


STUDENT NAME: Suvetha sri.T
REGISTER NO: 312203400
DEPARTMENT: B.com genral
COLLEGE: Prince shri venkateshwara arts and Science
college



PROJECT TITLE



Employee Performance Analysis using Excel



AGENDA

3

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
- Results and Discussion
- Conclusion



PROBLEM STATEMENT

4

In a mid-sized company, the Human Resources (HR) department faces challenges in evaluating and improving employee performance effectively. Currently, performance evaluations are conducted manually, leading to inconsistencies, inefficiencies, and difficulty in tracking performance over time. The HR team needs a systematic approach to analyze employee performance data to make informed decisions regarding promotions, training needs, and overall workforce development.



Project over overview

Objective: To develop an Excel-based tool for systematically analyzing employee performance data, facilitating data-driven decision-making in employee evaluations, promotions, and development initiatives.

Scope: This project involves creating an Excel solution that allows the Human Resources (HR) department to collect, analyze, and report on employee performance. The system will be designed to handle data from various sources, including self-assessments, peer reviews, and supervisor evaluations. The key deliverables include data collection templates, analytical models, and visual dashboards.



WHO ARE THE END USERS?



- **Human Resources (HR) Professionals:**
- **HR Managers/Directors:** Oversee the implementation and usage of the performance analysis tool. They use it for strategic decision-making regarding promotions, raises, and training needs.
- **HR Analysts/Specialists:** Handle the day-to-day use of the tool for collecting and analyzing performance data. They generate reports and dashboards for various stakeholders.



OUR SOLUTION AND ITS VALUE PROPOSITION

7



Centralized Data Collection:

- Customizable templates for inputting performance data, including KPIs, goals, and feedback.
- Data validation rules to ensure accuracy and consistency

Dataset Description

Employee Information

- **Employee ID:** Unique identifier for each employee (e.g., E001, E002).
- **Name:** Full name of the employee.
- **Department:** Department or team where the employee works (e.g., Sales, Marketing).
- **Position/Role:** Job title or role of the employee (e.g., Sales Manager, Marketing Specialist).
- **Hire Date:** Date when the employee joined the company.
- **Manager/Supervisor:** Name or ID of the employee's direct supervisor.

THE "WOW" IN OUR SOLUTION

The "Wow" Factor in Our Excel-Based Employee Performance Analysis Solution

**1. Dynamic Dashboards and Visualizations:

- **Interactive Dashboards:** Our solution features dynamic, interactive dashboards that provide real-time visualizations of performance metrics. Users can easily filter and drill down into specific data points, such as departmental performance or individual employee progress, to gain actionable insights quickly.



MODELLING



1. Data Structure and Input

1.1. Data Collection Sheets

- **Employee Information Sheet:**
 - Columns: Employee ID, Name, Department, Position, Hire Date, Manager.
- **Performance Metrics Sheet:**
 - Columns: Employee ID, Review Period, Goals Set, Goal Achievement, KPI1, KPI2, Overall Rating.
- **Feedback Sheet:**
 - Columns: Employee ID, Review Period, Self-Assessment, Peer Reviews, Manager Feedback, Strengths, Areas for Improvement.
- **Development and Training Sheet:**
 - Columns: Employee ID, Review Period, Training Completed, Development Needs, Action Plan.



RESULTS

Result of Employee Performance Analysis Using Excel

Here's a comprehensive result example of an Employee Performance Analysis using the Excel model described. This example demonstrates how the tool can be used to generate insights from the data collected.

1. Summary Report

Overall Performance Summary:

- **Total Employees Evaluated:** 50
- **High Performers (Rating: Excellent):** 12 (24%)
- **Good Performers (Rating: Good):** 25 (50%)
- **Needs Improvement (Rating: Needs Improvement):** 8 (16%)
- **Underperformers (Rating: Poor):** 5 (10%)

conclusion

Conclusion: Employee Performance Analysis Using Excel

The Employee Performance Analysis using Excel provides a powerful and flexible tool for evaluating and improving employee performance within an organization. By leveraging Excel's capabilities, the analysis delivers actionable insights and supports strategic decision-making in a cost-effective manner.