

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL

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PROJECT TITLE

**EMPLOYEE PERFORMANCE ANALYSIS
USING EXCEL**

TOPICS

- DATA COLLECTION
- DATA ENTRY
- DATA PROCESSING
- DATA VISUALIZATION
- ANALYSIS
- REPORTING
- ACTION PLAN
- CONCLUSION

DATA COLLECTION

- KPI(Key Performance Indicators) sales figures,project completion rates,etc.
- **Performance Reviews** : Scores or comments from performance evaluations.
- **Attendance Records** : Data on absenteeism,punctuality,etc.
- **Productivity Metrics** : Output levels,error rates,etc.

DATA PROCESSING

Calculate Performance Metrics :

- $\text{Average} = \text{AVERAGE}(\text{range})$
- $\text{Sum} = \text{SUM}(\text{range})$
- $\text{Percentage} = \text{Value} / \text{total_value} \times 100$

Create Performance Ratios :

- $\text{Sales Per Project} = \text{Sales} / \text{projects completed}$
- $\text{Attendance Rate} = \text{Attendance}(\%)$

DATA VISUALIZATION

Charts : Bar charts, line graphs, or pie charts to show performance trends or comparisons.

Conditional Formatting : Highlight top performances or underperformers based on specific criteria.

Steps to create a chart :

1. Select your data range.
2. Go to the "Insert" tab.
3. Choose the appropriate chart type (e.g., Bar Chart, Line Chart).

ANALYSIS

Trend Analysis : Identity performance trends over time.

Benchmarking : Compare individual performance against benchmarks or averages.

Correlation : Look for relationships between different metrics(e.g., attendance and sales).

Example Analysis :

- Compare employees sales performance against their attendance rate to see if higher attendance correlates with better sales.

REPORTING

Create a dashboard : Use PivotTables and charts to create a comprehensive view of performance.

Writing a Summary : Include key insights, trends, and recommendation based on your analysis.

Steps for PivotTables :

1. Select your data range.
2. Go to the "Insert" tab and select "PivotTable".
3. Drag and drop fields to summarize and analyze data.

ACTION PLAN

Training : Identify areas where employees need development.

Recognition : Highlights top performers for rewards.

Process Improvements : Suggest changes to improve overall performance.

CONCLUSION

An Excel-based Employee Performance Rating Card and Dashboard is very useful and adaptable tool. It can significantly enhance your performance management process.