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

To write a problem statement on employee performance, you need to identify the specific area of performance that is problematic, such as low productivity, high absenteeism, or poor quality of work.
Objective: Improve the effectiveness of the employee performance evaluation system within Company to enhance overall productivity, employee satisfaction, and alignment with organizational goals.
Background: The current employee performance evaluation system is perceived as subjective and inconsistent. This has led to concerns about fairness, accuracy, and its impact on employee motivation and development.
Identification and strengths and weekness: It helps in identifying which employees are performing well and which ones need improvements .
Performance Metrics:Itallows the organization to track key performance indicators (KPIS)such as task completion,salestreagets,andother measurable objectives.

Informed Decision-making:Managementcan make informed decision about promotions,rewards,oradditional training based on performance data
Resource Allocation: It helps in optimizing the allocation of resources by identifying where more support or training may be needed.
Employee Development : It assists in creating personalized development plans for employees, helping them grow in their roles.

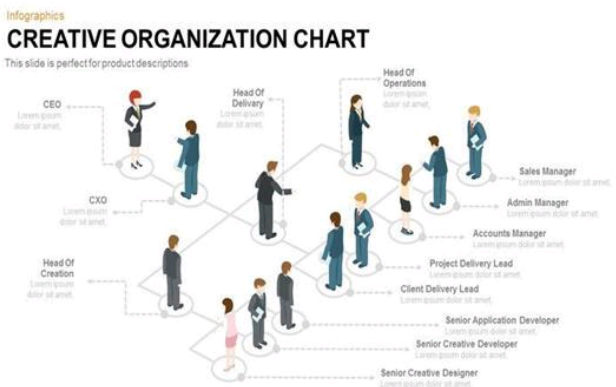
PROJECT OVERVIEW

Analyzing the performance of the employee by considering the various factor like agenda, performance, achievements, etc.Theemployee performance analysis project aims to assess and enhance productivity by evaluating key performance metrics and competencies. It will involve collecting data through surveys, evaluations, and performance indicators over a defined period. The analysis will identify strengths, areas for improvement, and alignment with organizational goals. Key stakeholders include employees, managers, and HR personnel. The project will culminate in actionable insights and recommendations to support professional development and performance improvements.thisproject overview helps to identify the trends and pattendsof different categories of employees like high, medium,low,etc. The employee performance analysis using excel project aims to evaluvate and improve employee productivity within an organization by leveraging excels data analysis and visualization capabilities.theproject involves collecting relevant performance data such as attendance,taskcompletion rates, and sales figures,andorganizing this information into a structured excel workbook.Usingvarious excel functions and tools,thedata will be analyzed to identify trends,strengths,andareas needing an improvement.

WHO ARE THE END USERS?

Management: They will gain insights into employee productivity and performance trends, helping them make informed decisions about promotions, rewards, and resource allocation.

- *HR Department: HR professionals can use the analysis to identify training needs, develop personalized development plans, and ensure fair and data-driven performance evaluations.*
- *Employees: Employees will benefit from clear feedback on their performance, leading to opportunities for growth, recognition, and career advancement.*
- *Team Leaders:They can use the analysis to understand team dynamics, identify top performers, and address any performance issues within their teams.*
- *The Organization as a Whole:By optimizing employee performance and productivity, the organization can achieve better overall efficiency, reduce costs, and improve employee satisfaction and re*



OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting -missing
Filter -remove
Formula -performance
Pivot -summary
Graph-data visualization

Dataset Description

Employee=tony stark
26-features
9-f eat ure s
Emp ID number-3435
NAME -T EXT-Ca lib ri
Business Unit-STKI
Job Function-Engineer
Gender-Male
Employee rating number-5
Performance Score-Fully Meets

THE "WOW" IN OUR SOLUTION

- *Performance level =IFS(Z11>=5,"very high",Z11>=4,"high",Z11>=3,"medium",TRUE, "low")*

MODELLING

1. Data Collection and Entry:
•Sheet in: This sheet contains detailed employee information, including Employee ID, names, start dates, job titles, supervisors, email addresses, business units, and performance-related data. This is the primary data source for my analysis.
2. Data Preparation:
•Sheet in:

- *•I have gathered comprehensive employee data, possibly from various sources, and compiled it into this sheet.*
- *•The data includes demographic information, job details, and performance metrics like "Performance Score" and "Employee Rating."*
- *•This sheet also has a "Performance level" column, though some values appear to be missing.*

3. Aggregation of Performance Data:
•Sheet Sheet1:

- *•This sheet appears to summarize performance data by Business Unit.*
- *•The table is organized to show the count of employees in each performance level (high, low, medium, very high) across different Business Units (e.g., BPC, CCDR).*
- *•I used Excel functions like COUNTIFor PivotTablesto aggregate this data.*
- *•The sheet also includes a "Grand Total" column, which summarizes the total count of employees across performance levels for each Business Unit.*

MODELLING

4. Visualization:

•Although not explicitly shown in the provided data, it's common to create charts or graphs in Excel to visualize performance distributions.

•I have used the data in Sheet1 to create bar charts or pie charts illustrating the distribution of performance levels across different Business Units.

5. Additional Data Analysis (Sheet2):

•Sheet Sheet2:

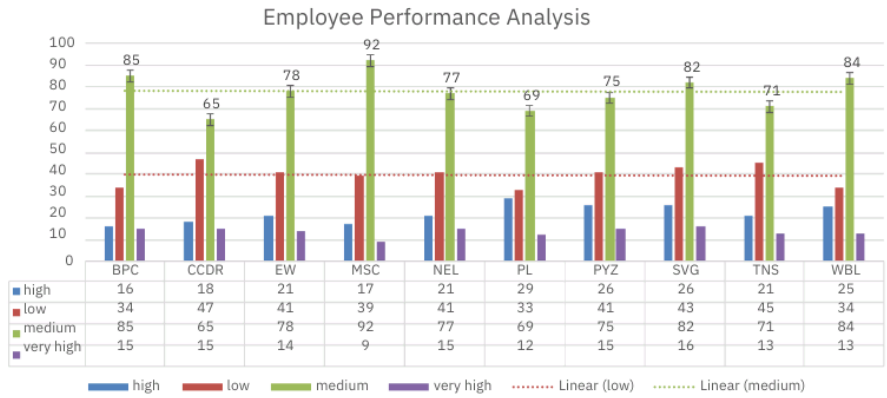
- *•Contains ID-marks pair, possibly related to some other aspect of performance or another dataset.*
- *•It might be used for supplementary analysis, though it's unclear how it ties into the main performance analysis.*

6. Final Analysis and Reporting:

•I would likely compile these analyses into a coherent report, possibly adding explanations, visualizations, and insights directly into the Excel file or exporting the data into a presentation format.

•Key insights could include identifying top-performing Business Units, areas needing improvement, and employee distribution across performance levels.

RESULTS

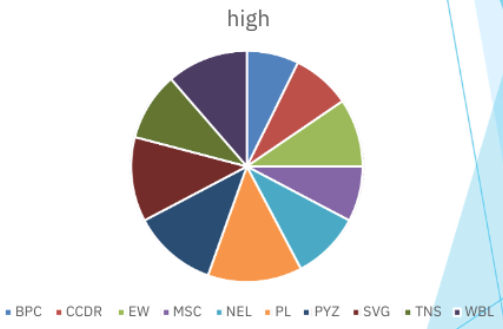


	BPC	CCDR	EW	MSC	NEL	PL	PYZ	SVG	TNS	WBL
high	16	18	21	17	21	29	26	26	21	25
low	34	47	41	39	41	33	41	43	45	34
medium	85	65	78	92	77	69	75	82	71	84
very high	15	15	14	9	15	12	15	16	13	13

RESULT

GenderCode	(All)

Count of FirstName	Performance level				
BusinessUnit	high	low	medium	very high	Grand Total
BPC	16	34	85	15	150
CCDR	18	47	65	15	145
EW	21	41	78	14	154
MSC	17	39	92	9	157
NEL PL PYZ	21	41	77	15	154
SVG TNS	29	33	69	12	143
WBL **Grand**	26	41	75	15	157
Total	26	43	82	16	167
	21	45	71	13	150
	25	34	84	13	156
	220	**398**	**778**	**137**	**1533**



conclusion

The Employee Performance Analysis reveals varied performance levels across different Business Units, with a significant number of employees falling into the "medium" and "low" categories, particularly in units like BPC and CCDR. There are also strong performers in the "very high" category, suggesting potential for leadership development. However, some data gaps, such as missing "Performance level" entries, need addressing for more accurate insights. Overall, the analysis suggests a need for targeted training and development in lower-performing units, recognition programs for high performers, and improved data accuracy for future assessments.