# EMPLOYEE DATA ANALYSIS USING EXCEL

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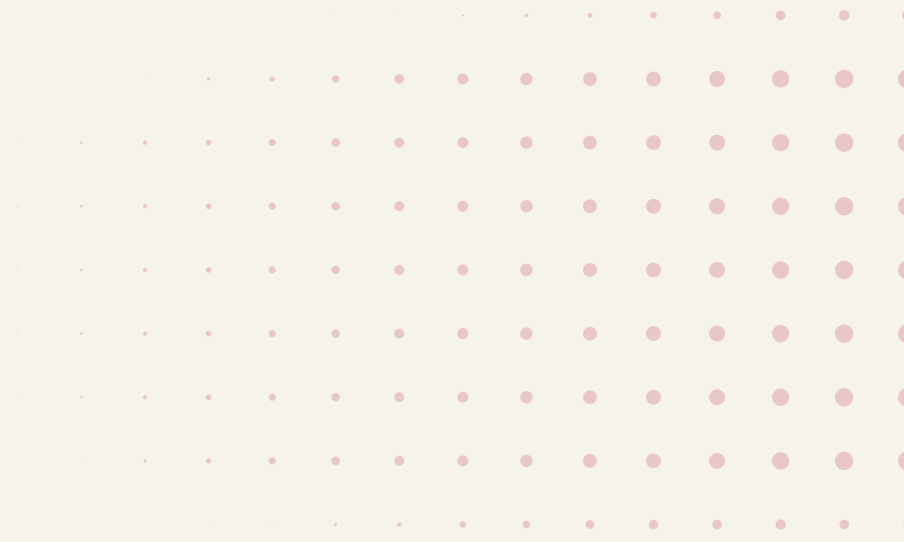
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# PROJECT TITLE

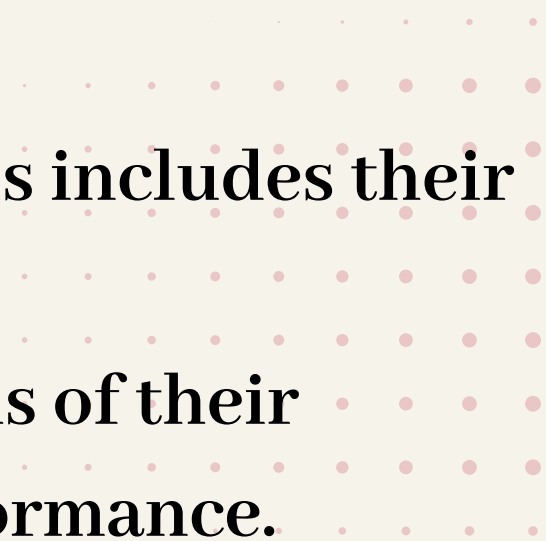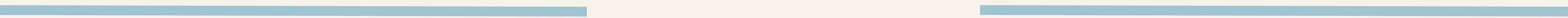Employee Performance
Analysis
Using Excel

# AGENDA

- Problem Statement
- Project Overview
- End users
- Our Solution and Proposition
- Dataset Description
- Modelling Approach
- Results and Discussion
- Conclusion

# PROBLEM STATEMENT

When selecting criteria for evaluating employee performance, it's important to tailor your choices to fit the specific goals and needs of your organization. Here are some key factors you might consider:

- Job-Specific Skills: Evaluate how well employees perform the core tasks of their job. This includes technical skills, knowledge, and competency in their specific role.
- Quality of Work: Assess the accuracy, thoroughness, and effectiveness of the work produced. High-quality work usually meets or exceeds standards and contributes to overall success.
- Productivity: Measure how efficiently employees complete their tasks. This includes their ability to manage time, meet deadlines, and handle workload effectively.
- Attendance and Punctuality: Consider the reliability of employees in terms of their attendance and punctuality, as these factors can impact overall team performance.

# PROJECT OVERVIEW

Analysis of data using employee database for their performance using different matrix

Employee performance refers to how effectively and efficiently an employee executes their job responsibilities and contributes to the organization's goals. It encompasses various aspects of an employee's work, including the quality, quantity, and impact of their output.

# WHO ARE THE END USERS ?

The end users of employee performance data are the various stakeholders who utilize performance evaluations and related information to make informed decisions and enhance organizational effectiveness. Here's a breakdown of the key end users:

1. EMPLOYEES

Self-Improvement: Employees use performance feedback to identify areas for personal growth and development.

Career Development: Insights from performance evaluations help employees set career goals and pursue professional development opportunities.

2. MANAGERS AND SUPERVISORS

Performance Management: Managers use performance data to assess employee contributions, set performance expectations, and make decisions about promotions, raises, and disciplinary actions.

Coaching and Support: Performance evaluations help managers provide targeted coaching and support to help employees improve and succeed.

3. HUMAN RESOURCES (HR) DEPARTMENT

Talent Management: HR uses performance data for workforce planning, talent acquisition, and succession planning.

Training and Development: Identifying skill gaps and performance issues enables HR to design and implement training programs.

4. SENIOR LEADERSHIO AND EXECUTIVES

Strategic Planning: Performance metrics provide insights into how well organizational goals are being met and where strategic adjustments may be needed.

Resource Allocation: Executives use performance data to make decisions about resource allocation and investment in various departments or projects.

# OUR SOLUTION AND ITS VALUE PROPOSITION

- Filtering employee performance involves sorting and analyzing performance data to make informed decisions about employee management, development, and rewards

- Conditional formatting applied to employee performance data, it can help quickly identify trends, outliers, and areas needing attention. Here's how to apply conditional formatting to employee performance data.

- Pivot table to analyze employee performance data can provide valuable insights and help you summarize, analyze, and present performance information effectively

# DATASET DESCRIPTION

- Employee data set – Kaggle
- 26features
- Feature – 9 feature
- Employee id
- Gender – male, female
- Performance
- Business unit
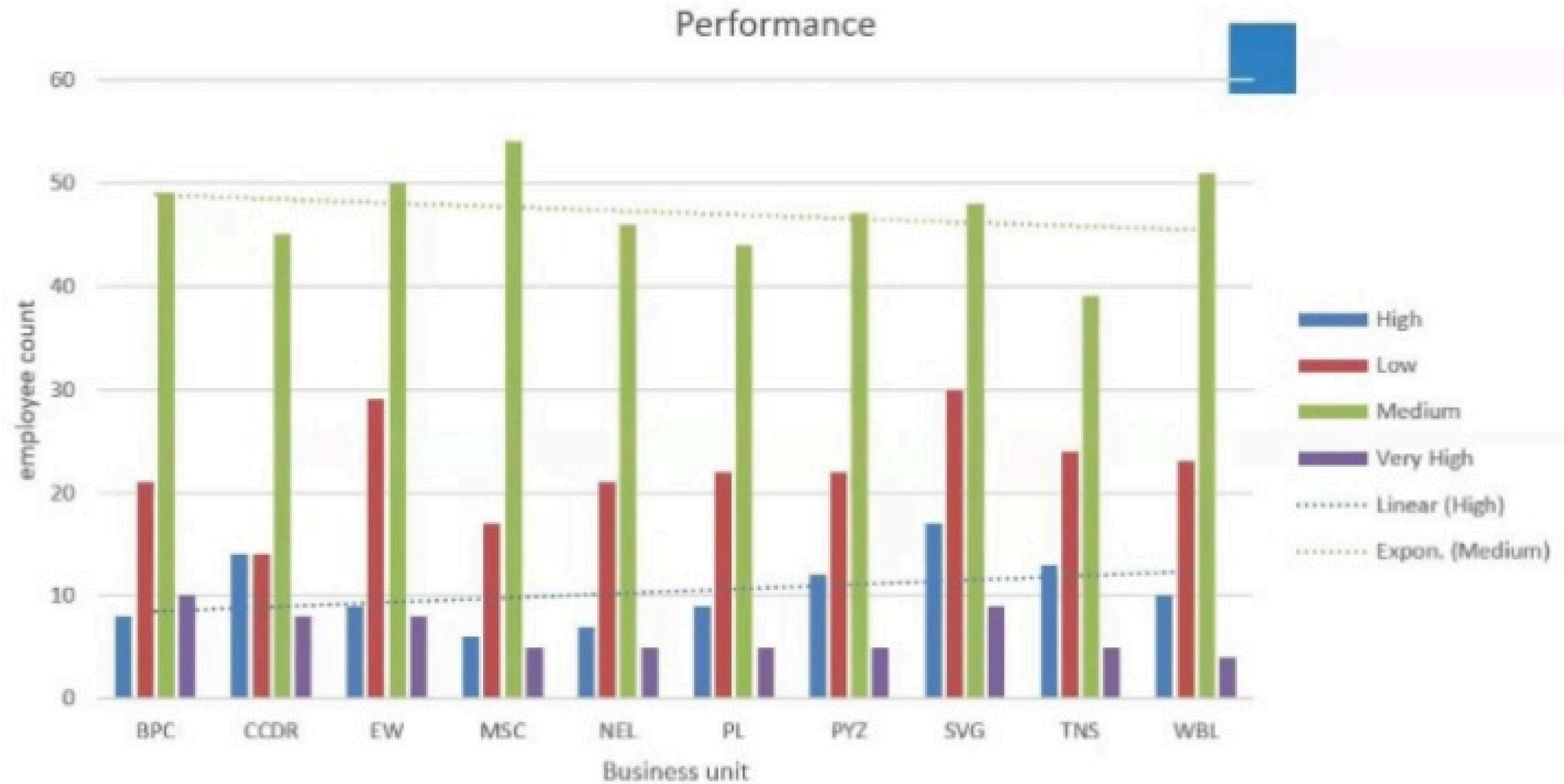- Name
- Rating – numerical

# THE "WOW" IN OUR SOLUTION

- Exceptional Problem-Solving Skills: Employees who can tackle complex issues creatively and effectively often make a significant impact. Look for individuals who proactively address challenges and come up with innovative solutions.
- Outstanding Communication: Employees who excel in both verbal and written communication can drive projects forward, facilitate better team collaboration, and improve client relations. Their ability to articulate ideas clearly and listen actively can be game-changing.
- Leadership and Initiative: Those who go beyond their job description by taking on leadership roles, mentoring others, or spearheading new initiatives demonstrate a high level of engagement and commitment.
- Continuous Learning and Improvement: Employees who actively seek out opportunities for growth, whether through additional training, certifications, or staying current with industry trends, show a commitment to both their
- nersonal derelonment and the compan's success

# MODELLING

- **Data collection – books and google**
- **Data cleaning – Define Data Requirements, Gather Data**
- **Techniques – Regular Performance Reviews, Goal Setting and Management**
- **Pivot table – to analyze employee performance data can provide valuable insights and help you summarize, analyze, and present performance information effectively**

# RESULTS

# CONCLUSION

In conclusion, the Excel-based salary analysis revealed key insights: a skewed salary distribution suggests issues with progression, a gender pay gap is evident in senior roles, and some positions are undercompensated compared to industry standards. Additionally, while bonuses are fairly distributed, inconsistencies in non-monetary benefits may impact employee satisfaction. Addressing these areas can enhance fairness, competitiveness, and retention.