



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



■ The organization is facing challenges in accurately evaluating and improving employee performance due to a lack of structured data analysis methods. Current evaluation processes are largely manual, leading to inconsistencies, delays, and potential biases in performance assessments. Additionally, the company lacks a comprehensive view of employee performance trends over time, which hinders informed decision-making for promotions, training, and other HR interventions. To address these issues, the project aims to develop an Excel-based solution that will systematically analyze employee performance data. This solution will include data aggregation, statistical analysis, and visualization tools to identify key performance indicators (KPIs), trends, and outliers. The goal is to provide the HR department with actionable insights that are data-driven, consistent, and easily interpretable. By the end of the project, the organization should have a robust Excel model that enables accurate, timely, and unbiased employee performance evaluations, contributing to better workforce management and overall organizational productivity.



PROJECT OVERVIEW



The primary objective of this project is to develop an Excel-based tool that can effectively analyze and evaluate employee performance data. This tool will enable HR managers and team leaders to gain actionable insights into employee performance, identify trends, and make informed decisions regarding promotions, training, and resource allocation. Scope: This project involves collecting, organizing, and analyzing employee performance data, including metrics such as productivity, quality of work, attendance, and peer/managerial reviews. The analysis will be conducted using Excel's advanced functionalities, such as pivot tables, statistical functions, and data visualization tools. The project will also involve creating dashboards and reports that summarize key performance indicators (KPIs) and provide a clear picture of individual and team performance over time.





WHO ARE THE END USERS?



Managers: Assess and track employee and team performance for decision-making on promotions and development. HR Professionals: Use data for performance reviews, training needs, and strategic planning. Team Leaders: Monitor team performance, provide feedback, and identify areas for improvement. Executives: Review aggregated data for organizational insights and strategic decisions.



OUR SOLUTION AND ITS VALUE PROPOSITION



Training and Development: Create targeted training programs to address skill gaps. Incentives: Design performance-based incentives to motivate employees. Process Improvement: Optimize workflows and improve communication to enhance productivity. Feedback and Coaching: Implement regular feedback and coaching sessions.

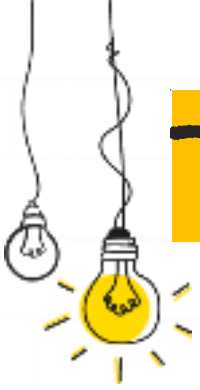


DATASET DESCRIPTION



Employee ID: Unique identifier for each employee. Name: Employee's full name (often anonymized in datasets). Department: The department or team the employee belongs to. Job Title: The role or position held by the employee. Date of Hire: The date the employee started working with the organization. Years of Experience: Total years of experience the employee has, both within and outside the organization.





THE "WOW" IN OUR SOLUTION



Real-Time Performance Tracking: Enables immediate monitoring and adjustments to employee performance, promoting agility and continuous improvement. Advanced Analytics and AI: Uses data analytics and AI to identify trends, predict outcomes, and recommend personalized actions, aiding in data-driven decision-making.

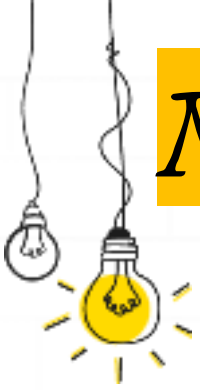




MODELLING APPROACH



- Employee data-Kaggle
- ► I take this data in the Naan Mudhalvan website and click the edunet dashboard . There we should update our Profile. Then click on the employee data set(Kaggle). It downloads in the PC.
- Sort the Data:
- Open the data through Excel, then select all the data in the sheet, then click the 'row and column' in the ribbon tab and choose the autofit row and column width option. Using the conditional format we fill the blank column by different colours. Select any features and highlight in our favorite colour.



MODELLING



PIVOT TABLE

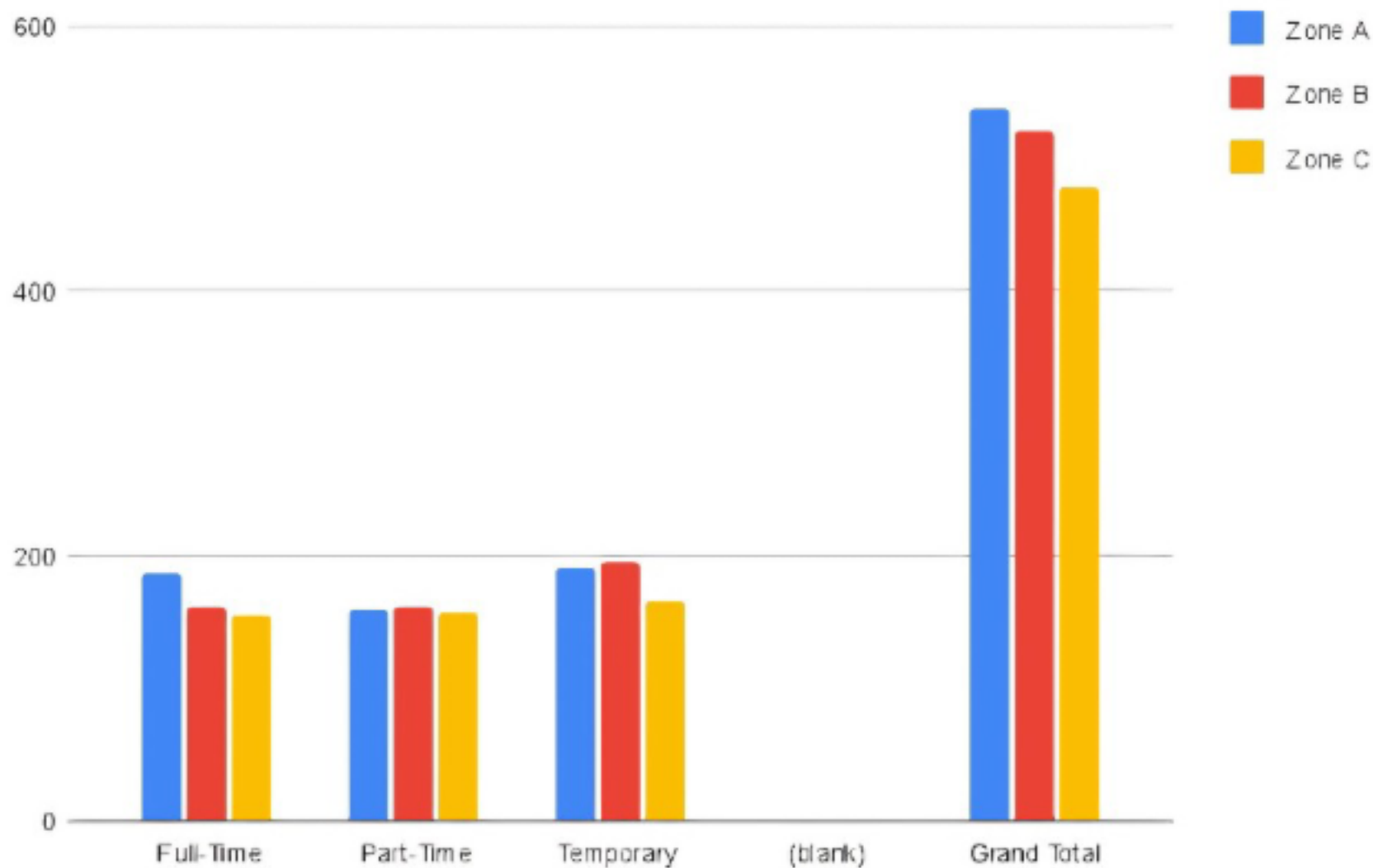
Copy the selected features and paste it in new sheet. Select the all features and create the Pivot table. Order the features in this following as ROW: Employee status, Playzone COLOUMN: Employee type VALUES: Current employee rating FILTER: Gender Then the table will be created

PIVOT CHART

Select the table and click the Pivot Chart option and choose our favorite chart example: Bar chart, Pie chart etc... Then we finish the chart



RESULTS





conclusion



Performance Drivers: Training, experience, and feedback are crucial for high performance. Employee Segmentation: Identifies performance clusters, guiding targeted interventions and recognition. Predictive Insights: Helps anticipate and address potential performance issues proactively. Recommendations: Focus on targeted training, recognition programs, and effective resource allocation. Bias and Fairness: Ensure evaluations are unbiased and equitable.





Zoho Show

Employee_Data_Analysis_2.pdf

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