrics to identify strengths, weaknesses, and opportunities for improvement.

- **Scope:**

1. Data collection.
2. Trend analysis.
3. Benchmarking.
4. Reporting.
5. Performance metrics.

- **Deliverables:**

- A well-organized dataset with clear categories.
- Calculated performance metrics and visual trend analysis.
- A dashboard or summary report highlighting key findings and areas for improvement.



WHO ARE THE END USERS?

- **HR Managers:**

They use the data to assess employee performance, make decisions on promotions, and implement development programs

- **Department Heads/Managers:**

They analyze the performance of their team members to provide feedback, allocate resources effectively, and address performance issues.

- **Senior Executives:**

They review aggregated performance data to make strategic decisions about workforce planning and overall organizational effectiveness.

- **Team Leaders/Supervisors:**

They use the analysis to provide individual feedback, set performance goals, and track progress.

- **Employees:**

They might access their own performance data to understand their progress and identify areas for personal improvement.

OUR SOLUTION AND ITS VALUE PROPOSITION



Solutions:

- 1. Centralized Data Management:** Excel organizes performance data in a structured way, ensuring consistency and easy access.
- 2. Automated Metrics Calculation:** Formulas streamline the calculation of performance indicators, reducing manual errors.
- 3. Trend Analysis:** Excel's charts and graphs visually represent performance trends, aiding in quick identification of patterns.
- 4. Benchmarking:** Comparing individual performance with department averages highlights high and low performers.
- 5. Comprehensive Reporting:** Dashboards provide actionable insights and recommendations for data-driven decisions.

Value Proposition:

These solutions enhance decision-making, improve efficiency, and offer valuable insights into performance trends, leading to better management and strategic planning.

Dataset Description

Employee Details:

- **Employee ID:** Unique identifier for each employee.
- **Name:** Full name of the employee.
- **Department:** The department or team the employee belongs to.
- **Position:** Job title or role within the company.

Performance Metrics:

- **Productivity Score:** Quantitative measure of output or results (e.g., sales figures, project completions).
- **Quality of Work:** Assessment of work accuracy and adherence to standards (e.g., error rates, quality reviews).
- **Attendance Records:** Data on days present, absences, and tardiness.
- **Project Completion Rate:** Percentage of projects completed on time or ahead of schedule.

Time Period:

- **Date Range:** The period during which the performance data is collected (e.g., monthly, quarterly).

THE "WOW" IN OUR SOLUTION



- Our solution stands out by seamlessly integrating comprehensive performance data with powerful Excel features, delivering actionable insights through a user-friendly interface.
- By centralizing and automating data management, we provide accurate and up-to-date performance metrics with minimal manual effort.
- The dynamic visualization tools enable intuitive trend analysis and pattern recognition, making complex data easy to interpret.
- Additionally, our benchmarking capabilities highlight exceptional and underperforming employees, facilitating targeted interventions.
- The result is a streamlined, data-driven approach to performance management that enhances decision-making and drives organizational success.



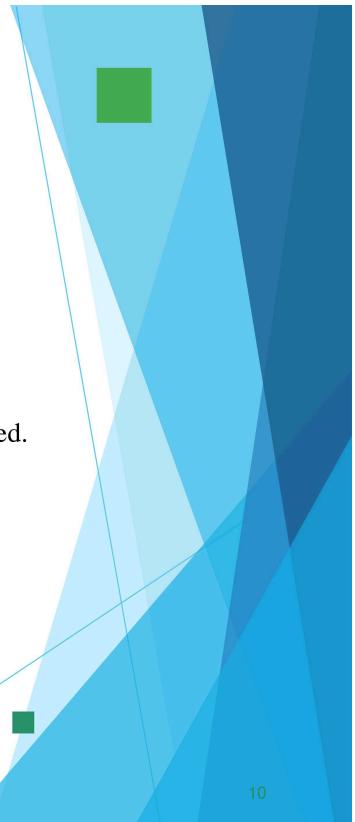
MODELLING

To use conditional formatting in Excel:

- Select Cells: Highlight the range you want to format.
- Apply Conditional Formatting: Go to Home > Conditional Formatting.
- Choose a Rule: Pick from options like Highlight Cells Rules, Data Bars, Color Scales, or Icon Sets.
- Set Criteria: Define the condition (e.g., greater than, top 10%) and select a format.
- Manage Rules: Edit or remove rules via Conditional Formatting > Manage Rules if needed.

To analyze employee performance using a PivotTable in Excel:

- Select Data: Highlight your dataset with employee performance information.
- Insert PivotTable: Go to the "Insert" tab and click "PivotTable".
- "Set Up PivotTable": Choose where to place the PivotTable (new worksheet or existing).
- Arrange Fields: Drag fields into the "Rows," "Columns," "Values," and "Filters" area
 1. Rows: Employee names or departments.
 2. Columns: Performance metrics or time periods.
 3. Values: Performance scores, totals, or averages.



- Filters: Criteria to refine the data (e.g., specific time periods or departments).
- Analyze Data: Use the PivotTable to summarize and analyze performance data, identify trends, and compare metrics.

To create a column chart for employee performance analysis in Excel, follow these steps:

1. Prepare Data:

Arrange your data in columns.

2. Select Data:

Highlight the data range, including headers.

3. Insert Column Chart:

Go to the "Insert" tab on the Ribbon. Click on "Column Chart" in the Charts group. Choose the desired column chart type (e.g., Clustered Column).

4. Customize Chart:

Add titles and labels for clarity. Adjust colors or styles as needed using the Chart Tools.

RESULTS

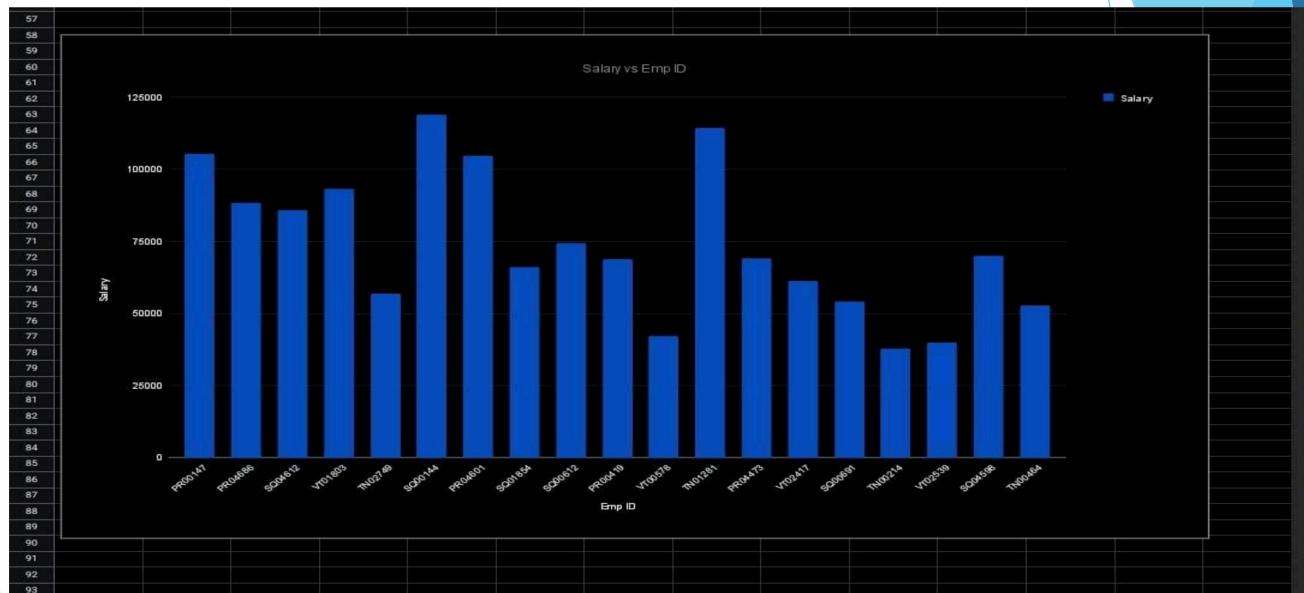
CONDITIONAL FORMATTING

	A	B	C	D	E	F	G	H	I	J	K
1	Emp ID	Name	Gender	Department	Salary	Start Date	FTE	Employee ty	Work location		
2	PR00147	DEEPAK	Male	NULL	105468.7	12-Nov-18	1	Permanent	Remote		
3	PR04686	SANDHYA	Female	Business Dev	88360.79	10-Nov-17	1	Permanent	Seattle, USA		
4	SQ04612	GOPIKA	Female	Services	85879.23	23-Jun-21	1	Permanent	Remote		
5	VT01803	AGNES NAN	Female	Training	93128.34	Mar 5, 2018	1	Fixed Term	Seattle, USA		
6	TN02749	MITHRA	Female	Training	57002.02	2-Apr-18	0.7	Permanent	Hyderabad, India		
7	SQ00144	LITHISH	Male	Engineering	118976.16	Oct 16, 2020	1	Permanent	Wellington, New Zealand		
8	PR04601	HARINI	Female	Support	104802.63	4-Jan-16	1	Permanent	Hyderabad, India		
9	SQ01854	MYTHILI	Female	Marketing	66017.18	30-Aug-21	0.9	Permanent	Remote		
10	SQ00612	MADHUMITHA	Male	Research an	74279.01	15-Dec-23	1	Permanent	Wellington, New Zealand		
11	PR00419	LOVISA	Female	Business Dev	68980.52	27-Feb-22	0.8	Permanent	Remote		
12	VT00578	LYDIA	Female	Services	42314.39	Oct 18, 2021	1	Fixed Term	Remote		
13	TN01281	CATHERINE	Female	Engineering	114425.19	27-Jan-20	1	Permanent	Wellington, New Zealand		
14	PR04473	ELENA	Female	Business Dev	69192.85	19-Apr-21	1	Permanent	Columbus, USA		
15	VT02417	SHREYAR	Male	Support	61214.26	12-Mar-18	1	Temporary	Auckland, New Zealand		
16	SQ00691	NIVIN	Male	Support	54137.05	25-Oct-19	1	Permanent	Remote		
17	TN00214	RIYA	Female	Training	37902.35	Dec 24, 2019	1	Permanent	Chennai, India		
18	VT02539	ARJUN	Male	Engineering	39969.72	10-Dec-18	1	Temporary	Columbus, USA		
19	SQ04598	STEPHEN	Male	Services	69913.39	5-Oct-20	1	Permanent	Remote		
20	TN00464	RAHUL	Male	Research an	52748.63	27-Jan-20	1	Permanent	Chennai, India		
21											
22											

PIVOT TABLE

		Female	Male	Grand Total	
		SUM of Salary	COUNTA of I	SUM of Salary	COUNTA of Department
22					
23					
24					
25	Business Development	ELENA	69192.85	1	
26		LOVISA	68980.52	1	
27		SANDHYA	88360.79	1	
28	Business Development Total		226534.16	3	
29	Engineering	ARJUN		39969.72	1
30		CATHERINE	114425.19	1	
31		LITHISH		118976.16	1
32	Engineering Total		114425.19	1	158945.88
33	Marketing	MYTHILI	66017.18	1	
34	Marketing Total		66017.18	1	
35	NULL	DEEPAK		105468.7	1
36	NULL Total			105468.7	1
37	Research and Development	MADHUMITHA		74279.01	1
38		RAHUL		52748.63	1
39	Research and Development Total			127027.64	2
40	Services	GOPIKA	85879.23	1	
41		LYDIA	42314.39	1	
42		STEPHEN		69913.39	1
43	Services Total		128193.62	2	69913.39
44	Support	HARINI	104802.63	1	
45		NIVIN		54137.05	1
46		SHREYAR		61214.26	1
47	Support Total		104802.63	1	115351.31
48	Training	AGNES NAN	93128.34	1	
49		MITHRA	57002.02	1	
50		RIYA	37902.35	1	
51	Training Total		188032.71	3	
52	Grand Total		828005.49	11	576706.92
53				8	1404712.41
					19

PIE CHART



Conclusion

Analyzing employee performance using Excel provides a clear, data-driven perspective on various metrics such as productivity, attendance, and quality of work. By leveraging Excel's functions and features—like pivot tables, charts, and conditional formatting—you can identify trends, recognize top performers, and pinpoint areas for improvement. This analysis facilitates informed decision-making, helps in setting performance benchmarks, and supports tailored training and development programs. Overall, it enhances the effectiveness of performance management by turning raw data into actionable insights.

