Employee Data Analysis using Excel
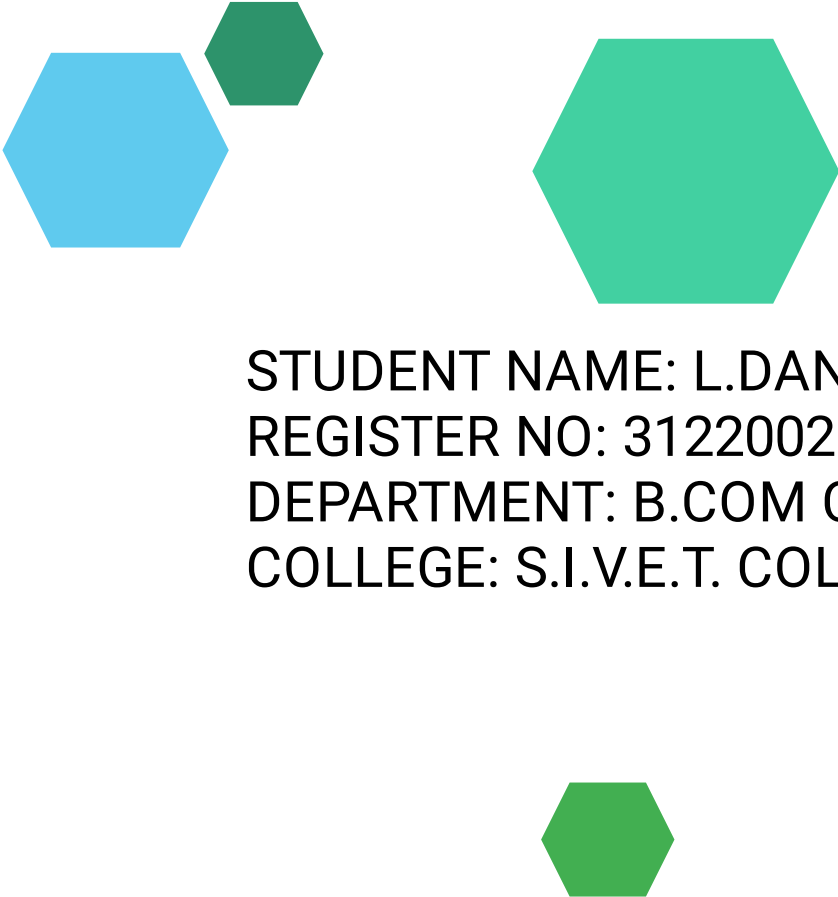
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PROJECT TITLE

Employee Performance Analysis using Excel

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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

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PROBLEM STATEMENT

Create a detailed employee performance analysis using Excel by assessing key metrics like productivity, quality of work, and attendance. Aggregate data from various performance reviews and quantify it using relevant formulas and charts. Compare individual performance against department benchmarks. Identify trends and areas for improvement to support data-driven decision-making.

PROJECT OVERVIEW

The project aims to evaluate employee performance by collecting and analyzing data on key performance indicators (KPIs) such as productivity, quality, and rating using Excel. The analysis will involve data aggregation, visualization through charts, and comparison against set benchmarks. The goal is to identify performance trends and areas for improvement. This data-driven approach will support management in making informed decisions regarding employee development and resource allocation.

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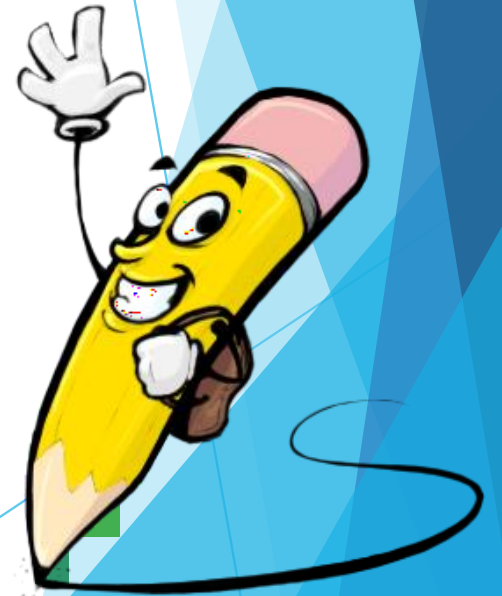
WHO ARE THE END USERS?

- HR Managers
- Team Leaders/Managers
- Senior Management/Executives
- Employees

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OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional Formatting: Missing
  Filter: Remove
  Formula: Performance
  Pivot: Summary
  Graph: Data Visualization

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Dataset Description

- Employee: Naan Mudhalvan Portal
- 26 features
- 9 features
- Employee ID: Numerical Values
- Name: Text
- Employee Type
- Performance level
- Gender: Male and Female
- Employee Rating: Numerical Values

THE "WOW" IN OUR SOLUTION

=IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED", TRUE,"LOW")

MODELLING

Data Collection
Gather data from various sources such as performance reviews, KPIs, attendance records, and employee surveys.

Data Preparation
Ensure that data is accurate and complete. Address any inconsistencies or missing values. Combine data from different sources to get a comprehensive view of performance.
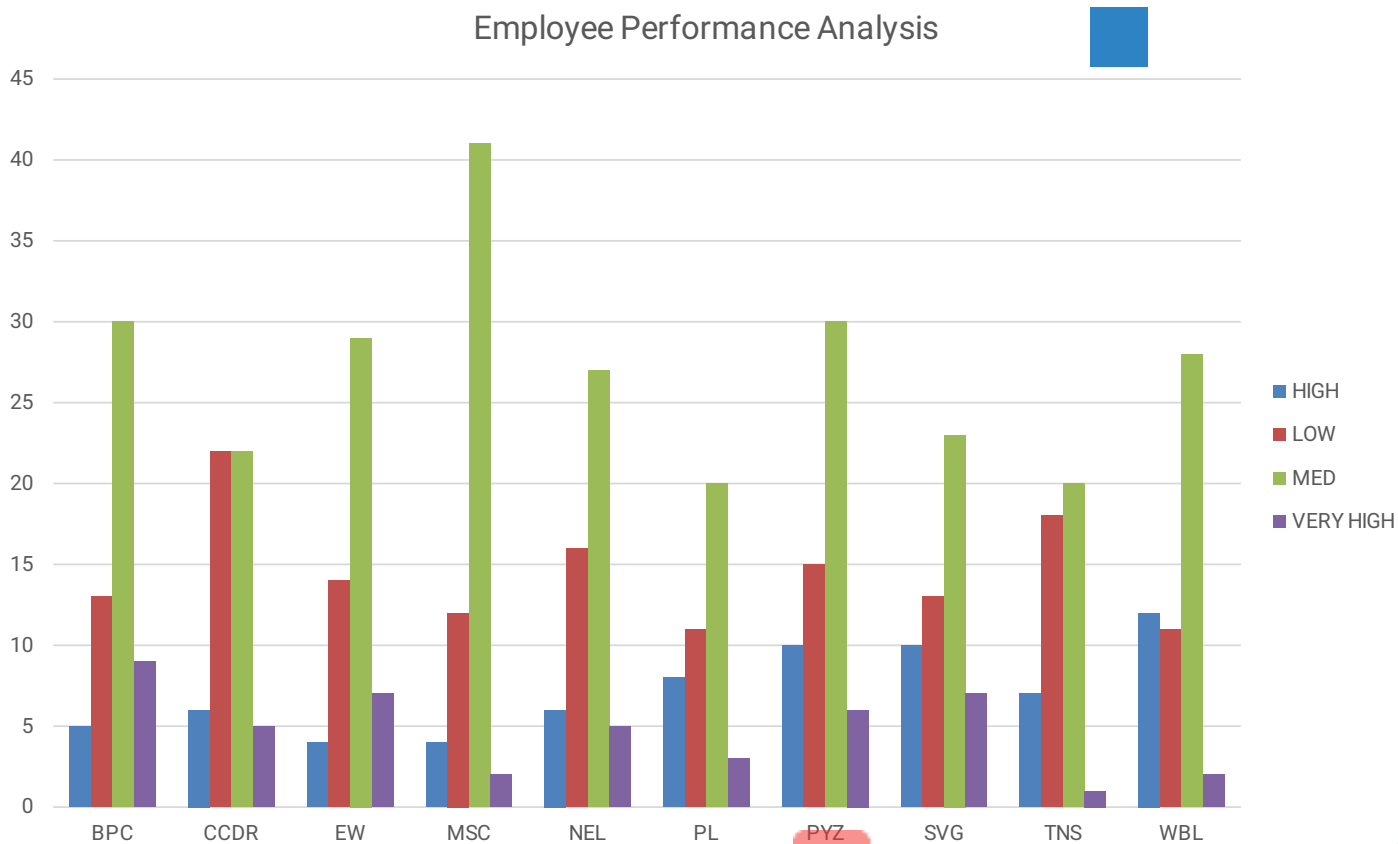
Visualization and Reporting
Create interactive dashboards to visualize performance metrics and trends. Generate detailed reports highlighting key insights, trends, and recommendations.

Analysis and Interpretation
Look for patterns in the data that might indicate high or low performance. Compare performance across different teams, departments, or time periods.

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RESULTS

Employee Performance Analysis

Legend: HIGH, LOW, MED, VERY HIGH

Category	HIGH	LOW	MED	VERY HIGH
BPC	5	13	30	9
CCDR	6	22	22	5
EW	4	14	29	7
MSC	4	12	41	2
NEL	6	16	27	5
PL	8	11	20	3
PYZ	10	15	30	6
SVG	10	13	23	7
TNS	7	18	20	1
WBL	12	11	28	2

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conclusion

The employee performance analysis using Excel by rating provides a comprehensive, data-driven approach to evaluating individual and team performance. By systematically assessing key metrics, organizations can identify strengths, address weaknesses, and align employee goals with overall business objectives. The analysis enables informed decision-making for HR managers and leaders, fostering a culture of continuous improvement and enhancing overall productivity. This method not only streamlines performance evaluations but also empowers employees to take ownership of their development and contribute more effectively to the organization's success.

Thanking you