

Employee Data Analysis using Excel



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PROJECT TITLE

**Employee Performance Analysis
using Excel**

AGEND

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- 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

Problem Statement:

- Employee ID
- Name
- Job Title
- Sales Target
- Actual Sales
- Customer Satisfaction Rating
- Project Completion Rate (percentage)
- Quality Rating



PROJECT OVERVIEW

1. Develop an Excel dashboard to track and analyze employee performance metrics.
2. Provide a comprehensive view of employee performance, identifying strengths and weaknesses.
3. Enable HR to make data-driven decisions regarding employee development, promotions, and performance improvement plans.

Deliverables:

1. Excel dashboard with calculations and visualizations.
2. Report summarizing key findings and recommendations.

Resources:

- Excel software.
- Sales performance data.
- HR expertise (optional).

Assumptions:

- Data accuracy and integrity.
- Consistent data formatting.
- No external dependencies or system integration required.

Key Benefits:

- Data-driven insights for HR decision-making.
- Improved employee performance management.
- Enhanced employee development and growth opportunities.



WHO ARE THE END USERS?

End Users for Employee Performance Analysis using Excel Project:

1. *HR Managers*:

Primary users who will utilize the dashboard to analyze employee performance, identify areas for improvement, and make data-driven decisions.

2. *Team Leads/ Supervisors*: Will use the dashboard to monitor team performance, provide feedback, and develop targeted improvement plans.

3. *Department Heads*: Will utilize the dashboard to evaluate departmental performance, identify trends, and make strategic decisions.

5. *Executives/Upper Management*: Will receive summarized reports and insights to inform strategic decisions, resource allocation, and company-wide initiatives.

6. *Employees*: May access the dashboard to view their individual performance, set goals, and track progress (optional).

These end users will benefit from the Excel dashboard's ability to:

- Simplify complex performance data
- Provide actionable insights
- Facilitate data-driven decision-making
- Enhance employee development and growth
- Improve overall organizational performance



OUR SOLUTION AND ITS VALUE PROPOSITION



Our Solution:

Employee Performance Analysis Dashboard in Excel

Value Position:

Our Excel-based solution empowers HR professionals and managers to make data-driven decisions, driving employee growth and organizational success. By providing a comprehensive and user-friendly dashboard, we help:

1. _Streamline performance analysis_: Automate calculations, reduce manual errors, and save time.

2. _Customization_: Tailor the dashboard to meet your organization's specific needs.

3. _Comprehensive analysis_: Evaluate multiple performance metrics in a single dashboard.

4. _Cost-effective_: Leverage existing Excel software, minimizing additional costs.

5. _Scalability_: Easily adapt the dashboard to accommodate growing organizational needs.

By implementing our Employee Performance Analysis Dashboard, organizations can unlock the full potential of their workforce, driving business success and competitiveness.

Dataset Description

***Descripción:** Este conjunto de datos contiene información sobre el rendimiento de 20 empleados de ventas durante el último trimestre.

***Variables:**

1. ***Employee_ID***
(Identificador único del empleado)
2. ***Name*** (Nombre del empleado)
3. ***Job_Title*** (Título del puesto del empleado)
4. ***Sales_Target***
(Objetivo de ventas del empleado)
5. ***Actual_Sales*** (Ventas reales del empleado)
6. ***Customer_Satisfaction_Rating*** (Calificación de satisfacción del cliente, de 1 a 5)
7. **Project_Completion**



THE "WOW" IN OUR SOLUTION

Our Employee Performance Analysis using Excel solution offers several impressive features that will leave you wondering how you ever managed without it!

1. ***Automated Calculations***: Our dashboard automatically calculates employee performance scores, saving you time and reducing manual errors.

2. ***Interactive Visualizations***: Engaging charts and graphs provide a clear picture of employee performance, making it easy to identify trends and areas for improvement.

3. ***Customizable***: Tailor the dashboard to meet your organization's specific needs, with adjustable weightages and metrics.



MODELLIN G

Step 1: Data Preparation

- Import employee performance data into Excel
- Ensure data is clean, accurate, and formatted consistently

Step 2: Calculate Performance Metrics

- Sales Performance: (Actual Sales / Sales Target)
- Customer Satisfaction: (Customer Satisfaction Rating / 5)
- Project Completion Rate: (Number of Projects

RESULTS

Employee Evaluation Template									
Evaluators					Employee				
Salary Grade/Level					Review Date				
Name of Employee					Job Title				
Department					Review Period				
Evaluation Purpose					Total Score/3 Score (Out of 10 points)				
FUNCTIONAL SKILLS					INTERPERSONAL SKILLS				
CRITERIA					CRITERIA				
Quality of Work (Out of 10 Marks)					Interpersonal relations/ behavior (Out of 10 Marks)				
Strategy, initiative and timeliness of work					Respect and consideration to team members				
Adherence to duties and procedures as per instructions and work instructions					Respectful attitude to management and management and relations				
Communication with management/functional peers					Sound management relations of all levels				
Work habits (Out of 10 Marks)					Ability to handle customer complaints				
Flexibility/Innovation					Team members cooperation				
Attendance					LEADERSHIP SKILLS				
Does the employee always "look for things to do" other than what is required?					CRITERIA				
Shows initiative, vision and sense of direction					Leadership (Out of 10 Marks)				
Job Knowledge (Out of 10 Marks)					Efficient to plan the tasks, accepts challenges, set responsibility and takes full of it				
Skill and ability to perform job satisfactorily					Innovative thinking - contribution to organization and development/growth (Out of 10)				
Teamwork in learning and improving					Self-motivation (Out of 10)				
Performance during					TOTAL				
Scoring System					OVERALL COMMENTS				
Achieve					Employee performance and behavior is satisfactory and reflecting to achieve all or partial team goals				
Exceeding					Employee performance and behavior is acceptable and reflecting to achieve all or partial team goals				
Meets Requirements					Employee has consistently demonstrated achievement over all performance				
Needs Improvement									
Unsatisfactory									

conclusion

Our Employee Performance Analysis using Excel project has successfully demonstrated the power of data-driven insights in evaluating employee performance. By leveraging Excel's capabilities, we have:

- 1. *Simplified complex performance data* into actionable metrics.**
- 2. *Identified top performers* and areas of excellence.**
- 3. *Pinpointed underperformers* and opportunities for growth.**
- 4. *Provided data-backed recommendations* for HR initiatives and employee development.**

