EMPLOYEE DATA ANALYSIS USING EXCEL

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PROJECT TITLE

EMPLOYEE PERFORMANCE ANALYSIS

AGENDA:

- ► A typical agenda for an employee performance review meeting includes:
- Welcome and introduction
- Review of previous goals and performance
- Feedback discussion
- Setting new goals
- Employee input
- Action plan and next steps
- Closing remarks

PROBLEM STATEMENT

▶ Here are some potential problems that can arise when evaluating employee performance:

• Difficulty evaluating performance

• This can lead to more errors, higher turnover, and a reduced ability to manage improvements.

• Setting up an evaluation system

• Some companies have trouble creating an evaluation system that is both objective and responsible.

• Work stress

• Work stress can negatively impact employee performance and productivity, as well as their health and well-being.

• Performance issues

• These can fall into three categories: productivity, attendance, and conduct.

PROJECT OVERVIEW

- Employee performance analysis involves evaluating various metrics such as productivity, efficiency, and output quality to assess individual and team performance. By leveraging data analytics, organizations can identify top performers, areas for improvement, and potential training needs.

WHO ARE THE END USERS ?

- ▶ The end users of employee performance analysis are typically company managers and other key stakeholders, such as supervisors and peers:

- Managers: Use performance evaluations to set expectations, evaluate performance, and measure success. They can also use the information to help decide on pay raises, promotions, and layoffs.

- Supervisors: Complete performance evaluations for employees, rating their performance against goals.

- Peers: Provide feedback as part of a 360 review, which is a way to gather qualitative performance data.

- Subordinates: Provide feedback as part of a 360 review.

- External stakeholders: Provide feedback as part of a 360 review.

OUR SOLUTION AND ITS VALUE PROPOSITION

▶ An employee value proposition (EVP) is a company's promise to employees in exchange for their skills, experience, and commitment. It's a set of benefits and rewards that employees receive from working for the company. A strong EVP can help a company attract and retain top talent, and can differentiate the company from competitors.

▶ Here are some tips for developing an EVP:

• Define the EVP: Define what the EVP is for your organization and choose its components.

• Assess the current EVP: Take inventory of the organization's current compensation, benefits, career development, and culture.

• Set goals: Set goals that are unique to your organization.

• Create the EVP: Create a statement that addresses each of the components of your EVP.

DATASET DESCRIPTION

▶ There are multiple employee performance analysis datasets available, including:

• Employee Dataset(All in One) - Kaggle

• This dataset includes information about employee training, such as training date, program name, and training outcome.

• Employee Productivity and Satisfaction HR Data - Kaggle

• This dataset includes a variety of fields related to employee performance and satisfaction, such as personal demographics, performance metrics, and job details. It can be used to analyze employee performance, predict turnover, and more.

• Performance Management — Reviews Dataset

• This dataset combines fields from performance reviews and employee records to provide a summary of employee performance reviews.

• HR Analytics Employee Attrition & Performance - Kaggle

• This dataset includes a SatisfactionLevel field that ranges from "Very Dissatisfied" to "Very Satisfied".

▶ Employee performance data can provide insights into how an employee is performing in their role, such as in quality, quantity, and efficiency

THE "WOW" IN OUR SOLUTION

▶ A Way of Working (WoW) is a set of principles and practices that defines how an organization works. It defines the way people collaborate, communicate, and make decisions. A well-defined WoW can help organizations improve productivity, collaboration, overall performance and create a culture of continuous improvement by providing a framework for identifying and solving problems.

▶

▶ Here are some ways that WoW can help create a culture of continuous improvement:

• It provides a framework of how work is done.

• It helps to identify and eliminate waste and inefficiency.

• It encourages cross functional collaboration and open communication.

• It supports the development of new ideas and innovation.

• It provides opportunities for training & development

• It ensures transparency and sets accountability

▶ To effectively implement WoW, organizations should focus on clear communication, training and coaching, and a commitment to ongoing improvement.

MODELLING

- **First — Exploratory Data Analysis**

- **Second — Analysis of Department-wise Performance**

- **Third — Feature selection**

- **Fourth — Modelling**

- For this part, we have two options: either including only variables that show a positive or negative correlation to Performance, or use everything as an input to the model.

RESULTS

▶ Employee performance analysis results can include:

• Strengths and weaknesses

• Performance reviews can help identify an employee's strengths and weaknesses, so that they can receive constructive feedback and develop their skills.

• Progress

• Performance reviews can help identify if an employee has met their goals, grown in their role, or acquired new skills.

• Areas for improvement

• Performance reviews can help identify areas where an employee can improve.

• Growth plan

• Performance reviews can help employees and employers develop a growth plan to help the employee advance their career and benefit the company.

• Succession planning

• Performance reviews can help identify future leaders and groom talent for key positions.

CONCLUSION

▶ A conclusion for an employee performance analysis should summarize an employee's performance, highlight their strengths, and identify areas for improvement. Here are some tips for writing a performance evaluation conclusion:

• Summarize performance: Briefly summarize the employee's performance during the review period.

• Highlight strengths: Identify the employee's key strengths.

• Identify areas for improvement: Mention areas where the employee can improve.

• Provide recommendations: If appropriate, suggest recommendations for the employee, such as attending a workshop or receiving a raise.

▶ Performance evaluations can help employees and employers develop growth plans to improve skills and benefit the company. They can also help identify training and development needs, and recognize and reward exceptional performance.