

# Employee Data Analysis using Excel



*STUDENT NAME: NANDHINI N*

*REGISTER NO: 312217008 (2C68F10AFEB0216A3CC44F7E59789764)*

*DEPARTMENT: B.COM(general)*

*COLLEGE: SHRI KRISHNASWAMY COLLEGE FOR WOMEN*



**PROJECT TITLE**



**CREATING EMPLOYEE  
PERFORMANCE SCORECARD  
IN 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



- Track and evaluate individual employee performance across various metrics (Sales, Productivity, Quality, etc.)
- Set specific, measurable targets for each metric.
- Calculate variance between actual performance and targets.
- Assign weightage to each metric based on importance.
- Calculate an overall score to summarize performance.
- Visualize performance trends and areas of concern.
- Regularly review and refine targets and metrics



# PROJECT OVERVIEW

- Project Goal: Develop a performance scorecard in Excel to assess and track employee performance based on key performance indicators (KPIs).
- Scope:
  - Design a user-friendly Excel template for performance tracking.
  - Include relevant KPIs, such as attendance, task completion, and quality of work.
  - Automate calculations for performance scores.
- Key Features:
  - Dashboard with overall performance summaries.
  - Individual employee scorecards.
  - Visual elements like charts for data representation.
- Steps Involved:
  - Identify and define KPIs.
  - Design the scorecard layout.
  - Input data and set up formulas for calculations.
  - Test the scorecard for accuracy.
- Expected Outcome:
  - A functional Excel scorecard that helps managers evaluate employee performance efficiently.



# WHO ARE THE END USERS?

- Managers and Supervisors: Use the scorecard to evaluate and track employee performance.
- HR Department: Uses the scorecard for performance reviews, appraisals, and talent management.
- Employees: Refer to their performance metrics and feedback for self-assessment and improvement.
- Executives and Leadership: Monitor overall team performance and make strategic decisions.
- Team Leaders: Use the scorecard to guide coaching and development efforts within their teams.

# OUR SOLUTION AND ITS VALUE PROPOSITION



- Our Solution:
- An Excel-based employee performance scorecard to track and evaluate performance.
- Value Proposition:
- Clear Performance Tracking: Easy to monitor individual and team performance.
- Data-Driven Decisions: Helps managers and HR make better performance-related decisions.
- Saves Time: Reduces manual work with automated calculations.
- Boosts Employee Growth: Provides clear feedback and improvement areas.
- Aligns Goals: Ensures employee efforts match company objectives.

# Dataset Description

- Employee Details: Basic information like name, ID, department, and role.
- Performance Metrics: Key performance indicators (KPIs) relevant to each job role.
- Attendance Data: Records of employee attendance, punctuality, and leave.
- Goals and Targets: Specific targets set for each employee or team.
- Feedback and Ratings: Manager and peer feedback, performance ratings, and scores.
- Training and Development: Data on completed training sessions and skill improvements.
- Achievements: Notable accomplishments or milestones reached by employees.



# THE "WOW" IN OUR SOLUTION

- User-Friendly: Easy-to-use Excel scorecard with clear visuals and dashboards.
- Customizable: Tailor metrics and KPIs to fit any role or department.
- Real-Time Insights: Instant updates on performance with automated calculations.
- Transparent Feedback: Clear and direct performance feedback for employees.
- Data-Driven: Empowers objective decision-making with reliable data.
- Boosts Engagement: Motivates employees by tracking progress toward goal

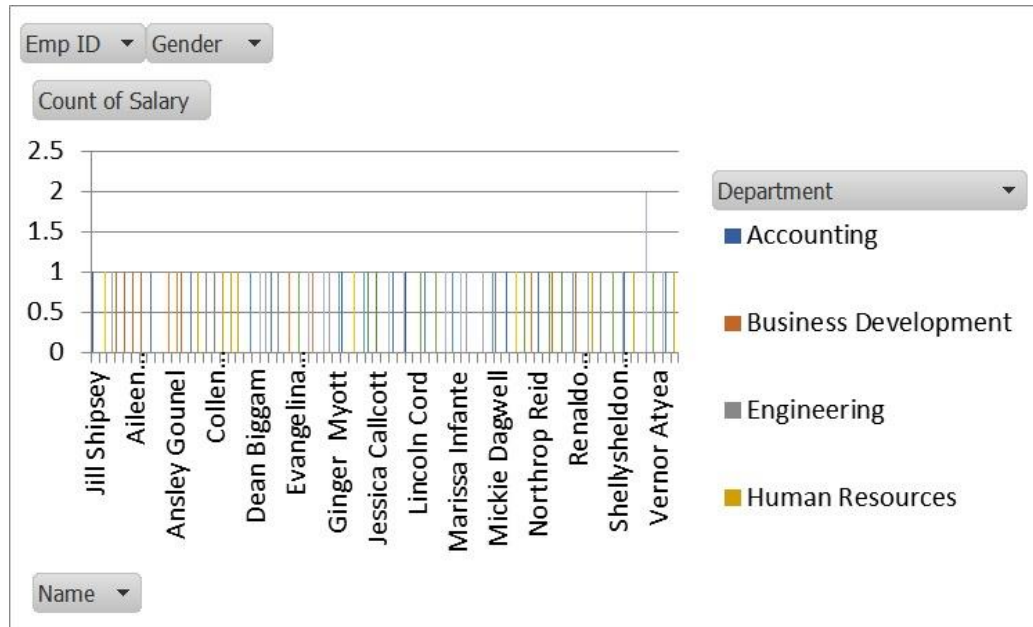


# MODELLING

- Data Collection: Gather performance data from various sources (e.g., KPIs, feedback).
- Metrics Selection: Choose relevant performance indicators based on roles.
- Scoring System: Create a scoring model to evaluate performance against targets.
- Visualization: Use charts and dashboards to display performance results clearly.
- Performance Summary: Summarize key insights and scores for easy interpretation.
- Continuous Updates: Keep the model updated with new data for real-time tracking.

# RESULTS

- Clear Performance Overview: Quick insight into individual and team performance.
- Objective Evaluations: Fair and consistent performance ratings for all employees.
- Informed Decisions: Data-driven insights for promotions, rewards, and training needs.
- Improved Employee Engagement: Transparent feedback helps employees know where they stand.



# conclusion

- Effective Performance Tracking: Our solution simplifies performance management.
- Empowers Decision-Making: Provides actionable insights for managers and HR.
- Drives Growth and Alignment: Helps employees improve and align with company goals.
- Boosts Efficiency: Saves time with automated and easy-to-use features.
- Enhances Transparency: Builds trust through clear and objective feedback.