
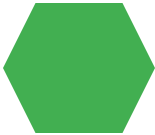


# Employee Data Analysis using Excel



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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

- Analyzing employee performance helps improve productivity by identifying strengths and areas for development. It aligns individual goals with organizational objectives, enhances motivation through feedback, and supports fair decisions on compensation and promotions. This process also aids in early issue detection and fosters a positive organizational culture.



# PROJECT OVERVIEW

•Employee performance analysis involves evaluating how well employees perform their job duties and contribute to organizational goals. It includes assessing various aspects such as productivity, quality of work, and behavior. This process helps identify strengths, areas for improvement, and development needs. It also supports decision-making related to promotions, compensation, and training. Ultimately, it aims to enhance both individual and organizational performance.



# WHO ARE THE END USERS?

- The end users of employee performance analysis include **managers** and **supervisors** for feedback and development, **HR** for training and compensation decisions, **executives** for strategic planning, **employees** for personal growth, and organizational **stakeholders** for assessing overall effectiveness.

# OUR SOLUTION AND ITS VALUE PROPOSITION



1. CONDITIONAL FORMATING – MISSING IDENTIFY
2. FILTER
  - REMOVE
3. FORMULA
  - IFS(multiple condition)
4. PIVOT TABLE
  - SUMMARY
5. GRAPH
  - DATA VISUALISE
6. SLICER & OTHERS
  - INDIVIDUAL DATA



# Dataset Description

1. EMPLOYEE DATA SET – KAGGLE

2. 27 – FEATURES

BUT USED 11 FEATURES ONLY THEY ARE ;

employee id - number

first name - name

last name - name

business unit - category

employee status - types

employee type - category

employee classification type - category

gender code - male / female

performance score - levels

current employee ratings - number

performance level - very high/high/medium/low



# THE "WOW" IN OUR SOLUTION

1.PERFORMANCE LEVEL=IFS(Z8>=5,"VERY  
HGH",Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")



2. ELIMINATION OF MISSING VALUES  
USING FILTER AND CONDITIONAL  
FORMATTING

# MODELLING

## DATA COLLECTION

1. EDUNET DASH BOARD DOWNLOAD
2. EXCEL OPEN

## FEATURE COLLECTION

1. FORMULA
2. RATINGS VALUE

## DATA CLEANING

1. MISSING VALUES
2. FILTERING
3. RATING TO LEVELS

# MODELLING

## PIVOT TABLE

1. RECOMMENDED CHART
2. SLICER
3. DIFFERENT CHARTS
4. TABLE VALUES

## RECOMMENDED CHART

1. TRENDLINE
2. EXPONENDED TREND LINE
3. OFF BLANK VALUES
4. ENABLING CHART TITLE
5. ENABLLE CHART VALUE

# MODELLING

## SLICER

1. INDIVIDUAL ANALYSIS
2. USING FEATURES OPTION TO WATCH

## TABLE

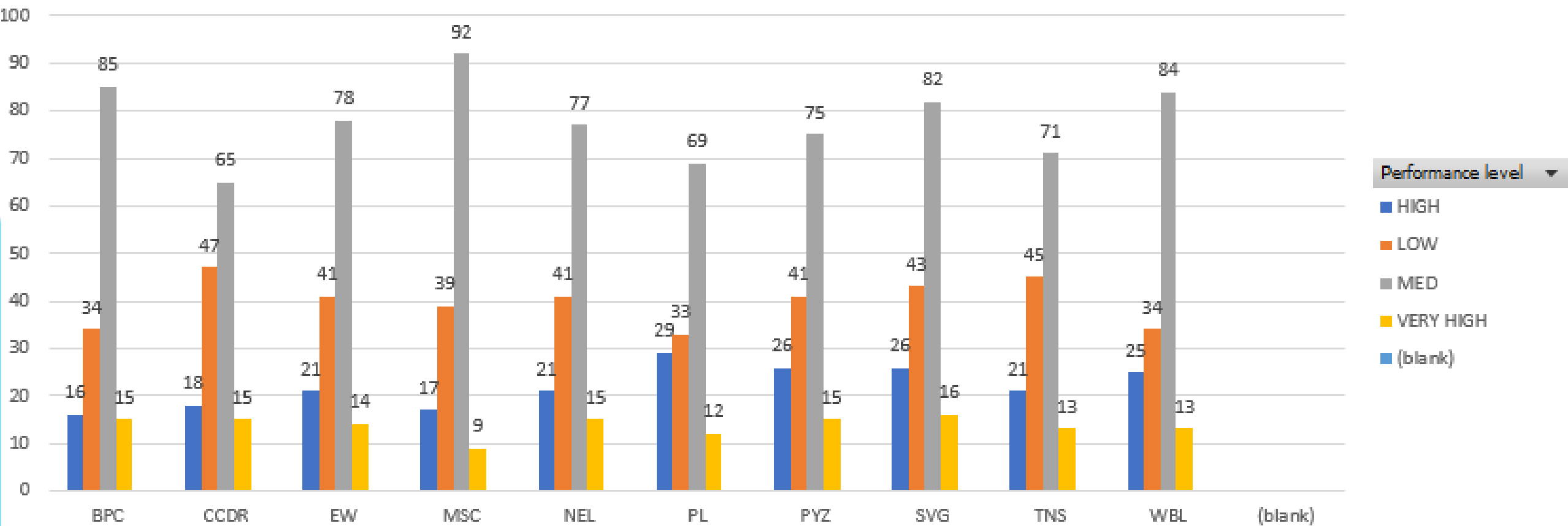
1. USING GENDER CODE FOR FILTER
2. WATCH OUT BUSINESS UNIT
3. BASIS ON LEVEL

# RESULTS OVERALL

GenderCode ▾

Count of FirstName

EMPLOYEE PERFORMANCE ANALYSIS



BusinessUnit ▾

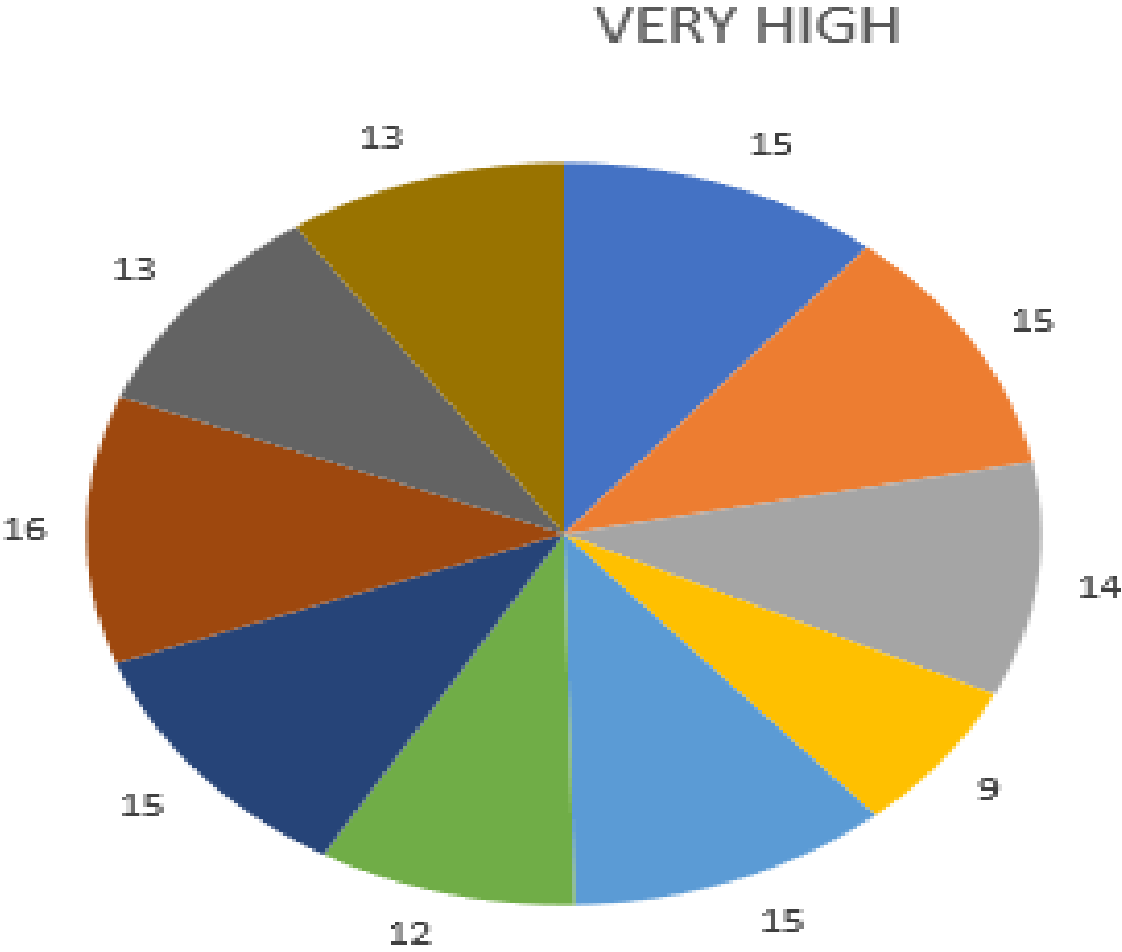
# EXPLANATION ;

Overall employee performance offers numerous benefits that significantly enhance organizational success. When employees perform well, productivity increases, driving the company towards its goals more efficiently. High-performing individuals also deliver superior quality work with fewer errors, contributing to better overall output. Their innovation and creativity can lead to fresh ideas and solutions that propel the business forward. Moreover, strong performance boosts team morale and motivation, fostering a positive work environment. Excellent employees also improve customer service, leading to higher satisfaction and loyalty.

# RESULTS VERY HIGH

GenderCode

Count of FirstName



BusinessUnit

- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL

Performance level

# EXPLANATION ;

Very high employee performance can be analyzed through several key metrics. Firstly, productivity rates can be measured, highlighting how efficiently the employee meets or exceeds targets. Quality of work is another critical factor, reflecting the precision and excellence in their output. Innovation and problem-solving skills can be assessed through the introduction of new ideas and effective solutions. Employee engagement and morale are also important, as top performers often exhibit high levels of motivation and commitment. Additionally, their impact on customer satisfaction and retention provides insight into their contribution to the company's reputation. Finally, analyzing cost savings related to their work can reveal the financial benefits of their exceptional performance.

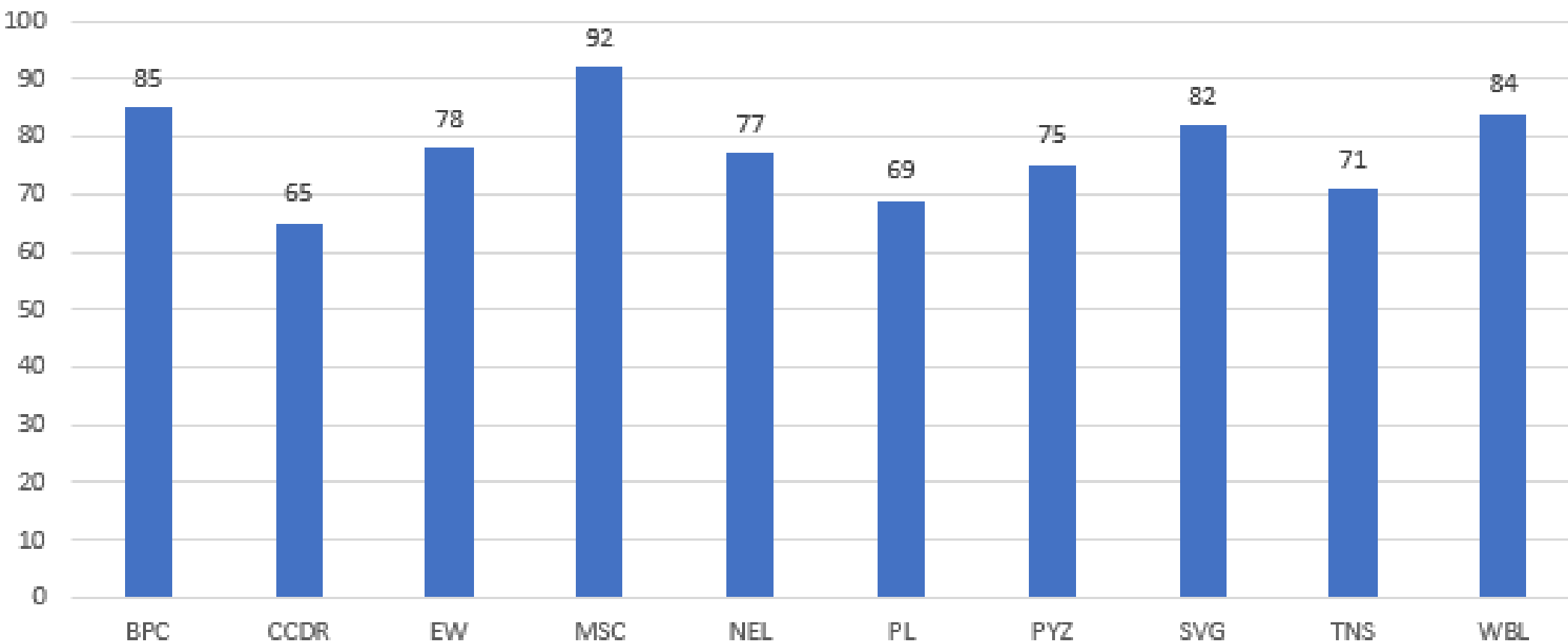


# RESULT MEDIUM

GenderCode ▼

Count of FirstName

MED



Performance level ▼

■ MED

BusinessUnit ▼

# EXPLANATION ;

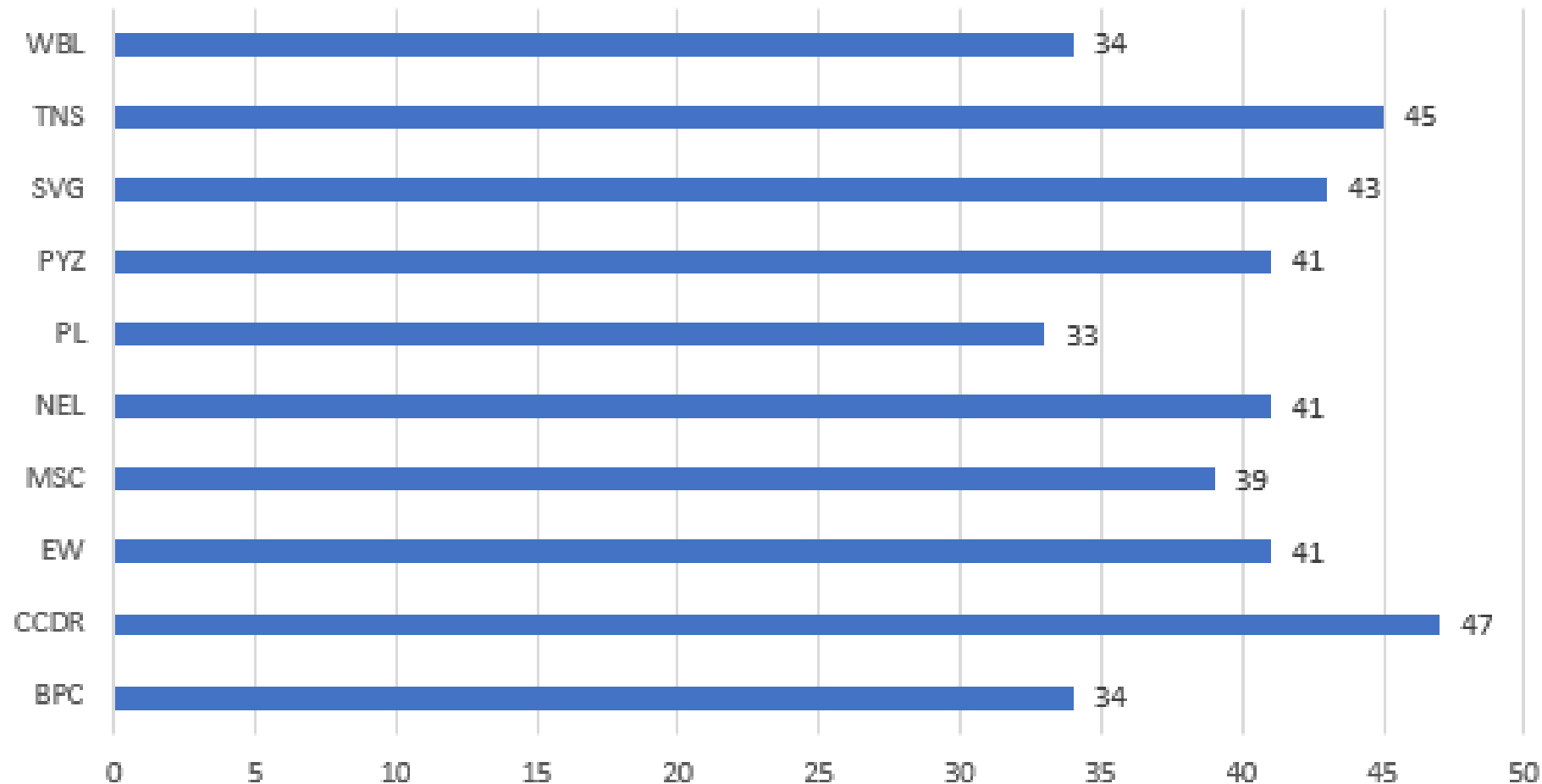
Analyzing medium employee performance involves examining several key factors. Productivity can be assessed to determine if the employee meets average performance standards and contributes adequately to team goals. The quality of their work should be reviewed to identify any recurring issues or areas needing improvement. Innovation and problem-solving capabilities are evaluated to gauge their contribution to process improvements. Employee engagement levels can be analyzed to understand their motivation and commitment. Customer feedback and satisfaction scores provide insights into how their performance impacts client relationships. Finally, cost-effectiveness can be reviewed to ensure that their output justifies the investment in their role.

# RESULT LOW

GenderCode ▼

Count of FirstName

LOW



BusinessUnit ▼

Performance level ▼

■ LOW

# EXPLANATION ;

Analyzing low employee performance involves assessing several critical aspects to pinpoint underlying issues. Productivity levels should be measured to determine if the employee fails to meet established goals or benchmarks. The quality of their work must be reviewed for frequent errors or substandard results. Innovation and problem-solving abilities should be evaluated to see if they lack initiative or creativity. Employee engagement is crucial; low performance often correlates with decreased motivation or dissatisfaction. Customer feedback may reveal negative impacts on service quality or client relations. Finally, a cost-effectiveness analysis can show whether the employee's performance results in inefficiencies or increased expenses relative to their output.

# conclusion

a comprehensive employee performance analysis is vital for understanding and enhancing individual and organizational effectiveness. By examining productivity, quality of work, innovation, engagement, and impact on customer satisfaction, organizations can identify strengths and areas for improvement. Addressing these factors ensures that employees are aligned with organizational goals and are contributing positively to the overall success. Moreover, a nuanced analysis helps in tailoring support and development opportunities, ultimately fostering a more motivated and high-performing workforce. Continuous performance evaluation not only drives individual growth but also enhances collective performance, ensuring sustained organizational success.