

Employee Data Analysis using Excel



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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

Organizations face challenges with inconsistent and subjective employee performance evaluations, resulting in unclear performance indicators, difficulty in identifying training needs, and lowered employee morale. These issues impact decision-making, resource allocation, and overall productivity. A structured, data-driven approach is necessary to accurately evaluate performance, ensure fairness, and support employee growth.



PROJECT OVERVIEW

The project seeks to enhance employee evaluations by leveraging data analytics to develop objective performance measures. This approach aids in recognizing top performers, fostering employee growth, and aligning efforts with organizational objectives, ultimately boosting productivity and engagement. It aims to improve talent development decisions and align workforce contributions with company goals.



WHO ARE THE END USERS?

The target audience for an "Employee Performance Analysis" project includes HR teams, managers, executives, and employees, who leverage the insights to make informed decisions on talent management, enhance performance, and align employee development with organizational objectives.

OUR SOLUTION AND ITS VALUE PROPOSITION



- Filtering – Remove missing
- Charts – Visualization reports
- Pivot Table – Summary
- Conditional formatting- identify missing
- Formula – performance level

Dataset Description

The dataset for the Employee Performance Analysis comprises performance evaluations, productivity data, attendance logs, employee feedback, training and development history, and goals and targets, providing a holistic view for in-depth analysis and actionable insights.

Performance Evaluations: Comprehensive assessments from regular reviews, including ratings and qualitative comments from supervisors and colleagues.

Productivity Data: Quantitative information on employee output, such as sales performance, project completion rates, or task efficiency.

Attendance Logs: Information on employee attendance, including records of absences, tardiness, and overall dependability.

Employee Feedback: Insights from surveys capturing employee self-evaluations, job satisfaction, and levels of engagement.

Training and Development History: Details on completed training courses, certifications, and professional growth activities.

Goals and Targets: Documentation of individual and team objectives, including performance relative to established goals and milestones.

THE "WOW" IN OUR SOLUTION

. = IFS = z8 >=5, very high', z8 >=4,
 "high", z8 >=3, " Med" , "True",
 "low".



MODELLING

Data Collection:

This employee performance analysis data was sourced from the Edunet website. The dataset contained some missing values. To identify these gaps, we employed a conditional technique to detect missing terms, such as exit data. Afterward, we applied filtering and sorting methods to fill in the missing values.

Feature Collection:

- Pivot Table
- Charts
- Conditional Formatting

Pivot Table:

- 1.Select Data:** Highlight the data range you wish to analyze.
- 2.Insert Pivot Table:** Navigate to the "Insert" tab and select "PivotTable."
- 3.Choose Options:** In the dialog box, decide where you want to place the Pivot Table (either a new worksheet or the current one).
- 4.Design Pivot Table:** Drag and drop fields into the "Rows," "Columns," "Values," and "Filters" sections to structure and analyze your data.

Performance Level:

1. Define Performance Metrics:

- 1. Identify KPIs:** Determine the key performance indicators pertinent to the role or project, such as sales targets, project deadlines, quality standards, and customer satisfaction scores.

2. Collect Data:

- 1. Gather Performance Data:** Compile both quantitative and qualitative data related to the KPIs, including performance evaluations, productivity metrics, attendance records, and feedback from peers or customers.

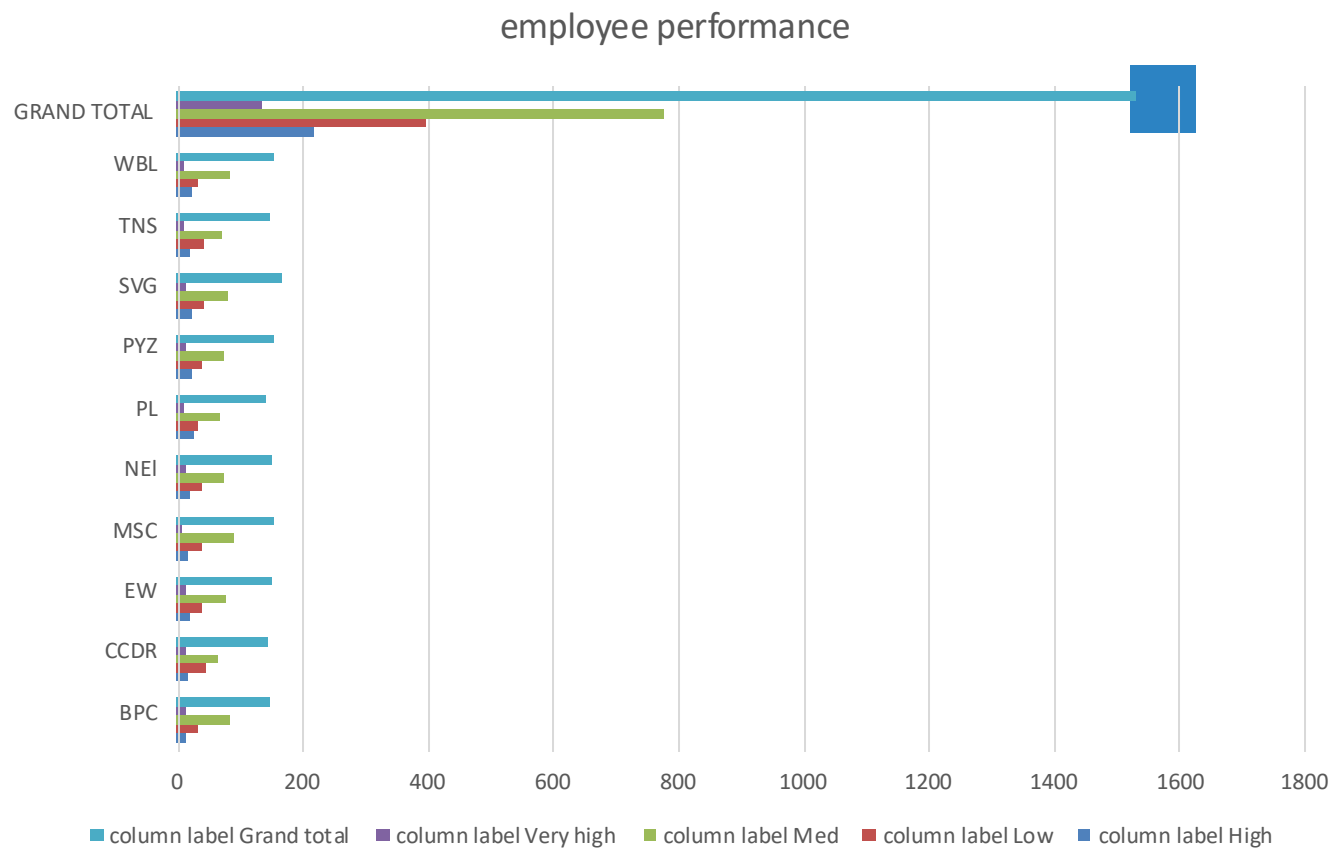
3. Analyze Data:

- 1. Create Metrics:** Utilize the data to calculate performance metrics like average scores, achievement percentages, and trend analyses.
- 2. Compare Benchmarks:** Evaluate individual or team performance against established benchmarks or industry standards.

4. Use Analytical Tools:

- 1. Pivot Tables:** Leverage pivot tables to summarize and analyze performance data in software like Excel or Google Sheets.

RESULTS



conclusion

The conclusion for the Employee Performance Analysis project is that implementing a data-driven performance evaluation system significantly enhances the fairness and accuracy of employee assessments. By leveraging comprehensive data and advanced analytics, the project delivers actionable insights that improve talent management, foster employee development, and align individual performance with organizational goals. This results in a more effective and engaged workforce, driving overall organizational success and growth.