



EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE:

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL



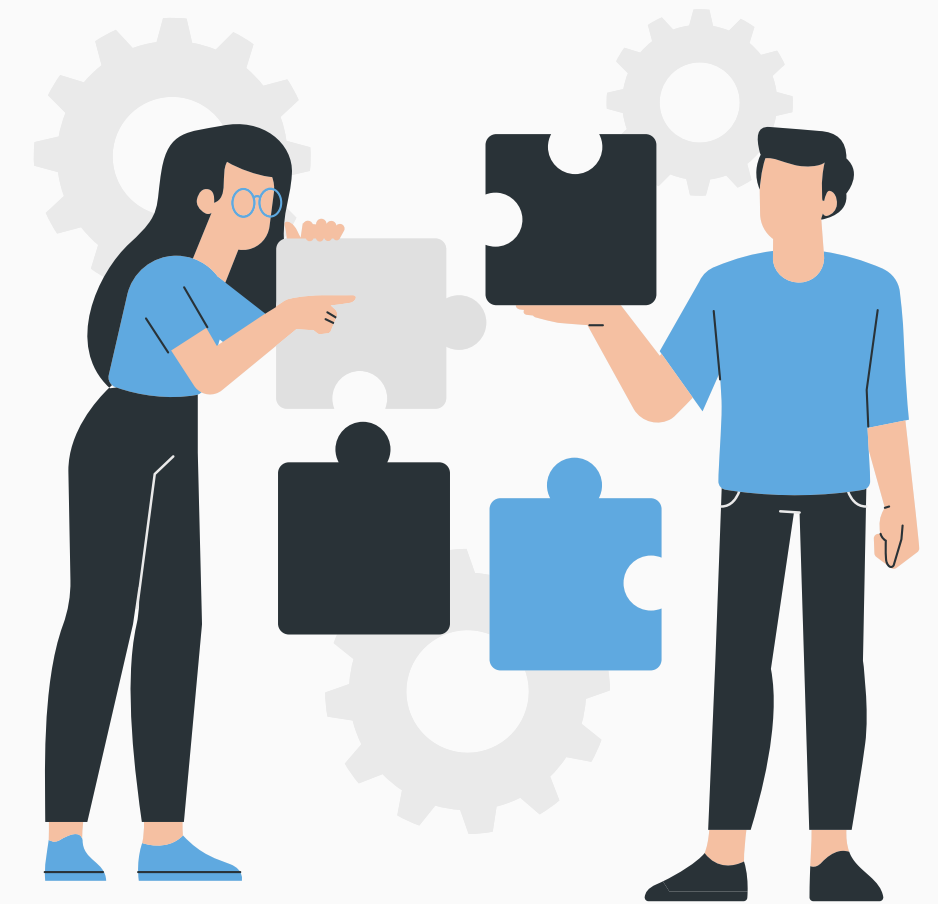
AGENDA:

1. Problem statement
2. Project overview
3. End users
4. Our solution and proposition
5. Dataset Description
6. Modelling Approach
7. Result and Discussion
8. Conclusion



PROBLEM STATEMENT:

- *By analyzing employee performance, organizations can make informed decisions, drive growth, and enhance overall success.
- *Identifies areas for growth, sets goals, and develops plans for enhancement.
- *Sets clear expectations, goals, and standards for employees.
- *Aligns individual efforts with organizational objectives.
- *Ensures individual performance aligns with organizational goals and objectives.



PROJECT OVERVIEW:

Employee performance analysis is a systematic process to evaluate employee performance, identify strengths and weaknesses, and provide feedback for growth and development.

It involves:

- Setting clear goals and expectations.
- Gathering data on performance metrics.
- Evaluating performance against goals and metrics.
- Providing constructive feedback and coaching.
- Identifying areas for improvement and development. Informing decisions on promotions, training, and resource allocation.
- In summary, employee performance analysis is a crucial process to optimize employee performance, inform decisions, and drive business success.



WHO ARE THE END USERS?

- Employees
- Employers
- Manager
- Organizations
- Customers
- shareholders



OUR SOLUTION AND ITS VALUE PROPOSITION:

- Conditional formatting –missing
- Filter-remove
- Formula-performance
- Pivot-summary
- Gragh,pie chart-data visualization



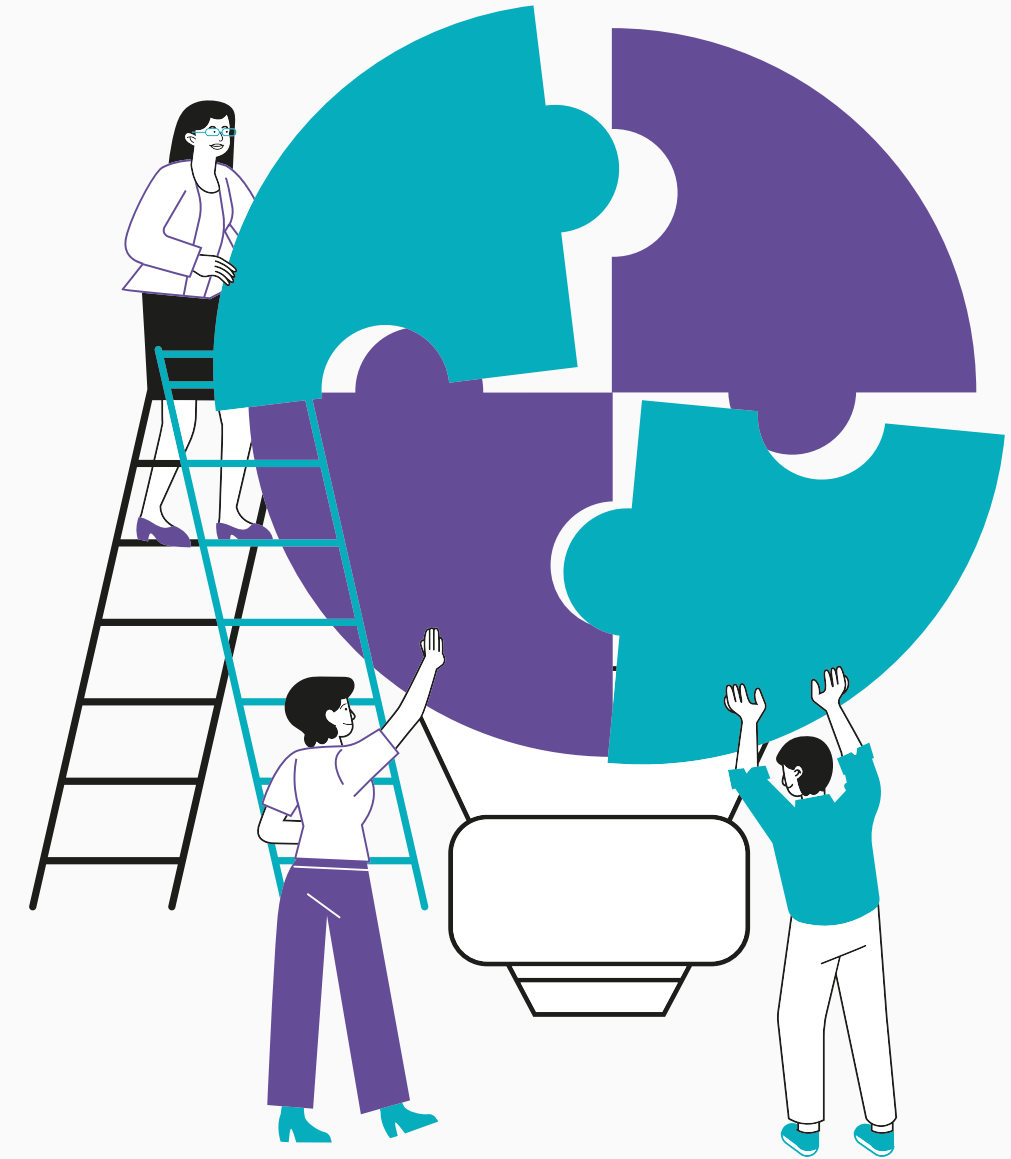
DATA DESCRIPTION:

- Employee data-Kaggle
- 26-features
- 9-features
- Employees id – number
- Business unit
- Name-text
- Employees type
- Performance level
- Gender-male,female
- Employee rating-number



THE “WOW” IN OUR SOLUTION:

- PERFORMANCE LEVEL=IFS(J2>=5,"VERY HIGH",J2>=4,"HIGH",J2>=3,"MED",TRUE,"LOW")
- GRAPH
- PIE CHART



MODELLING APPROACH:

1. Data Collection:

Gather employee data: name, ID, job role, department, etc.- Collect performance metrics: sales, customer satisfaction, project completion, etc.

2. Data Organization:

Create an Excel worksheet for each employee or team- Set up tables for performance metrics and ratings.

3. Rating Scale Setup:

Create a standardized rating scale (e.g., 1-5)- Define criteria for each rating level

4. pivot table features:

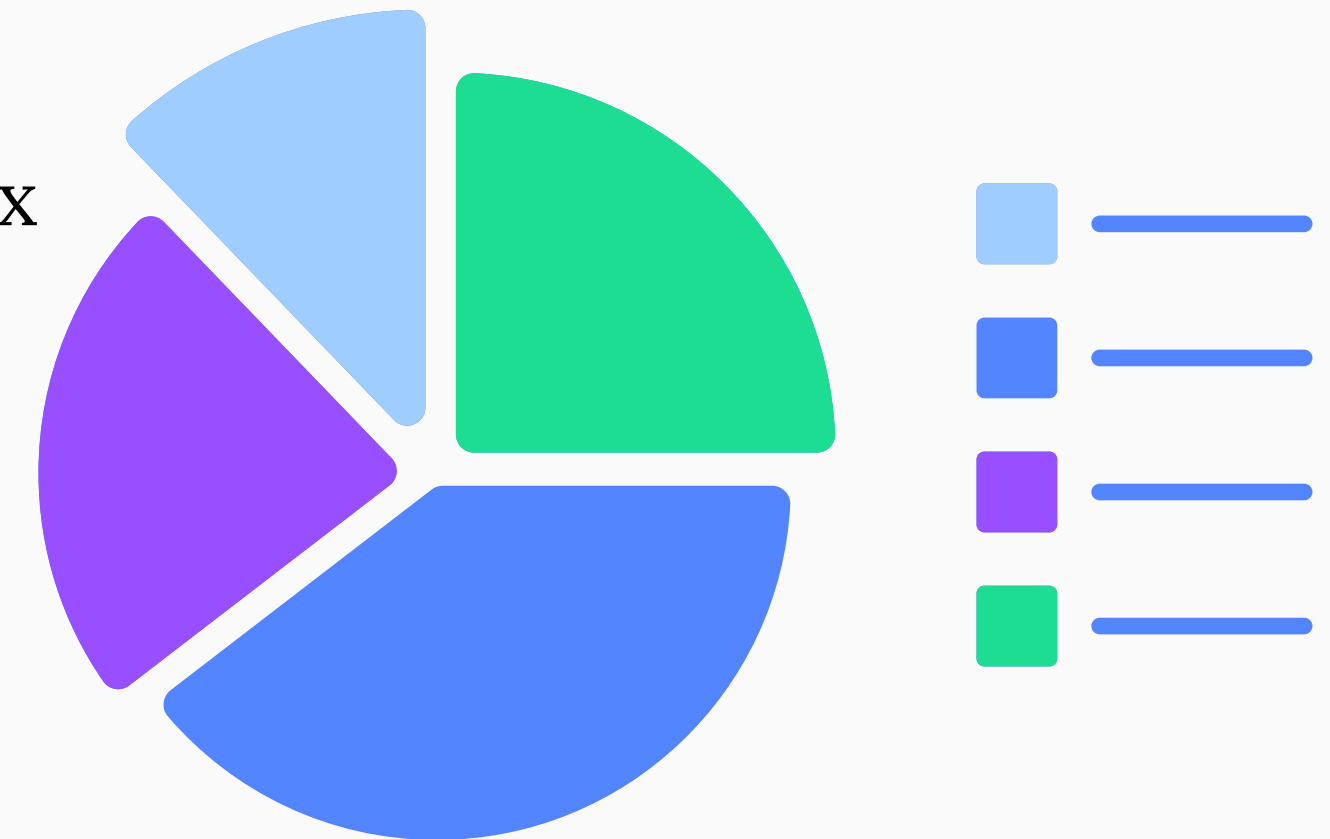
- Drag-and-drop interface
- Row and column labels



- Values area for aggregated data
- Filters for narrowing data
- Grouping and ungrouping dataPivot tables simplify complex data analysis.

5.Data Entry:

Enter employee performance data into Excel tables- Use formulas to calculate weighted scores.



6.Charting and Visualization:

Create charts and graphs to illustrate performance trends- Use Excel tools: PivotTables, Conditional Formatting, Charts Analysis and Insights- Identify strengths, weaknesses, and areas for improvement- Use Excel filters and sorting to analyze data.

CONCLUSION:

The conclusion of employee performance analysis using Excel is:

- Data-driven insights inform decisions.
- Improved performance and productivity.
- Enhanced accountability and fairness.
- Strategic alignment with organizational goal.
- Identified training needs and succession planning.
- Competitive advantage through optimized talent management.
- Excel-based performance analysis drives business success by optimizing employee performance and talent management.

