

EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL



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PROJECT TITLE

Employee Performance Analysis Using Excel



AGENDA

- Problem Statement
- Project Overview
- End Users
- Our Solution and Proposition
- Dataset Description
- Modelling Approach
- Results and Discussion
- Conclusion



PROBLEM STATEMENT

- A problem statement is an overview of a challenge you're facing that explains an issue's cause, impact, and potential solutions.
- Highlight issues related to employee engagement and how performance analysis could address these concerns.



PROJECT OVERVIEW

- The project aims to enhance organizational efficiency by analyzing employee performance data to identify strengths, weaknesses, and areas for improvement.
- It will involve assessing current evaluation methods, gathering comprehensive performance metrics, and aligning these with strategic goals.



WHO ARE THE END USERS?

- Directors, Managers & Supervisors
- HR Professionals
- Executives
- Training & Development Specialist
- Compensation & Benefits Team
- Recruiters & Talent Acquisition
- Organizational Development Consultants



OUR SOLUTION AND IT'S VALUE PROPOSITION

- CONDITIONAL FORMATTING:
Applied For Missing Value
- FILTER: Remove Missing
- FORMULA: Performance Metrics
- PIVOT: Summary Overview
- GRAPH: Data Visualization



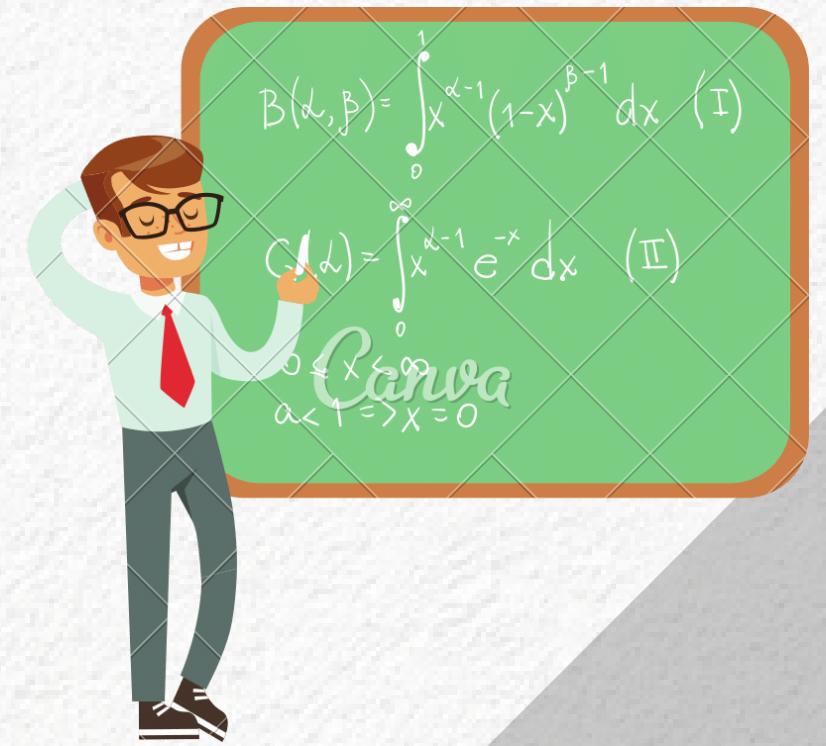
DATASET DESCRIPTION

- Employee dataset form Kaggle
- 26-features
- We selected 9-features
 - *Employee ID number
 - *Employee name
 - *Employee type
 - *Performance level
 - *Gender
 - *Employee rating number



THE “WOW” IN OUR SOLUTION

- PERFORMANCE LEVEL = IF (Z8>=5,"VERY HIGH",Z8>=4,"HIGH",Z8>=3,"MED"TRUE,"LOW")



MODELLING

1. Data Collection and Organization

Data Sources: Collect data from Kaggle.

Feature Collection: Organize the data in excel with the following columns (as an example):

- Empl ID
- First Name
- Last Name
- Business unit
- Employee Status
- Employee type
- Gender code
- Current Employee Rating
- Performance level
- This data should be laid out in a structured table for ease of analysis.

2. Data clearing

Identifying Missing Data: Use functions to find the missing data by using conditional formatting .

- Filter: Use excel functions to filter the missing data using the filter option .

MODELING

3. Performance Level

Using the given data we use “current employment rating “ as that base a base we create performance level using the formula

=IFS(Z2>=5,"VERY

HIGH",Z2>=4,"HIGH",Z2>=3,"MED",TRUE,"LOW") we are able to create the performance level by categories them from highest to lowest.

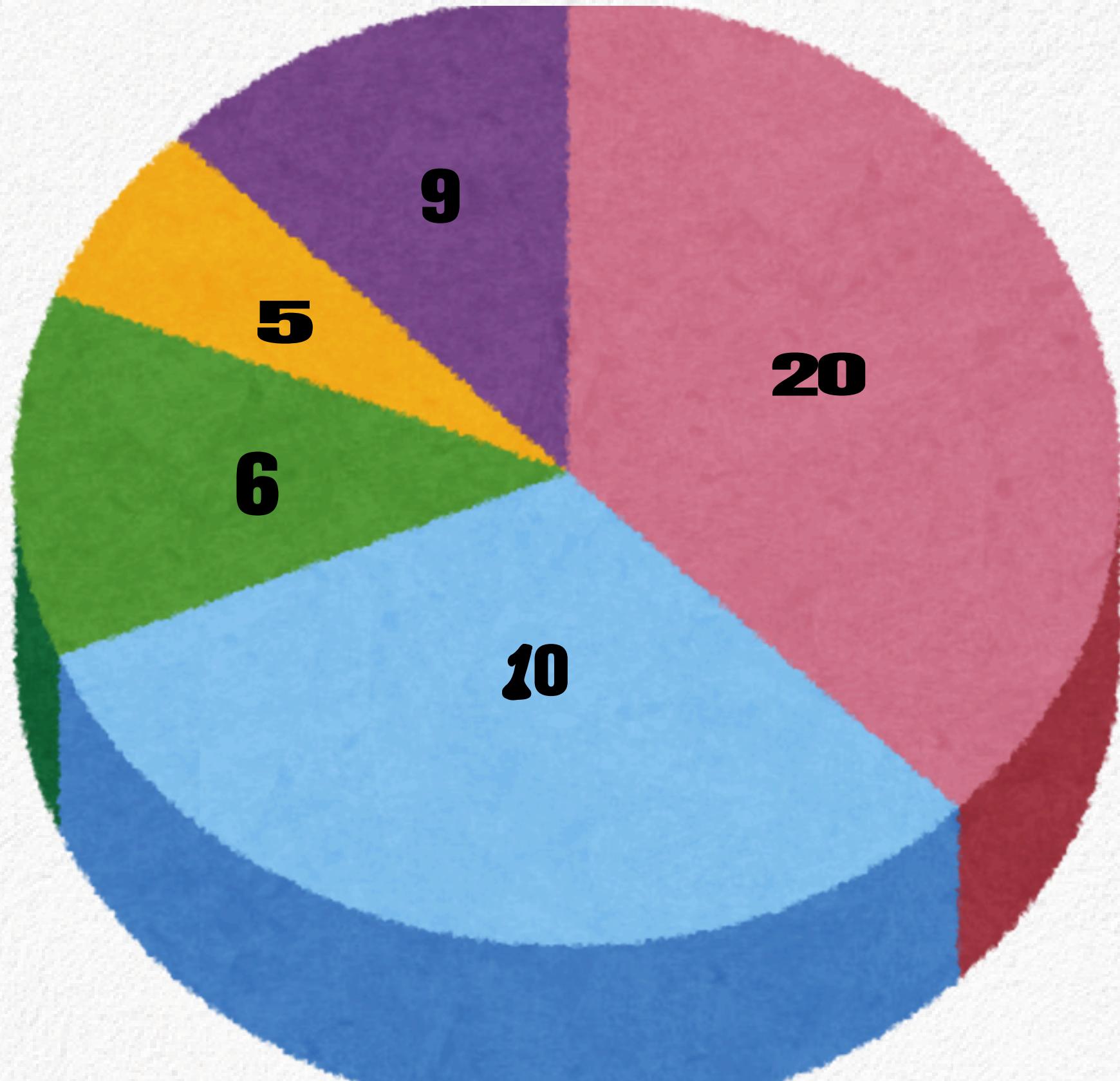
4. Data Visualization

PivotTables and PivotCharts: Create PivotTables to summarize data by department, job role, or time period. PivotCharts can visualize these summaries in bar charts

Trend Analysis: Use line charts to visualize performance level.



MODELLING



RESULT



Conclusion

- In summary, effective employee performance analysis are essential to improve individual and organizational outcomes. By using tools like Excel, organizations can gain actionable insights that drive appropriate decisions on promotion, training, and compensation. This program is not only areas of excellence but also align employee goals with organizational objectives, leading to greater productivity and employee engagement. Regularly updating the inspection system will ensure that it remains relevant and effective.



THANK YOU

