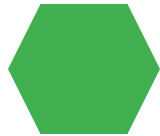# Employee Data Analysis using Excel

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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.Dataset Description
6.Modelling Approach
7.Results and Discussion
8.Conclusion

PROBLEM STATEMENT

The Employee Performance Analysis involves the Evaluation and Measurement of an Employees work Effectiveness and Efficiency using MS Excel. the Analysis helps in making informed decisions regarding Promotion and Training aspects and also the Overall Employees Performance. The data can be utilised using Excel 's tools and Techniques like Pivot Tables, Charts , Conditional formatting to improve ,shows Strength, Weakness and to identify the Patterns.
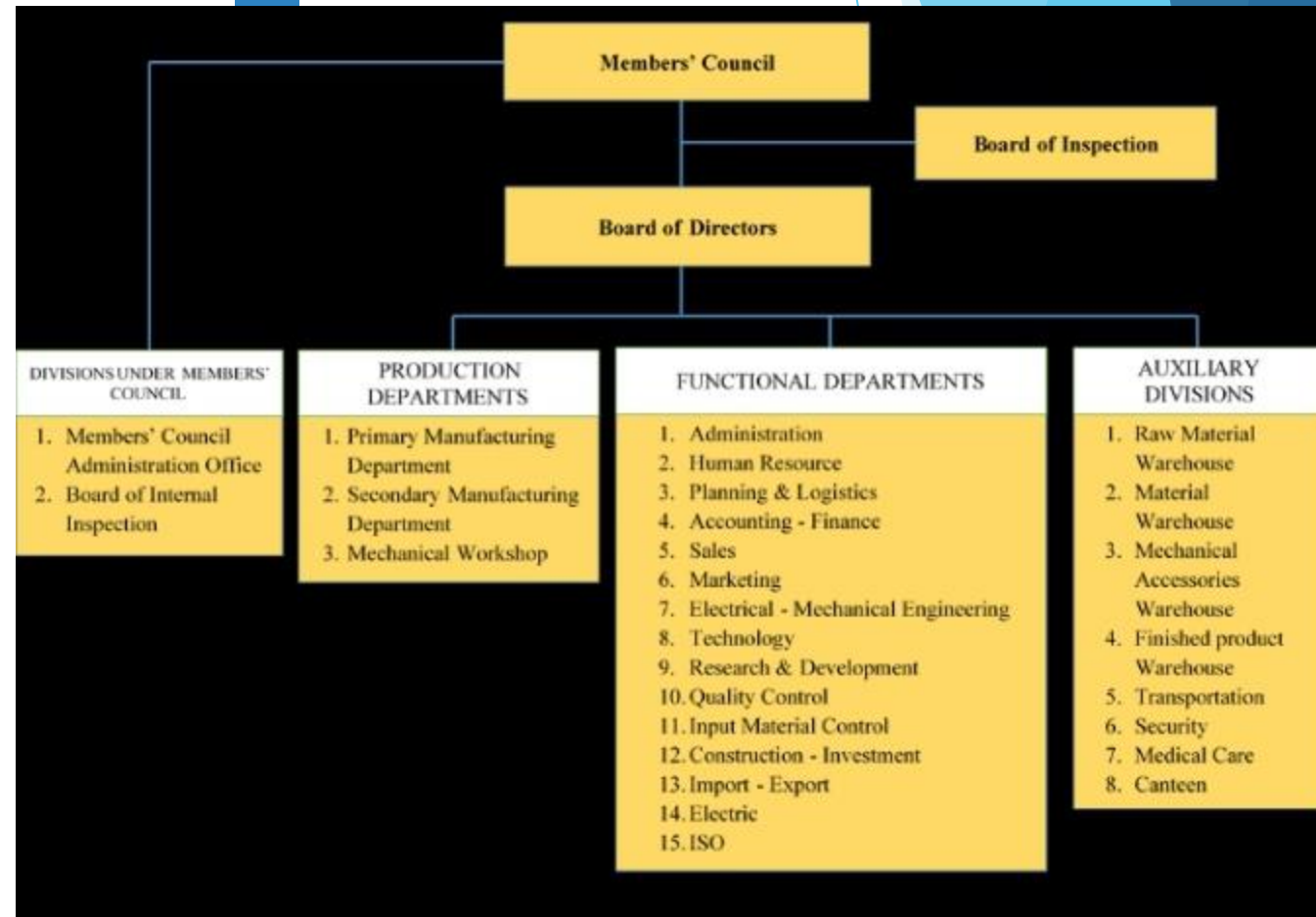
PROJECT OVERVIEW

The Project " Employees Performance Analysis using Excel" aims to evaluate the Employee Productivity and Effectiveness by using Excel's Analytical Tools . The data is Processed and analysed using Excel Functions like Pivot Tables , Charts, Statistical formulas to generate Insights us into Individual and Team Performance . The Project involves Collecting and Organising performance data such as Accuracy , Task completion rates , Attendance records. It helps in identifying Top performers ,seeking Training assistance and to make decisions for further Performance Development of an Employees . It includes the detailed Report and Visual reviews and for strategic planning and also the easy interpretation

WHO ARE THE END USERS?

- *Employee Manager*
- *HRM*
- *Organization*

OUR SOLUTION AND ITS VALUE PROPOSITION

Ensures Performance Management: It helps in recognising the top performers and to address the Under- Performers ultimately improves the Overall Performers.

Data – Driven Insights *: It* enables the Managers to make informed decisions based on the Accurate , Real – Time Performance data.

Improves Efficiency : It automated the Data collection ,Analysis basis ,Saving **Time** reducing Manual power .

Enhances Employee Development: It identifies the Training assistance , Development Opportunities leads to increasing Workforce.

Cost – Effective Advantage : It leverages the accessible Excel's Platform, avoiding the need for expensive Software.

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Dataset Description

COLUMN OF DATA – SET :
- FIR SATISFACTORY, Employee 's First Name.
- LAST NAME: Employee 's Last Name.
- EMPLOYEE ID : Using identifier for each Employee of an Organization.
- E- MAIL ID : The E- mail address associated with Employees 's Communication within the Organisation.
- STATE: The state where the Employee is located.
- BUSINESS UNIT: The specific Business unit or Department to to to which the Employee belongs.
- GENDER: M for Male; F for Female of an Employees.
- CURRENT PERFORMANCE RATING : Evaluation of Overall Employees performance.

PERFORMANCE SCORE : Improvement, Excellent , Satisfactory,Needs Training

THE "WOW" IN OUR SOLUTION

1. It automates that the Manager the Manager to notify when the attention is needed.
   It integrates the Predictive models to forecast the future performance Trends based on Historical data , giving Managers the pro – active approach to Planning a Workforce.
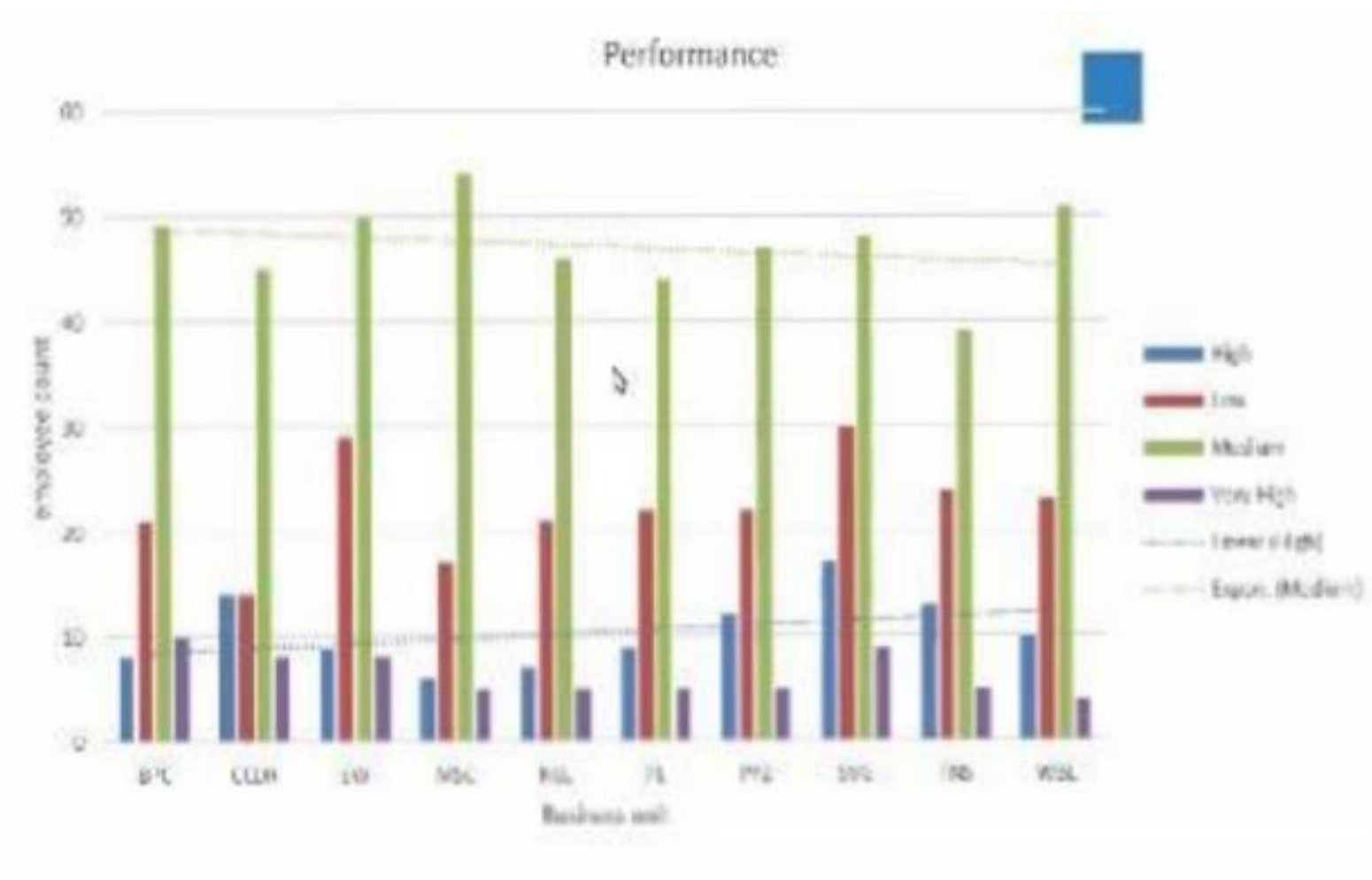
MODELLING

Conditional Formatting :

Conditional formatting is applied to cells based on the rules such as Highlighting cells, it's immediate Visual cue helps in quickly identifying the critical areas when as needed. It specifies the data points that meets the certain conditions makes the spot trends and Outliers.

Charts:

The various types of Charts like Bar graphs, Pie charts, Line charts will be created by Pivot Table Charts. It visualise the data in the interpretable format, making Trends and Patterns more appropriate.

RESULTS

conclusion

The " Employees Performance Analysis " using Excel   Provides the User-Friendly.   Solution and Robust for evaluating and. Managing. Employees. Performance. It usesthe Powerful tools like Pivot table , Charts , Conditional formatting and. Also filters .

The project transform the Performance data using Data- Insights . It has the interactive Dashboard and Customisable reports empower the Manager to make Data – Driven decisions , Productivity , Foster continuous improvement andOptimum Utilisation of Workforce in the Organisation.

The Solution not only ensures the   Streamline Performance of Employees but also. Offers the Cost – effective in Management , Scalable approach to enhances the Overall Efficiency in improvement of an Organisation.