

Employee Data Analysis using Excel



STUDENT NAME : Reebasri.P

REGISTER NO. : 2213391036039

NM ID :

*391CDDD1CCC3021A9E144D05893
96076*

*DEPARTMENT : DEPARTMENT. OF
COMMERCE*

COLLEGE : QUEEN MARY'S 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



*TO EXAMINE :
HOW EFFICIENTLY THE EMPLOYEE'S
OF AN ORGANISATION ARE
WORKING IN EACH BUSINESS UNIT
RESPECTIVELY.*



PROJECT OVERVIEW

- ❑ *FILTRATION OF GIVEN DATA SET.*
- ❑ *ANALYSING PERFORMANCE LEVEL OF EMPLOYEES.*
- ❑ *BUILDING PIVOT TABLE.*
- ❑ *CONSTRUCTION OF GRAPH AND PIE CHART.*
- ❑ *TREND LINE AS A REFLECTION OF PERFORMANCE.*



WHO ARE THE END USERS?

INSIDERS :

THE END USERS ARE THE MANAGEMENT, ADMINISTRATION, FINANCE AND ACCOUNTING SECTORS OF THE RESPECTIVE ORGANISATION.

OUTSIDERS :

THE END USERS ARE THE INVESTORS, SHAREHOLDERS, FINANCING PARTNERS, GOVERNMENT AND COMPETITORS.

OUR SOLUTION AND ITS VALUE PROPOSITION



1. *IDENTIFY AREAS OF STRENGTH AND WEAKNESS.*
2. *SET PERFORMANCE GOALS AND TARGETS.*
3. *EVALUATE JOB PERFORMANCE AND PRODUCTIVITY.*
4. *DEVELOP TRAINING AND DEVELOPMENT programs.*
5. *Inform decisions on promotions, bonuses, and rewards.*
6. *Improve communication and feedback.*
7. *Increase employee motivation and ENGAGEMENT.*
8. *Reduce turnover and absenteeism.*
9. *Enhance overall organizational performance.*
10. *Make data-driven decisions.*

Dataset Description

1. *Employee I'd*
2. *First name.*
3. *Last name.*
4. *business unit.*
5. *Employee status.*
6. *Employee type.*
7. *employee classification type.*
8. *gender code.*
9. *performance score.*
10. *current employee rating.*
11. *performance level*
12. *marital description.*
13. *race description.*
14. *Location code.*
15. *Job function description.*
16. *State.*
17. *DOB.*
18. *Division.*
19. *Department type.*
20. *Termination description.*
21. *Termination type.*
22. *Payzone.*
23. *Start date.*
24. *Exit date.*
25. *Title.*
26. *Supervisor.*
27. *ADEmail*

THE "WOW" IN OUR SOLUTION

- *Pivot table that gives clear cut view of the performing employees and respective business unit with certain specifications.*
- *Logical test formula for performance level setting:*
=IFS(Z8>=5,"VERYHIGH",
Z8>=4,"HIGH",Z8>=3,"MED",TRUE,"LOW")

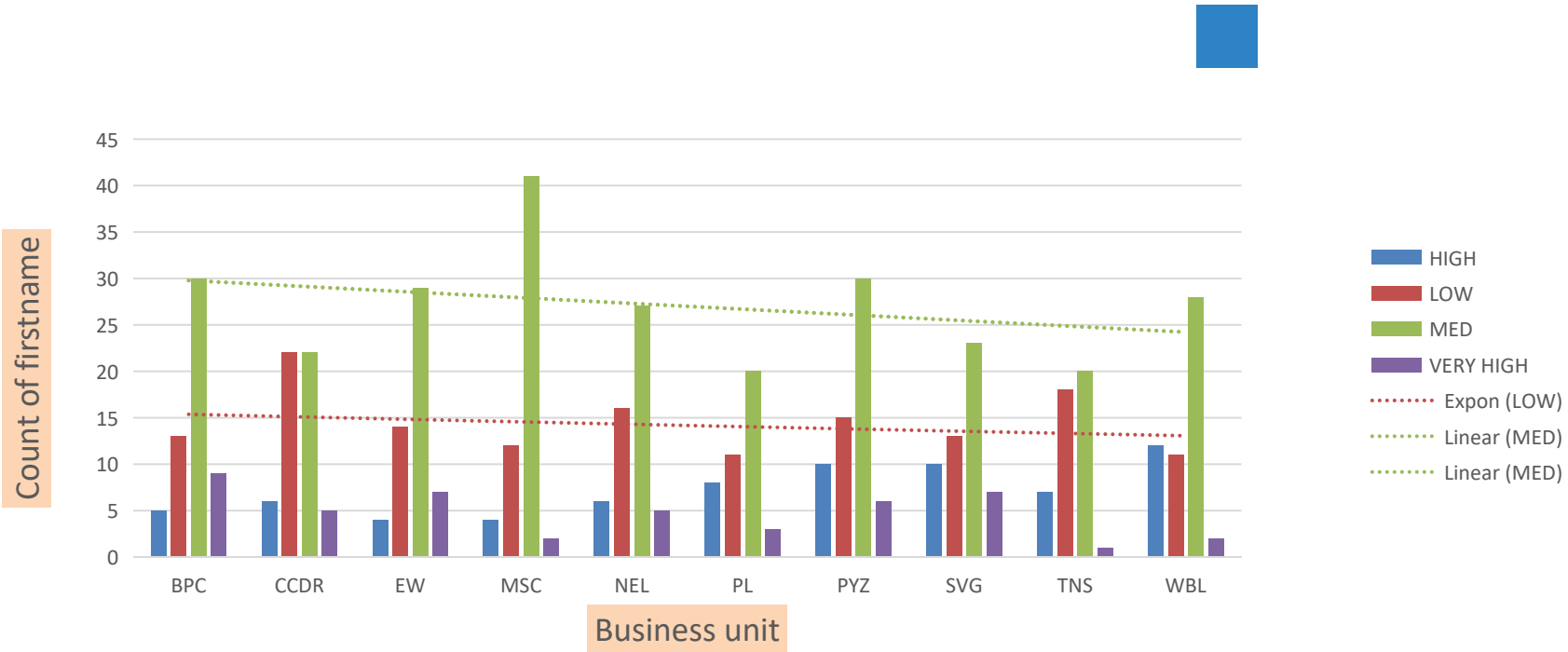


MODELLING

- 1. Calculated performance level by using the current employee rating .*
- 2. Prepared pivot table.*
- 3. Filtered pivot table.*
- 4. Prepared a graph using pivot table data.*
- 5. Prepared trend lines for medium and low performance.*

RESULTS

Employee Performance Analysis



conclusion

In conclusion, employee performance analysis helps identify strengths, areas for improvement, and opportunities for growth. It enables better decision-making, increases productivity, and aligns individual goals with organizational objectives. Regular performance assessments foster a culture of continuous development and contribute to overall business success