

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

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

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

- *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

- Overall average score ≈ 70 .
- High performers (score ≥ 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



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

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

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

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*