CREATING AN EMPLOYEE PERFORMANCE SCORECARD IN EXCEL

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PROJECT TITLE

EXCEL

• CREATING AN EMPLOYEE PERFORMANCE SCORECARD IN

AGENDA

- 1.problem statement
- 2.project overview
- 3.end users
- 4.our solution and proposition
- 5.date description
- 6.modelling approach
- 7.result and discussion
- 8.conclusion

PROBLEM STATEMENT

- Describe the challenges in evaluating employee performance, such as:
- Inconsistent assessment criteria
- Lack of transparency
- Insufficient data analysis
- Limited visibility into performance metrics

PROJECT OVERVIEW

- Explain the objective of creating an employee performance scorecard in Excel, including:
- Developing a standardized evaluation framework
- Enhancing performance tracking and analysis
- Improving employee engagement and development

END USERS

• Identify the stakeholders who will utilize the scorecard, such as:

• HR professionals

Managers and supervisors

Employees

OUR SOLUTION ANA PROPOSITION

Present the proposed solution, including:

- A customizable Excel template for performance evaluation
- Key performance indicators (KPIs) and metrics

• • Automated calculations and data visualization

DATA DESCRIPTION

• Outline the data requirements, such as:

Employee information (name, ID, department, etc.)

Performance metrics (e.g., sales targets, project completion rates)

Evaluation criteria (e.g., communication skills, teamwork)

MODELLING APPROACH

Explain the methodology for creating the scorecard, including:

Selecting relevant KPIs and metrics

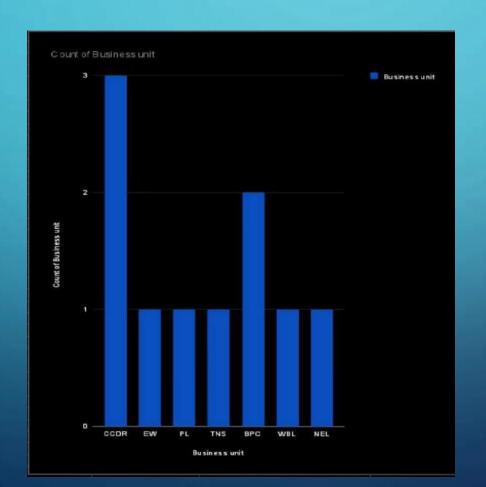
Designing the Excel template and dashboard

Developing formulas and calculations for automated scoring

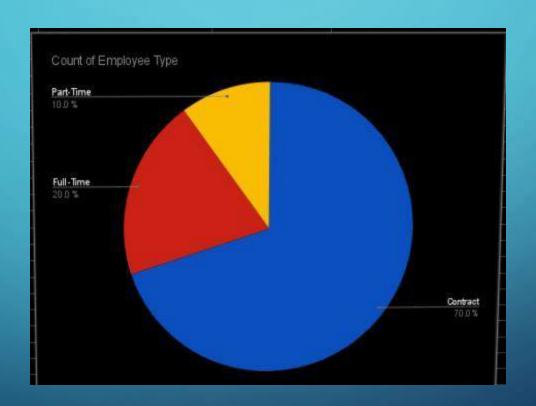
RESULT AND DISCUSSION

First name	Last name	start Data	Exit Data	TITLE	supervisor	AD Email	Business unit	Employee status	Employee Type	
Uriah	Bridges	20-Sep-19		Production Technician	lPeter Oneill	uriah.bridges@bilea		CCDR	Active	Contract
Paula	Small	11-Feb-23		Production Technician	IRenee Mccormick	paula.small@bileam		EW	Active	Contract
Edward	Buck	10-Dec-18		Area Sales Manager	Crystal Walker	edward.buck@bilea	mer.com	PL	Active	Full-Time
Michael	Riordan	21-Jun-21		Area Sales Manager	Rebekah Wright	michael.riordan@bile	earner.com	CCDR	Active	Contract
Jasmine	Onque	29-Jun-19		Area Sales Manager	Jason Kim	jasmine.onque@biled	amer.com	TNS	Active	Contract
Maruk	Fraval	17-Jan-20		Area Sales Manager	Sheri Campos	maruk.fraval@bilear	ner.com	ВРС	Active	Contract
Latia	Costa	06-Apr-22	03-Jul-23	Area Sales Manager	Jacob Braun	latia.costa@bileame	r.com	WBL	Active	Full-Time
Sharlene	Terry	06-Nov-20	29-Jan-23	Area Sales Manager	Tracy Marquez	sharlene.terry@bile.c	arner.com	CCDR	Active	Contract
Jac	McKinzie	18-Aug-18		Area Sales Manager	Sharon Becker	<u>jac.mckinzie@bileam</u>	ner.com	NEL	Active	Contract
Joseph	Martins	21-Jan-22	29-Jun-23	Area Sales Manager	George Jenkins	joseph.martins@biled	amer.com	ВРС	Active	Part-Time

PAR CHART



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CONCLUSION

• Summarize the benefits and value of the employee performance scorecard in Excel, and outline potential future enhancements or expansions.

• This outline should provide a solid foundation for creating a comprehensive employee performance scorecard in Excel.