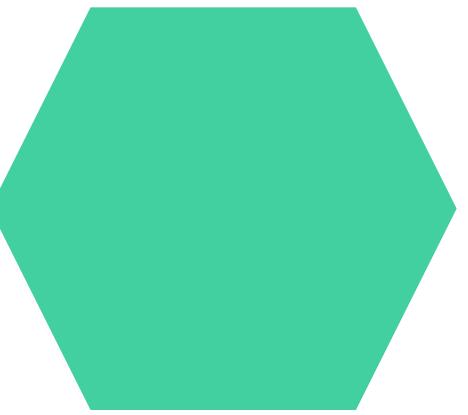
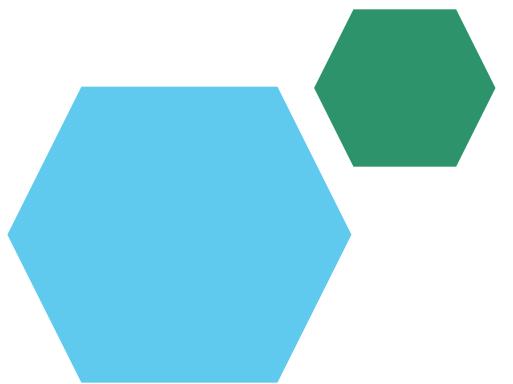
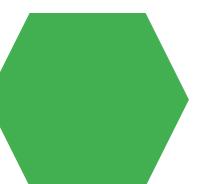


# Employee Data Analysis using Excel



**STUDENT NAME:** E. Merlyn Mounica  
**REGISTER NO:** 312207751  
**DEPARTMENT:** Commerce  
**COLLEGE:** The Quaide Milleth College For Men



# 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

"Your company wants to evaluate the performance of its employees over the past year to identify high performers, areas needing improvement, and overall trends. You have data on employee performance, including metrics such as productivity, quality of work, attendance, and adherence to deadlines. Your task is to use Excel to analyze this data and generate insights that can inform performance reviews and decision-making processes.

# PROJECT

## OVERVIEW

W

Analyze employee performance by collecting and organizing data in Excel, calculating key metrics, and visualizing results through charts. Summarize findings in reports and recommend actions for improvement. The project spans 4 weeks with a focus on data preparation, analysis, visualization, and reporting.



Book1 - Excel

Search

File Home Insert Page Layout Formulas Data Review View Developer Help ACROBAT Power Pivot

Cut Copy Format Painter Paste Font Alignment Number Styles Cells Editing Add-ins

Clipboard

H3 OVERALL RATING

A B C D E F G H I J K

	EMPLOYEE NAME	JOB TITLE	Department	JOB RESPONSIBILITY	WORK QUALITY AND RESPONSIBILITY	WORK ABILITY	TEAM WORK	OVERALL RATING
4	Jessica	Data analyst	Finance	90%	100%	87%	91%	+ 92%
5	Kavya	HR Manager	HR	88%	95%	100%	79%	90.50%
6	George	Sales Executive	Sales	95%	79%	91%	96%	90.25%
7	Daniel	Project Manager	Project Management	77%	90%	100%	94%	90.25%
8	Asfar	Operations Manager	Operation	75%	94%	86%	100%	88.75%
9	David	Marketing Specilist	Marketing	85%	99%	79%	75%	84.50%
10	Harris	Graphic Designer	Design	89%	74%	88%	84%	83.75%
11	Johnson	Financial Analyst	Finance	75%	87%	80%	92%	83.50%
12	Nancy	Administrative Assistant	IT	85%	74%	93%	79%	82.75%
13	Jose	Accountant	HR	71%	79%	85%	82%	79.25%
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

Sheet1 +

Ready Accessibility: Good to go

34°C Mostly cloudy

Search

15:34 27-08-2024 ENG IN

# WHO ARE THE END USERS?

End users of employee performance analysis in Excel include HR managers, team leaders, senior management, and employees. HR managers and team leaders use it to evaluate and support performance, senior management for strategic decisions, and employees for self-assessment and goal setting.

# OUR SOLUTION AND ITS VALUE PROPOSITION

Our Excel-based employee performance analysis solution offers customizable metrics and reporting tools, leveraging familiar interfaces and built-in analytics for comprehensive, cost-effective performance tracking. It integrates diverse data sources, providing a flexible, budget-friendly approach to performance evaluation.

Employee Performance Analysis.xlsx

Search

indhumathi.indhu

File Home Insert Page Layout Formulas Data Review View Developer Help ACROBAT Power Pivot

Cut Copy Format Painter

Font Alignment Number Styles Cells Editing Add-ins

H31

EMPLOYEE NAME

	EMPLOYEE NAME	JOB TITLE	Department	JOB RESPONSIBILITY	WORK QUALITY AND RESPONSIBILITY	WORK ABILITY	TEAM WORK	OVERALL RATING
4	Jessica	Data analyst	Finance	90%	100%	87%	91%	92%
5	Kavya	HR Manager	HR	88%	95%	100%	79%	90.50%
6	George	Sales Executive	Sales	95%	79%	91%	96%	90.25%
7	Daniel	Project Manager	Project Management	77%	90%	100%	94%	90.25%
8	Asfar	Operations Manager	Operation	75%	94%	86%	100%	88.75%
9	David	Marketing Specialist	Marketing	85%	99%	79%	75%	84.50%
10	Harris	Graphic Designer	Design	89%	74%	88%	84%	83.75%
11	Johnson	Financial Analyst	Finance	75%	87%	80%	92%	83.50%
12	Nancy	Administrative Assistant	IT	85%	74%	93%	79%	82.75%
13	Jose	Accountant	HR	71%	79%	85%	82%	79.25%

Chart Title

The chart displays performance metrics for ten employees across five departments. The Y-axis represents percentages from 0% to 120%. The X-axis lists employees by department. The legend indicates five categories: JOB RESPONSIBILITY (blue), WORK QUALITY AND RESPONSIBILITY (orange), WORK ABILITY (grey), TEAM WORK (yellow), and OVERALL RATING (dark blue). Generally, WORK ABILITY and TEAM WORK show higher values compared to the other three categories.

Sheet1

Ready Accessibility: Investigate

Medavakkam M... Closed road

Search

15:45 ENG IN 27-08-2024

# Dataset Description

For employee performance analysis in Excel, include columns such as Employee ID, Name, Department, Position, Performance Rating, KPI Scores, Attendance, Training Hours, Goals Achieved, Feedback Scores, Salary, and Tenure. Use Excel's functions and charts to analyze and visualize the data.

# THE "WOW" IN OUR SOLUTION

To create a "wow" factor in your Excel solution for employee performance analysis, use interactive dashboards with dynamic charts and advanced formulas. Automate reports with macros and include data validation to ensure accuracy. Offer customizable views and scenario analysis to explore different performance outcomes effectively.

# MODELLING

To model employee performance in Excel, start by setting up a table with columns for Employee ID, Name, Department, Date, and relevant KPIs.

Input performance data into this table, ensuring accuracy. Use Excel functions like `AVERAGE()` and `STDEV()` to analyze the data, and create PivotTables and charts to visualize trends and comparisons. Develop a performance score formula by weighting different KPIs to assess overall performance.

Finally, build a dashboard to provide an interactive view of performance metrics and trends for easier analysis and decision-making.

# RESULTS

To analyze employee performance in Excel, gather and organize data on key metrics, use formulas for calculations, apply conditional formatting for visual insights, and create charts to visualize trends. Summarize findings with PivotTables and generate reports to inform decisions.

# conclusion

The performance analysis reveals key trends and patterns, such as consistent high performance in certain areas and opportunities for improvement in others. Key strengths include [specific strengths], while weaknesses include [specific weaknesses]. Recommendations include [specific actions], and the next steps involve [further actions]. Overall, the analysis provides valuable insights to enhance performance and align individual contributions with organizational goals.