Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis

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

Currently, our organization faces challenges in evaluating employee performance accurately and consistently. Performance reviews often lack objectivity, are influenced by biases, and fail to provide actionable insights for both employees and management. This has led to decreased employee morale, unclear development paths, and suboptimal alignment with strategic objectives.

PROJECT OVERVIEW

1. **Introduction:**

   Employee and Reviewer Information.

2. **Achievements and Strengths:**

   Key Accomplishments, Skills and Competencies, Positive Impact.

3. **Areas for Improvement:**

   Performance Gaps, Challenges, Development Needs.

4. **Goals and Objectives:**

   Short-term and long – term goals.

5. **Feedback and Recommendations:**

   Managerial Feedback, Training and Support.

6. **Overall Performance Rating:**

   Rating Scale, Summary.

7. **Conclusion**:

   Acknowledgment.

WHO ARE THE END USERS?

❖ **Managers and Supervisors**

❖ **Human Resources (HR) Professionals**

❖ **Employees Themselves**

❖ **Executives and Senior Leadership**

❖ **Talent Development Specialists**

❖ **Recruitment Teams**

OUR SOLUTION AND ITS VALUE PROPOSITION

- FILTERING- REMOVE VALUES

- PIVOT TABLE - SUMMARY OF EMPLOYEE PERFORMANCE

- BAR DIAGRAM – FINAL REPORT

Dataset Description

- **EMPLOYEE DATA SET- NAN MUDHALVAN**
- **9 FEATURES IN EXCEL:**

- **EMPLOYEE ID   -** ALPHANUMERIC (TEXT)
- **NAME   -** ALPHABETICAL (TEXT)
- **GENDER   -** ALPHABETICAL (TEXT)
- **SALARY   -** NUMERICAL
- **JOB ROLE   -** ALPHABETICAL (TEXT)
- **FTE   -**   NUMERICAL
- **MARITAL STATUS -** ALPHABETICAL (TEXT)
- **REMOTE WORK -** ALPHABETICAL (TEXT)
- **COMPANY TENURE –** NUMERICAL

3 FEATURES USED:

- **COMPANY TENURE** - NUMERICAL
- **JOB LEVEL** - NUMERICAL
- **WORK LIFE BALANCE -** ALPHANUMERIC (TEXT)

THE "WOW" IN OUR SOLUTION

A "WOW" solution for employee performance analysis is one that combines advanced technology, user-centric design, and actionable insights to significantly enhance the process of evaluating and improving employee performance.

MODELLING

➢ **STEP-1**

DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN NAN MUDHALVAN.

➢ **STEP-2**

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

➢ **STEP-3**

SORT FROM A TO Z ORDER.

➢ **STEP-4**

SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.
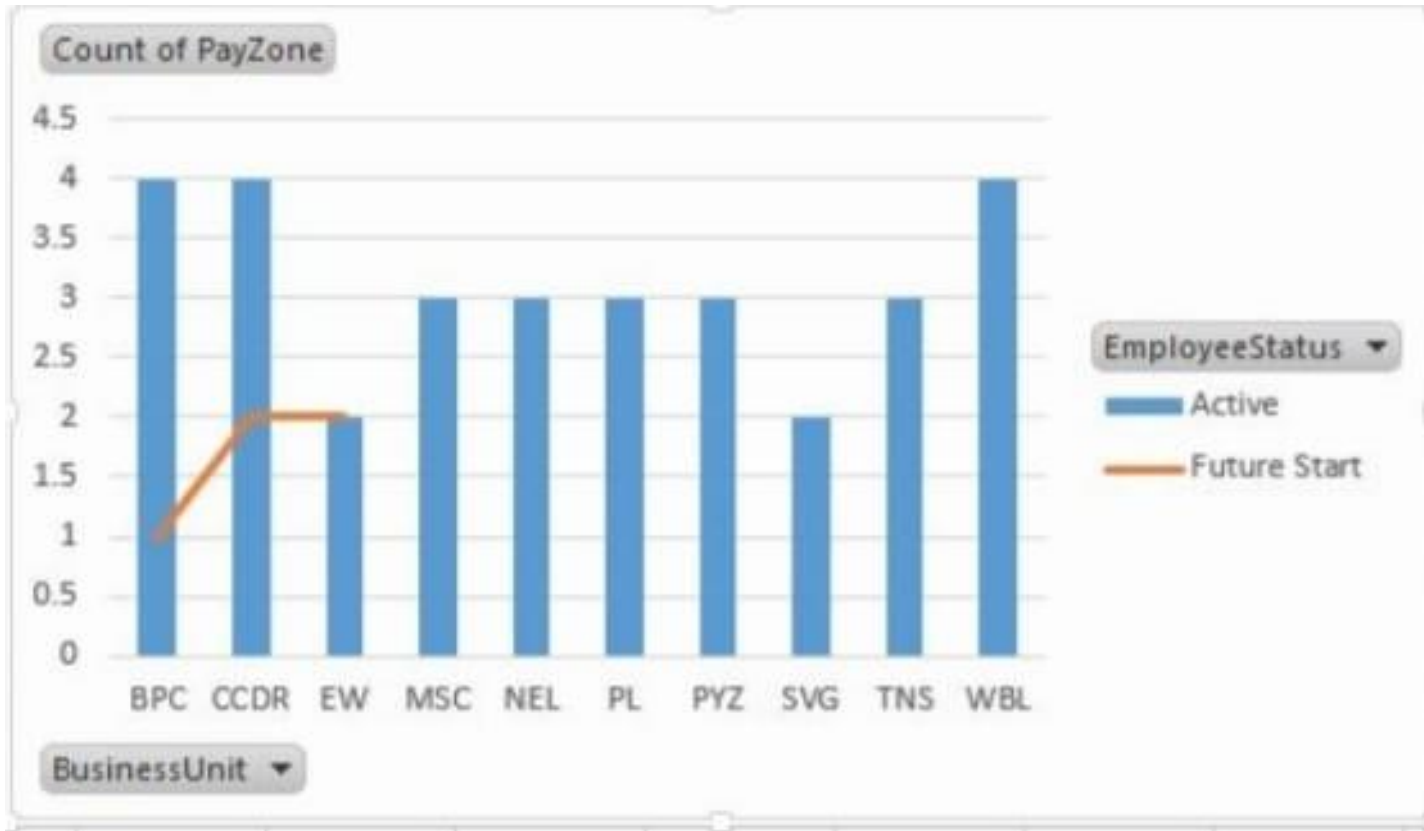
- **STEP -5**

    DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.

- **STEP -6**

    SELECT THE PIVOT TABLE AND CLICK ON INSERT.

- **STEP-7**

    NOW CLICK ON THE BAR DIAGRAM THAT YOU WANT.

- **STEP -8**

    THE DIAGRAM IS CREATED.

RESULTS

1.TABLE

Count of PayZone	Column Labels		
Row Labels	Active	Future Start	Grand Total
BPC	4	1	5
CCDR	4	2	6
EW	2	2	4
MSC	3		3
NEL	3		3
PL	3		3
PYZ	3		3
SVG	2	1	3
TNS	3		3
WBL	4		4
Grand Total	31	6	37

2. BAR DIAGRAM

CONCLUSION

Employee performance analysis is a critical component of effective organizational management. A well-implemented employee performance analysis system is integral to fostering a high-performance culture. It provides actionable insights that drive employee development, enhance organizational effectiveness, and contribute to long-term success. By focusing on continuous feedback, data-driven decisions, and personalized development, organizations can ensure they are not only meeting their current goals but also preparing for future growth.