

# 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

Create an Excel-based performance analysis system to evaluate and track employee performance. The system should collect and organize data on various performance metrics, analyze it to calculate scores, and visualize trends with charts and graphs. The tool must also generate summary and detailed reports, be

user-friendly with clear instructions, and ensure data security and accuracy. It should be scalable and compatible with commonly used Excel versions.



# PROJECT OVERVIEW

Develop an Excel-based tool to track and evaluate employee performance. This system will collect and organize data on key metrics, analyze performance scores, and provide visualizations through charts and graphs. It will generate both summary and detailed reports, be user-friendly with clear instructions and dropdown lists, and include security measures to protect data accuracy. The tool must be scalable and compatible with widely used Excel versions.



# WHO ARE THE END USERS?



Managers: Assess and track employee and team performance for

decision-making on promotions and development.

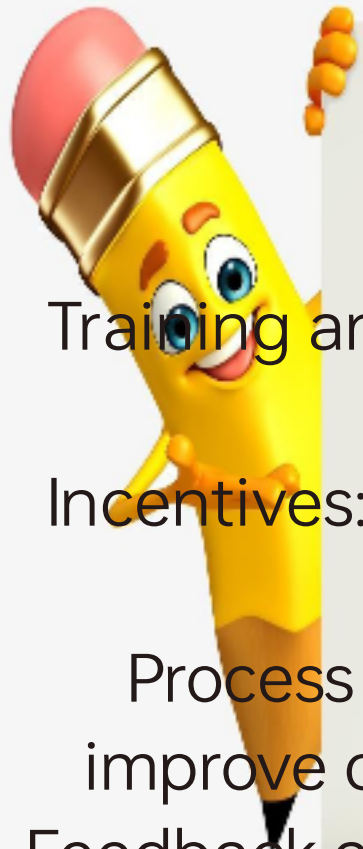
HR Professionals: Use data for performance reviews, training needs, and strategic planning.

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

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.

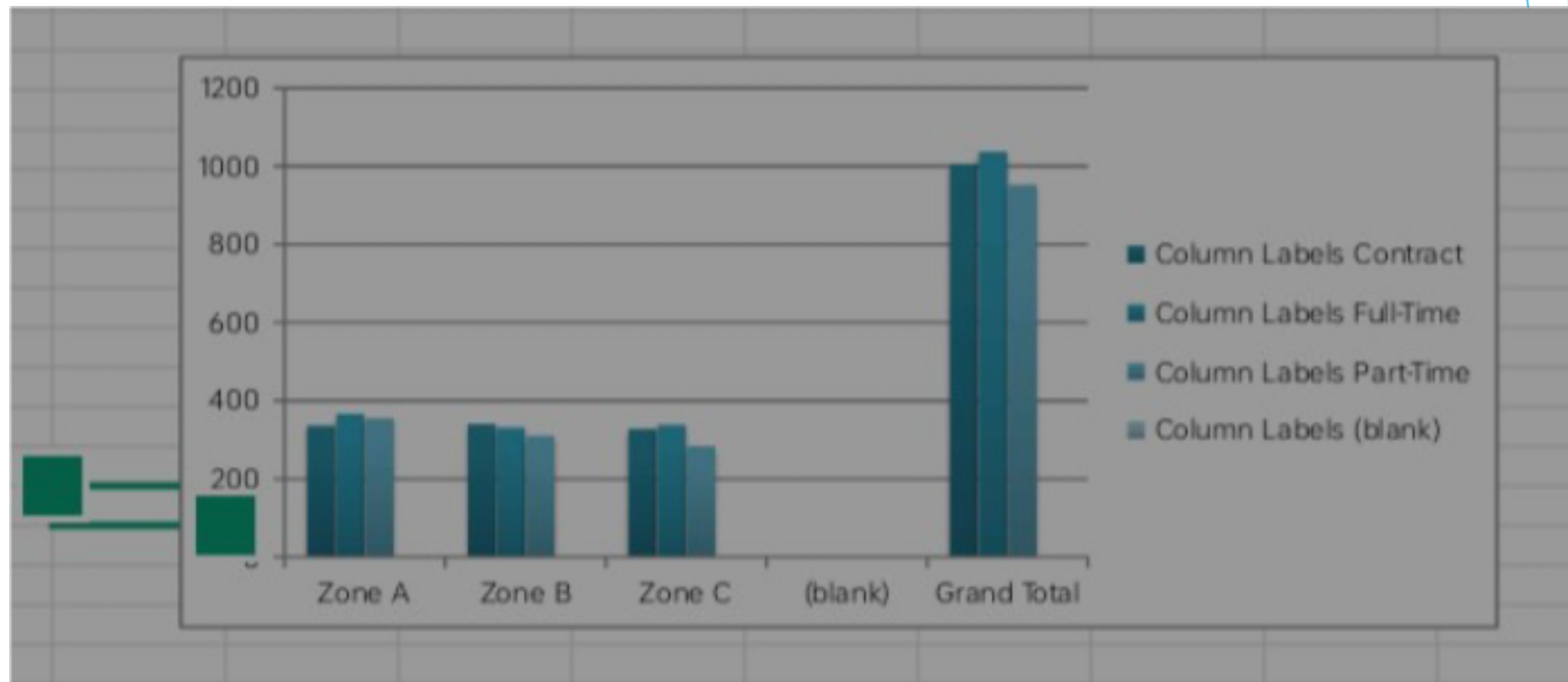
PIVOT CHART:

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



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