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# Employee Performance & Departmental Insights Report

*This concise, data-driven review summarises workforce demographics, performance distribution, compensation structure and eligibility metrics to inform HR leaders and senior managers.*



# Executive Summary

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## ***Objective***

*Provide actionable insight from 200 employee records across Finance, HR, IT and Sales.*

*Focus areas: demographics, performance tiers, departmental pay, eligibility and targeted recommendations for retention and pay equity.*

# Workforce Snapshot

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## Key Metrics

- *Total No. of Employees: 200*
- *Average age: 30 years (range 21–40)*
- *Average tenure: 6 years (max 12)*

*Insight: A predominantly young workforce with moderate tenure — strong potential for development and medium-term succession planning.*

# Salary Overview

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- *Average salary: \$6,466.51*
- *Highest: \$9,486*
- *Lowest: \$3,044*
- *Average bonus: \$3,233.26*

*Observation: Moderate income dispersion suggests targeted salary reviews could improve perceived fairness and retention in lower-paid roles.*

# Performance Distribution

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- *Overall average score  $\approx 70$ .*
- *High performers (score  $\geq 80$ ): 29% of staff.*
- *Top performer: Christina Haynes (100).*
- *Lowest: Jamie Ellison (30).*

*Observation: Healthy core of high performers, but notable variance indicates opportunity for calibration and targeted development.*

# Incentives Eligibility & Tenure Analysis

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## Eligible Employees

*56% meet criteria based on tenure and performance — signalling a majority ready for incentives or progression.*



## Not Eligible

*44% fall short of eligibility thresholds. Focus on targeted development plans to increase eligibility rates.*



## Tenure Patterns

*Finance & HR show longer average tenure (up to 12 years). These roles are critical for institutional knowledge and continuity.*

# Analytical Methods

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## *Tools & techniques used:*

- *VLOOKUP/HLOOKUP/XLOOKUP, INDEX & MATCH* — for reliable cross-referencing of IDs, performance bands and department data
- *IFS* — classification of performance bands (Excellent / Good / Average / Poor)
- *Filtering & Sorting* — to isolate top performers and eligibility cohorts

*Purpose: Ensure auditable HR analyses to support compensation and development decisions.*

# Summary of Findings

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## Compensation

*Finance leads pay; overall salary spread suggests opportunities for equity adjustments.*

## Performance

*29% high performers indicate strong capability; variance requires focused improvement plans.*

## Eligibility

*56% eligible — a positive base for incentive programmes and retention strategies.*



# Recommendations

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1. *Targeted recognition: Introduce focused bonuses for top performers to improve retention.*
2. *Upskilling: Launch department-specific training for lower-performing segments.*
3. *Pay equity review: Conduct role-by-role salary alignment to reduce disparity.*
4. *Retention focus: Design tailored retention plans for high-tenure roles in Finance & HR.*
5. *Bonuses should be structured around employees' performance metrics to promote fairness and encourage high productivity*