

Employee Data Analysis using Excel



**STUDENT NAME: K. MAHALAKSHMI
REGISTER NUMBER: 312207750
DEPARTMENT: B.COM(GENERAL)
COLLEGE: QUAIDE MILLETH COLLEGE FOR MEN**



PROBLEM STATEMENT

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OBJECTIVE: IDENTIFY AND ANALYZE KEY
FACTORS INFLUENCING EMPLOYEE
PERFORMANCE WITHIN THE ORGANIZATION.

CHALLENGES: HIGH TURNOVER RATES,
INCONSISTENT PRODUCTIVITY, AND LACK OF
CLEAR PERFORMANCE METRICS.



PROJECT OVERVIEW

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SCOPE: USE EXCEL TO ANALYZE EMPLOYEE PERFORMANCE DATA, IDENTIFY TRENDS, AND PROVIDE ACTIONABLE INSIGHTS.

METHODOLOGY: DATA COLLECTION, PREPROCESSING, ANALYSIS USING EXCEL'S BUILT-IN TOOLS, AND VISUALIZATION.

GOALS: IMPROVE EMPLOYEE PRODUCTIVITY, REDUCE TURNOVER, AND ALIGN PERFORMANCE WITH ORGANIZATIONAL GOALS.



WHO ARE THE END USERS?

END USERS

HR DEPARTMENT: TO IDENTIFY TOP
AND LOW PERFORMERS FOR
APPRAISALS AND DEVELOPMENT.

MANAGEMENT: TO MAKE INFORMED
DECISIONS ON PROMOTIONS, TRAINING,
AND RESOURCE ALLOCATION.

TEAM LEADERS: TO BETTER
UNDERSTAND TEAM DYNAMICS AND
INDIVIDUAL CONTRIBUTIONS.

OUR SOLUTION AND ITS VALUE PROPOSITION



OUR SOLUTION AND PROPOSITION
SOLUTION: CREATE AN EXCEL-BASED
PERFORMANCE DASHBOARD THAT
TRACKS KEY PERFORMANCE
INDICATORS (KPIs) FOR EMPLOYEES.
PROPOSITION: A COST-EFFECTIVE,
EASY-TO-USE, AND CUSTOMIZABLE
TOOL FOR PERFORMANCE ANALYSIS,
REQUIRING MINIMAL TECHNICAL
SKILLS.

Dataset Description

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DATA SOURCES:EMPLOYEE DEMOGRAPHIC DATA,
PERFORMANCE METRICS, ATTENDANCE RECORDS,
TRAINING HISTORY, ETC.

KEY VARIABLES:EMPLOYEE ID, AGE, DEPARTMENT,
PERFORMANCE RATINGS, PRODUCTIVITY SCORES,
ABSENTEEISM, TRAINING HOURS, ETC.

DATA SIZE:X NUMBER OF RECORDS, Y NUMBER OF
VARIABLES.

THE "WOW" IN OUR SOLUTION

COST-EFFECTIVE: NO NEED FOR EXPENSIVE SOFTWARE; JUST EXCEL.

USER-FRIENDLY: EASY TO USE WITH NO SPECIAL TRAINING REQUIRED.

CUSTOMIZABLE: TAILOR IT TO FIT YOUR SPECIFIC NEEDS AND SCALE AS YOU GROW.

COMPREHENSIVE: COMBINES ANALYSIS, VISUALIZATION, AND DECISION-MAKING TOOLS IN ONE PLACE.

ACTIONABLE: PROVIDES INSIGHTS THAT DIRECTLY LEAD TO IMPROVED PRODUCTIVITY AND ENGAGEMENT.



MODELLING

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APPROACH:

DATA CLEANING: HANDLING MISSING VALUES, OUTLIERS, AND DATA NORMALIZATION.

ANALYSIS TOOLS: PIVOTTABLES, PIVOTCHARTS, CONDITIONAL FORMATTING, AND REGRESSION ANALYSIS IN EXCEL.

KPI CALCULATION: PRODUCTIVITY RATES, PERFORMANCE RATINGS, ATTENDANCE SCORES, ETC.

VISUALIZATION:
DASHBOARDS AND CHARTS TO DISPLAY PERFORMANCE TRENDS AND COMPARISONS.

RESULTS

RESULTS AND DISCUSSION FINDINGS:

- TRENDS AND PATTERNS IN PERFORMANCE ACROSS DIFFERENT DEPARTMENTS AND EMPLOYEE GROUPS.
- IDENTIFICATION OF HIGH AND LOW PERFORMERS.
- CORRELATION BETWEEN TRAINING HOURS AND PRODUCTIVITY.
- DISCUSSION: IMPLICATIONS OF FINDINGS ON ORGANIZATIONAL STRATEGIES, POTENTIAL INTERVENTIONS, AND AREAS FOR IMPROVEMENT.

conclusion

CONCLUSION

SUMMARY: RECAP OF KEY INSIGHTS FROM THE ANALYSIS AND THEIR SIGNIFICANCE FOR THE ORGANIZATION.

RECOMMENDATIONS: SUGGESTIONS FOR PERFORMANCE IMPROVEMENT, TARGETED TRAINING, AND POTENTIAL CHANGES IN HR POLICIES.

NEXT STEPS: IMPLEMENTATION OF THE PERFORMANCE DASHBOARD IN ROUTINE EVALUATIONS, CONTINUOUS DATA COLLECTION, AND PERIODIC ANALYSIS.