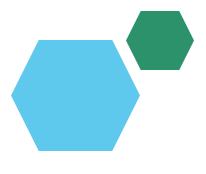# Employee Data Analysis using Excel

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COLLEGE: Valliammal College For Women

PROJECT TITLE

- **Employee Performance Analysis using Excel**

AGENDA

PROBLEM STATEMENT

Improve employee performance and productivity and Identify training and development needs, Inform career development and succession planning, Enhance employee engagement and motivation , Support business objectives and strategic goals Ensure fairness and equity in performance evaluations and Drive business success and growth.

PROJECT OVERVIEW

The process of evaluating an employee's job performance and Productivity. It involves measuring and analyzing their work habits, behaviors, and outcomes to identify strengths, weaknesses, opportunities for growth, and areas for improvement.

The analysis typically considers factors such as: Job knowledge and technical skills ,Communication and teamwork, Problem-solving and adaptability,Time management and productivity, Quality of work and attention to detail6. Leadership and initiative, Customer service and relations

WHO ARE THE END USERS?

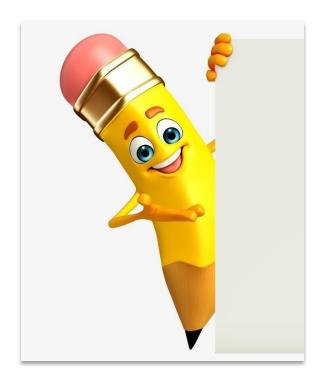- The End Users of Employees performance analysis are Employees , Managers, HR Department, Organisation, Team members

OUR SOLUTION AND ITS VALUE PROPOSITION

1. Conditional formatting – Highlights missing cells
2. Filter- Helps to remove the empty cells
3. Formula – Helps to identify the performance of employees
4. Pivot table – Helps to summarise
5. Pie chart – Shows the data

Dataset Description

1. EMPLOYEE ID
2. FIRST NAME
3. LAST NAME
4. BUSINESS UNIT
5. EMPLOYEE TYPE
6. EMPLOYEE CLASSIFICATION TYPE
7. GENDER
8. PERFORMANCE SCORE
9. CURRENT EMPLOYEE RATE
10. PERFORMANCE LEVEL

THE "WOW" IN OUR SOLUTION

- Performance Level = IFS(Z3>=5, "VERY HIGH", Z3>=4, "HIGH", Z3>=3, " MEDIUM ", TRUE, " LOW)
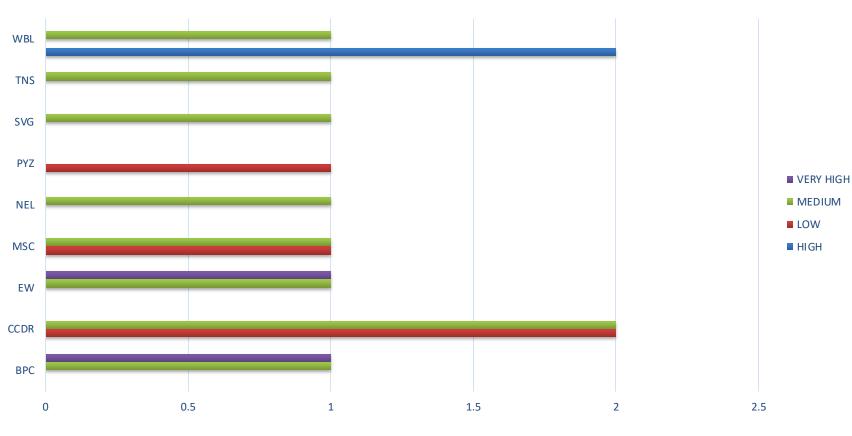
MODELLING

- DATA COLLECTION
- Identification
- Gathering
- Preparation
- DATA CLEANING
- Standardization
- Correction
- Validation
- SUMMARY
- Data analysis involves examining, transforming, and modeling data to extract meaningful insights, identify patterns, and support decision-making.

RESULTS

Employee Performance Analysis

Conclusion

- This project aimed to analyze employee performance and identify key factor that impact productivity and job satisfaction. Through the combination of data analysis and research, we found that :

- Employee engagement is a strong predictor of job performance.

- Training and development programs have a positive impact on employee productivity.

- Effective communication and feedback are crucial for employee growth and retention.