

# Employee performance analysis using Excel

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# *PROJECT TITLE*

## Employee Performance Analysis using Excel

EMPLOYEE PERFORMANCE REVIEW					
Employee Information:			Date:		
Name:			Period Of Review:		
Address:			Reviewer Title:		
Department:					
Reviewer:					
Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Work Quality					
Productivity					
Technical Skill					
Work Consistency					
Attitude					
Attendance					

## **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**

Difficulty evaluating performance :  
This can lead to higher turnover, more errors, and a reduced ability to manage improvements.

Skills gaps:  
Organizations may not be aware of skill gaps in their employees, positions, or groups.

Irregular performance activities:  
There may be a lack of regular performance reviews and management activities.



## **PROJECT OVERVIEW**

- A performance review, also known as an employee evaluation or performance appraisal, is a formal assessment that helps identify an employee's strengths and weaknesses, and set goals for their future.



## WHO ARE THE END USERS?



## **OUR SOLUTION AND ITS VALUE PROPOSITION**

Conditional formatting in Excel lets you highlight information or make data stand out by applying custom rules to cells.

The formula is =FILTER(array, filter criteria, optional value)

pivot table in Excel is a feature that helps you organize and summarize data in a spreadsheet

## **Dataset Description**

*Employee - kaggle*

*Features -26*

*Employee ID - Number*

*Name - Text*

*Employee type*

*Performance level*

*Gender - Male and female*

*Employee rating - number*





## *THE "WOW" IN OUR SOLUTION*

Performance level = IFS ( Z8>=5," VERY HIGH  
,Z8>=4," HIGH ", Z8>=3,"  
MED", TURE, " LOW ")

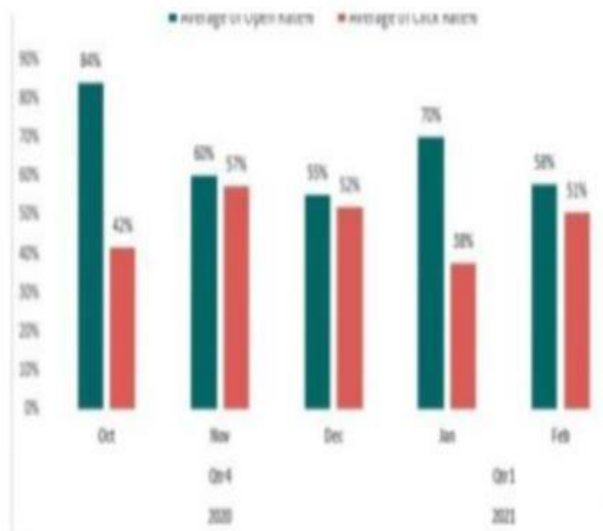


# **MODELLING**

1. Data collection
  - (1) Columns
  - (2) Name
  - (3) Role
2. Feature collection
  - (1) Sort
  - (2) Pivot table
  - (3) Format
3. Data cleaning
  - (1) Remove extra space s
  - (2) Fill missing values
4. Summary
  - (1) Receipts
  - (2) Auto sum button



# RESULTS



## **Conclusion**

A conclusion of an employee performance analysis can include a summary of the employee's performance, their strengths, and areas for improvement.