

Employee Data Analysis using Excel



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PROJECT TITLE

**Employee Performance Analysis
using Excel**

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2. Project Overview
3. End Users
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5. Dataset Description
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PROBLEM STATEMENT

Problem Statement:

- Employee ID
- Name
- Job Title
- Sales Target
- Actual Sales
- Customer Satisfaction Rating
- Project Completion Rate (percentage)
- Quality Rating



PROJECT OVERVIEW

1. Develop an Excel dashboard to track and analyze employee performance metrics.
2. Provide a comprehensive view of employee performance, identifying strengths and weaknesses.
3. Enable HR to make data-driven decisions regarding employee development, promotions, and performance improvement plans.

Deliverables:

1. Excel dashboard with calculations and visualizations.
2. Report summarizing key findings and recommendations.

Resources:

- Excel software.
- Sales performance data.
- HR expertise (optional).

Assumptions:

- Data accuracy and integrity.
- Consistent data formatting.
- No external dependencies or system integration required.

Key Benefits:

- Data-driven insights for HR decision-making.
- Improved employee performance management.
- Enhanced employee development and growth opportunities.



WHO ARE THE END USERS?

End Users for Employee Performance Analysis using Excel Project:

1. *HR Managers*:

Primary users who will utilize the dashboard to analyze employee performance, identify areas for improvement, and make data-driven decisions.

2. *Team Leads/ Supervisors*: Will use the dashboard to monitor team performance, provide feedback, and develop targeted improvement plans.

3. *Department Heads*: Will utilize the dashboard to evaluate departmental performance, identify trends, and make strategic decisions.

5. *Executives/Upper Management*: Will receive summarized reports and insights to inform strategic decisions, resource allocation, and company-wide initiatives.

6. *Employees*: May access the dashboard to view their individual performance, set goals, and track progress (optional).

These end users will benefit from the Excel dashboard's ability to:

- Simplify complex performance data
- Provide actionable insights
- Facilitate data-driven decision-making
- Enhance employee development and growth
- Improve overall organizational performance

OUR SOLUTION AND ITS VALUE PROPOSITION



Our Solution:

Employee Performance Analysis Dashboard in Excel

Value Position:

Our Excel-based solution empowers HR professionals and managers to make data-driven decisions, driving employee growth and organizational success. By providing a comprehensive and user-friendly dashboard, we help:

1. _Streamline performance analysis_: Automate calculations, reduce manual errors, and save time.

- 2. _Customization_: Tailor the dashboard to meet your organization's specific needs.**
- 3. _Comprehensive analysis_: Evaluate multiple performance metrics in a single dashboard.**
- 4. _Cost-effective_: Leverage existing Excel software, minimizing additional costs.**
- 5. _Scalability_: Easily adapt the dashboard to accommodate growing organizational needs.**

By implementing our Employee Performance Analysis Dashboard, organizations can unlock the full potential of their workforce, driving business success and competitiveness.

Dataset Description

Descripción: Este conjunto de datos contiene información sobre el rendimiento de 20 empleados de ventas durante el último trimestre.

Variables:

1. ***Employee_ID***
(Identificador único del empleado)
2. ***Name*** (Nombre del empleado)
3. ***Job_Title*** (Título del puesto del empleado)
4. ***Sales_Target***
(Objetivo de ventas del empleado)
5. ***Actual_Sales*** (Ventas reales del empleado)
6. ***Customer_Satisfaction_Rating*** (Calificación de satisfacción del cliente, de 1 a 5)
7. **Project_Completion**



MODELLIN G

Step 1: Data Preparation

- Import employee performance data into Excel
- Ensure data is clean, accurate, and formatted consistently

Step 2: Calculate Performance Metrics

- Sales Performance: (Actual Sales / Sales Target)
- Customer Satisfaction: (Customer Satisfaction Rating / 5)
- Project Completion Rate: (Number of Projects



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Employee Evaluation Template			
Destination		Rating	
Rating Scale/Word	Score	Rating	Score
Sum of Employee		Sum of Rating	
Performance		Sum of Rating	
Performance		Sum of Rating	
Performance		Sum of Rating	
PERSONAL SKILLS		Sum: Score	10
CRITERIA	SCORE	10	TOTAL
Quality of Work (Out of 10 Marks)	5		
Ability to manage and coordinate the work	5		
Ability to deliver the services in the organization and the customers	5		
Interpersonal skills, communication, teamwork	5		
Work Habits (Out of 10 Marks)	5	10	
Punctuality/Attendance	5		
Appearance	5		
Work on employee the way that the things to do, solve customer or employee	5		
Work on employee the way that the things to do, solve customer or employee	5		
Job Knowledge (Out of 10 Marks)	5	10	
Skills and ability to perform the job satisfactorily	5		
Team member in learning and improving	5		
Problem-solving ability	5		
TOTAL	10	10	
Scoring System			
Excellent	5		
Good	4		
Below Average	3		
Average	2		
Unsatisfactory	1		
INTERPERSONAL SKILLS		Sum: Score	10
CRITERIA	SCORE	10	TOTAL
Interpersonal relations/ behavior (Out of 10 Marks)	5		
Ability to communicate with others	5		
Ability to communicate in organization and interpersonal relations	5		
Good interpersonal relations of all levels	5		
Ability to solve customer or employee	5		
Team member in learning and improving	5		
LEADERSHIP SKILLS	Sum: Score	10	
CRITERIA	SCORE	10	TOTAL
Leadership (Out of 10 Marks)	5		
Ability to create the vision, strategy, direction, and organization and values (Out of 10)	5		
Ability to create the vision, strategy, direction, and organization and values (Out of 10)	5		
Ability to create the vision, strategy, direction, and organization and values (Out of 10)	5		
GENERAL PROVISION	Sum: Score	10	
CRITERIA	SCORE	10	TOTAL
Employee performance and learning in organization and in learning to achieve at a satisfactory rate	5		
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conclusion

Our Employee Performance Analysis using Excel project has successfully demonstrated the power of data-driven insights in evaluating employee performance. By leveraging Excel's capabilities, we have:

- 1. *Simplified complex performance data* into actionable metrics.**
- 2. *Identified top performers* and areas of excellence.**
- 3. *Pinpointed underperformers* and opportunities for growth.**
- 4. *Provided data-backed recommendations* for HR initiatives and employee development.**

