


Employee Data Analysis using Excel



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PROJECT TITLE

Employee Performance Analysis using Excel



AGEND

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PROBLEM

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.

STATEMENT



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.



WHO ARE THE END USERS?

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



OUR SOLUTION AND ITS VALUE PROPOSITION



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



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")



MODELLIN

G

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

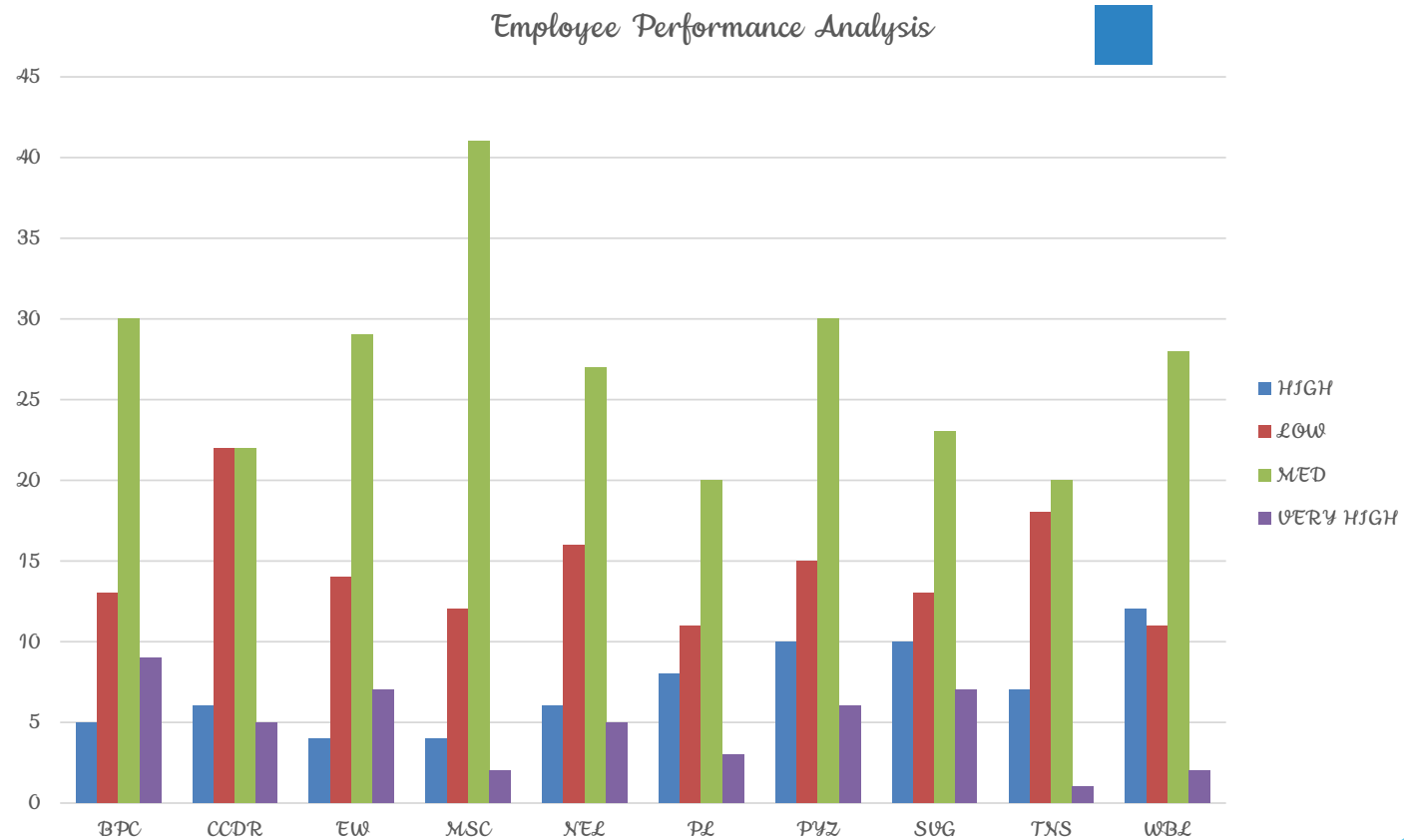
Create interactive dashboards to visualize performance metrics and trends. Generate detailed reports highlighting key insights, trends, and recommendations.

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.



RESULTS



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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.

