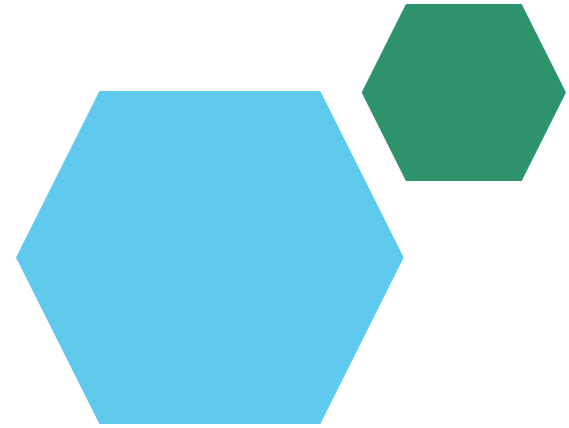


Employee Data Analysis using Excel



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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



TO conduct a concise employee performance analysis

DATA ENTRY : record employee details .name ,ID , department,

Include performance mertics

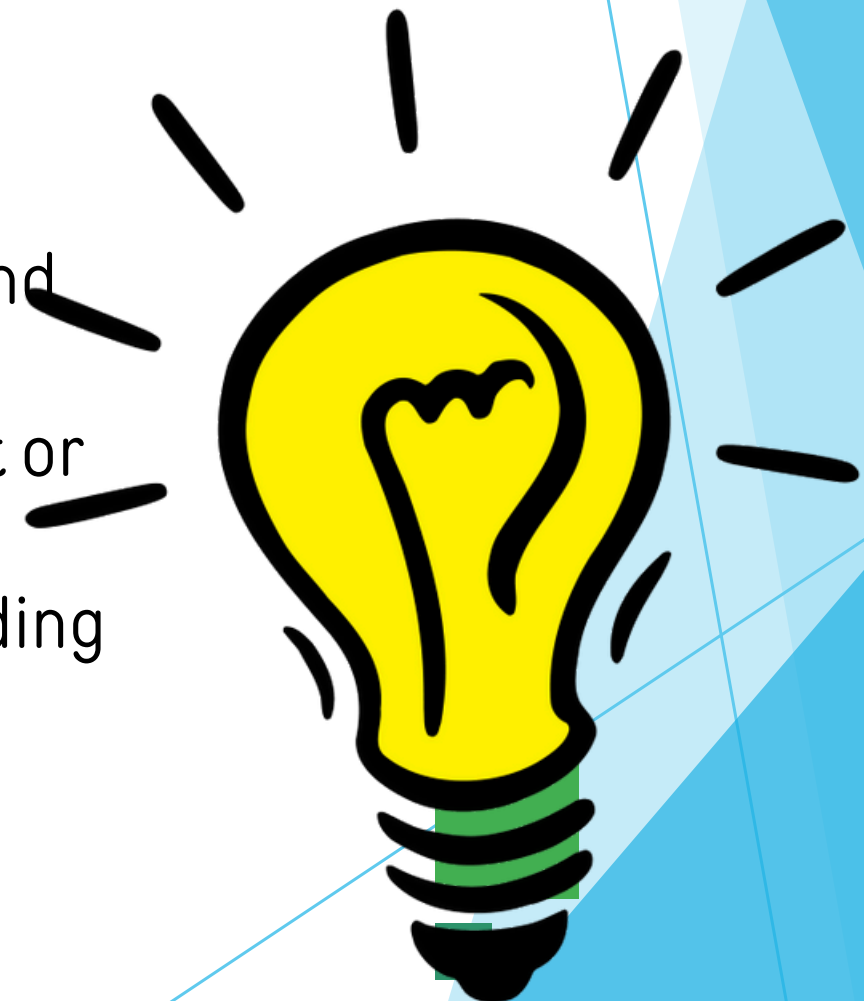
METIRCS CALCULATIONS: calculates performance score by weighted

DATA ANALYSIS : RANK employee using the rank function , analyze trend

With charts and pivot tables

VISUALIZATION: use pivot table summarize performance by department or
Time period

REPORTING: IDENTIFY top perform for promotion ,highlight areas needing
improvement



PROJECT OVERVIEW

- DATA COLLECTION: Gather employee details and performance metrics(sales, Project, feed back
VISUALIZATION: USE bar charts and pivot tables to compare performance and Summarizes data
REPORTING: Summarize key finding recommend promotion or training based on Performance data



WHO ARE THE END USERS?

- 1. HUMAN RESOURCES (HR)
- 2. MANAGER \
SUPERVISORS
- 3. EXECUTIVES
- 4. EMPLOYEE
- 5. EMPLOYER

OUR SOLUTION AND ITS VALUE PROPOSITION



COST EFFECTIVE : Utilizes excel reducing the need for additional software Investment

CUSTOMIZABLE: Easily adapts to specific business needs and performance metrics

DATA DRIVEN : Enables informed decision on promotion and training through Clear objective analysis

TRANSPARENCY :ENSURES FAIR AND CONSISTENT PERFORMANCE EVALUATION

ENGAGEMENT: PROVIDES ACTIONABLE FEED BACK



Dataset Description

FIELDS: employee ID ,name ,department ,job role ,tenure

SALES: totals sales figure

Project completion : Number and percentage of completed project

FEEDBACK : rating from client or peer and punctuality

ATTENDANCE: Attendance record and punctuality

PERFORMANCE SCORE: Weighted composite score based on the above metrics

THE "WOW" IN OUR SOLUTION



=IFS (J4>5,"high",J4>3,"MED","TRUE","LOW")



MODELLING

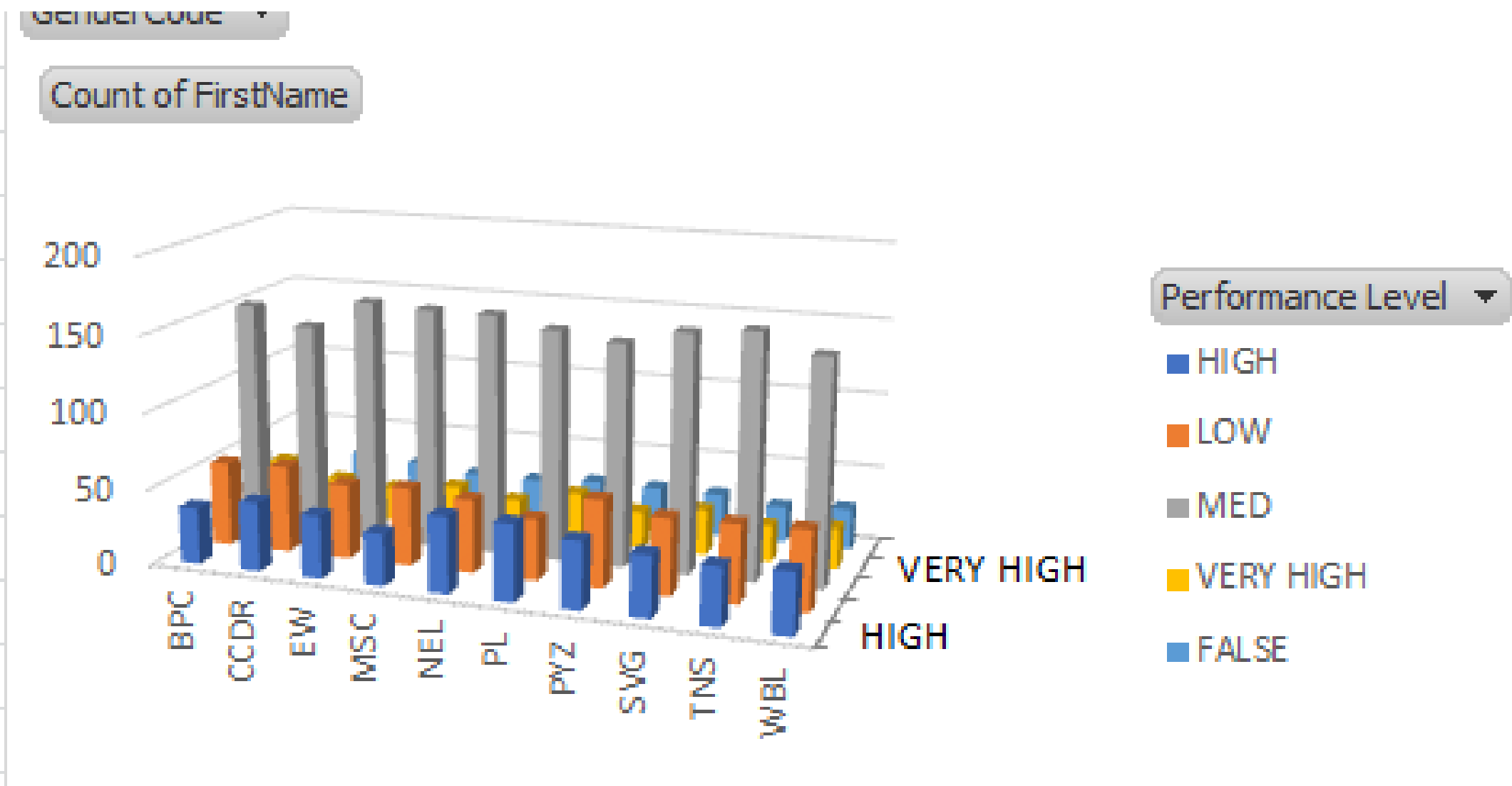
DATA COLLECTION: Gather data like KPL ATTENDANCE , project completion and feedback

DATA ENTRY: Input this data into an excel spreadsheet with column for each metric and row for each employee

PERFORMANCE SUMMARY: USE CONDITIONAL FORMATTING to highlight high and low performs

VISUAL REPRESENTATION: create charts (like bar graph or radar to charts) to visualize individual
And team performance trend

RESULTS



conclusion

THE CONCLUSION OF MY PROJECT WAS

The topics of my project was EMPLOYEE PERFORMANCE ANALYSIS USING EXCEL
IN THIS PRESENTATION I has given the project comparisons by excel formulas
,conditional
formatting and charting tools ,you can gain valuable insight into employee strengths and
Areas needing improvenment