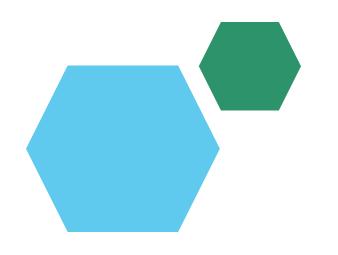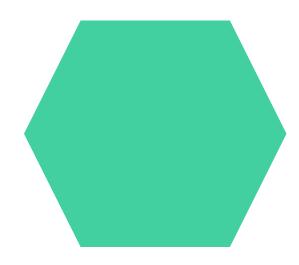# loyee Data Analysis using Excel

STUDENT NAME: Rajavel. J
REGISTER NO     :122200869
DEPARTMENT    : B.COM (CORPORATE SECRETARYSHIP)
COLLEGE         : ANNAI VIOLET ARTS AND SCIENCE COLLEGE

# 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
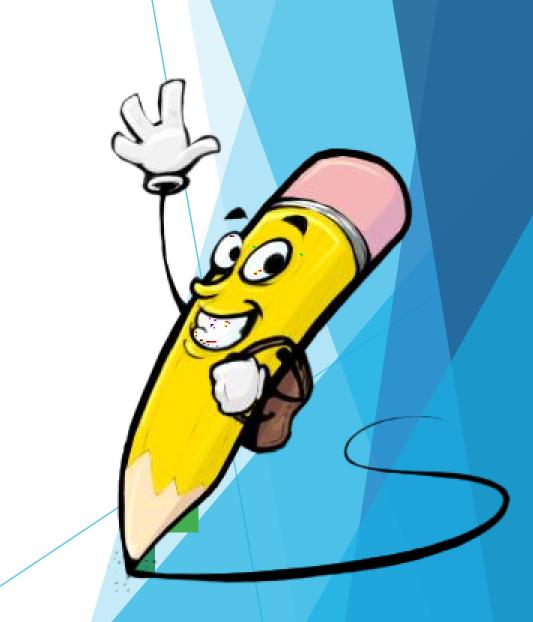7. Results and Discussion
8. Conclusion

# Problem Statement

- Manual employee performance tracking is inefficient and prone to errors.

- Lack of comprehensive, data-driven insights.

- Missed opportunities for identifying top and low performers.

- Need for an automated Excel-based solution for better performance management.
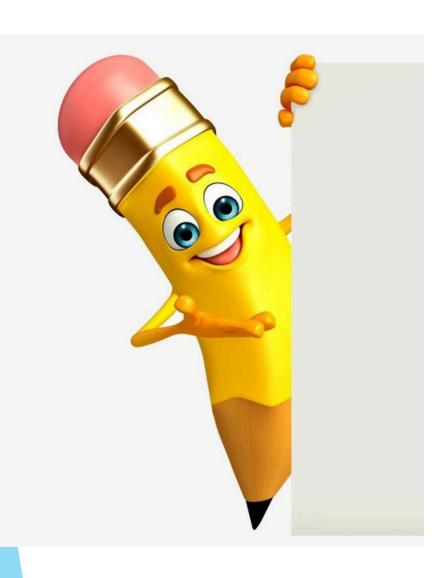
# Project Overview

- Develop a streamlined performance analysis tool using Excel.

- Collect, clean, and analyze employee performance data.

- Use Excel to automate performance calculations and trends.

- Provide actionable insights for HR and managers.

# End Users

- HR teams needing a clearer view of employee performance.

- Managers looking for data to support promotion and intervention decisions.

- Team leaders who need regular performance insights.

- Executives who want to monitor productivity at an organizational level.

# OUR SOLUTION AND ITS VALUE PROPOSITION

- Automated Excel tool for performance scoring and tracking.

- Visual dashboards to display key performance metrics.

- Easy integration with existing HR systems for data flow.

- A cost-effective, scalable, and user-friendly solution.

# Dataset Description

- Includes employee records with 10 performance metrics per employee.

- Key data: Employee ID, Name, Scores, Attendance, Skill Ratings.

- Cleaned dataset of 500 records, ready for analysis.

- Data spans over one year of employee performance.

# Modelling Approach

- Imported data into Excel for analysis.

- Used Pivot Tables to group and summarize performance data.

- Applied custom formulas for performance score calculations.

- Created charts and graphs to visualize trends and insights.

# Results and Discussion

- 15% of employees exceeded performance targets, identified as high- potential.

- 10% consistently underperformed, highlighting training needs.

- Clear correlation between high performance and consistent attendance.

- Insights visualized using Excel charts for easier decision-making.

# Conclusion

- Excel-based tool effectively tracks and analyzes employee performance.

- Provides actionable insights for HR and management.

- Easy to customize and scale for future needs.

- Next steps: integrate with HR software and expand to predictive analysis.