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

1. Inconsistent employee performance is impacting business outcomes.
2. Lack of clear performance metrics and evaluation criteria exists.
3. Insufficient data-driven insights for informed decision-making.
4. Skill gaps and training needs are not being effectively addressed.
5. Employee engagement and retention rates are suffering.
6. Productivity and efficiency levels are below expectations.
7. Current performance management processes are manual and time-consuming.
8. There is a need for a systematic approach to performance analysis.
9. This is hindering the organization's ability to achieve its goals.

PROJECT OVERVIEW

Title: Employee Performance Analysis

Objective: Analyze employee performance data to identify areas for improvement and inform HR strategies.

Scope: Analyze performance metrics, identify trends, and develop recommendations.

Deliverables: Performance analysis report, recommendations, and presentation.

Stakeholders: HR, Department Managers, Senior Leadership

Methodology: Excel analysis, data visualization, and stakeholder feedback.

Expected Outcomes: Data-driven insights, improved performance management, and enhanced business outcomes.

WHO ARE THE END USERS?

- HR Managers
- Department managers
- Team leads
- Employees themselves
- Senior leadership
- Training and development teams
- Compensation and Benefit teams
- Executives
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OUR SOLUTION AND ITS VALUE PROPOSITION

- Conditional formatting – To compute missing val u es
- Filter – To remove
- Formula – To calculate performance level of employees
- Pivot table – For creating summary of the data
- Graph – For data visualization

Dataset Description

Employee data set which give the overall data of all employee is downloaded from Kaggle

It has totally 26 features of data

Highlighted the data that requires for project they are:

- **Employee id**
- **Employee name**
- **Business unit**
- **Employee type**
- **Employee status**
- **gender code**
- **performance score**
- **Current employee rating**

THE "WOW" IN OUR SOLUTION

PERFORMANCE LEVEL

- IFS(Z8>=5,”VERYHIGH”,Z8>=4,“HIGH”,Z8>=3,”MED”,TRUE,”LOW”)

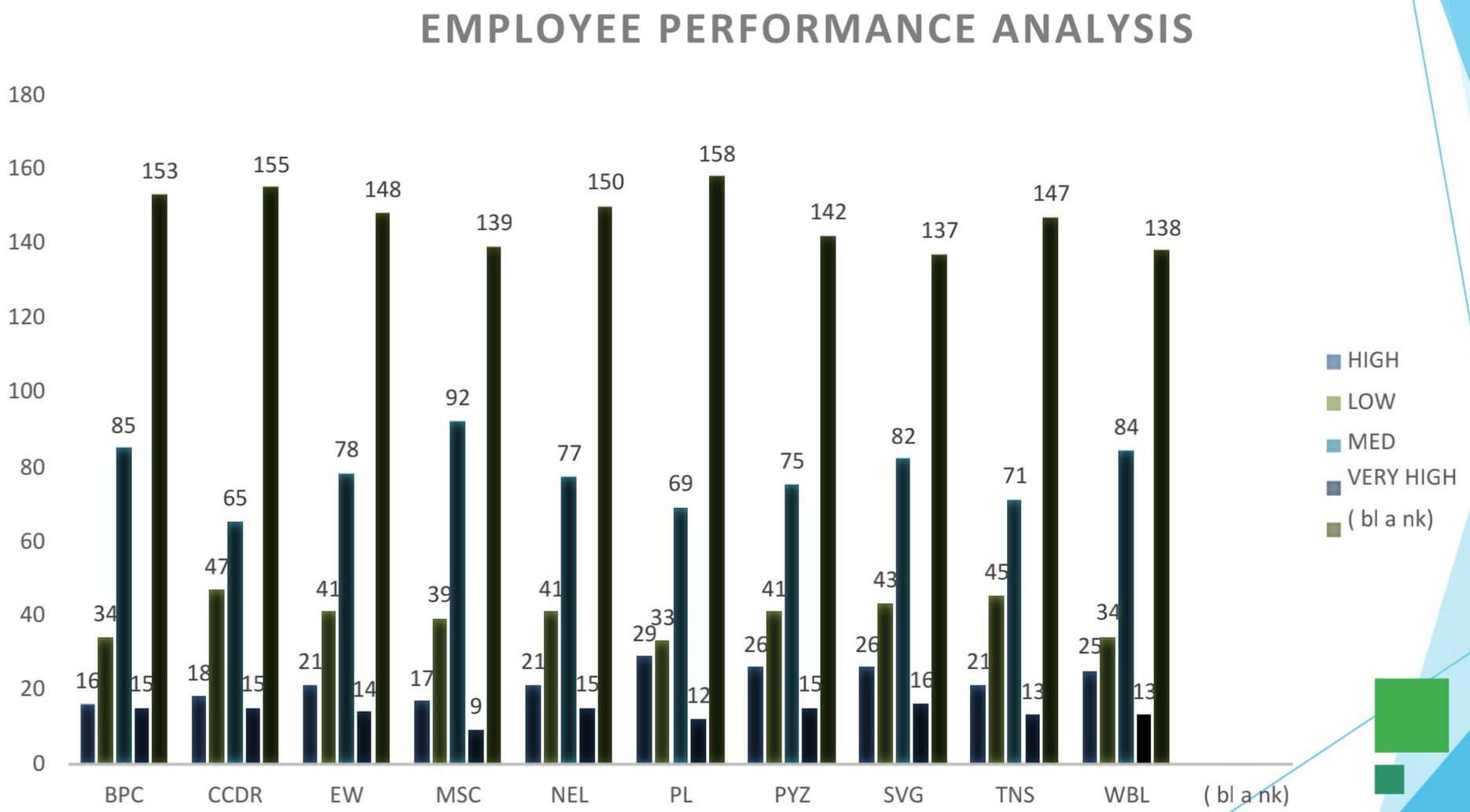
MODELLING

1. Data Collection: Gather employee performance data (e.g., sales numbers, customer satisfaction ratings, task completion rates).
2. Data Entry: Enter data into an Excel spreadsheet.
3. Data Cleaning: Ensure data accuracy, handle missing values, and remove duplicates.
4. Performance Metrics: Calculate performance metrics (e.g., average sales, satisfaction ratings, task completion rates).
5. Weightage Assignment: Assign weights to each metric based on importance.
6. Scoring: Calculate a weighted score for each employee.
7. Ranking: Rank employees based on their scores.
8. Visualization: Use charts and graphs to visualize performance data.
9. Analysis: Analyze data to identify trends, strengths, and weaknesses.
10. Insights: Draw insights and recommendations for improvement.

Some commonly used Excel functions for performance analysis include:

- AVERAGE
- SUM
- COUNT
- IF
- VLOOKUP
- INDEX/MATCH
- PivotTables
- Charts and graphs (e.g., bar, column, line, scatter plots)

RESULTS



conclusion

- Employee performance analysis revealed areas of strength and weakness across teams.
- Recommendations include targeted training programs and coaching for underperforming employees. Top performers should be recognized and rewarded to boost engagement.
- Future steps include quarterly performance reviews and continuous monitoring. Let’s work together to implement these changes and drive business success