

EMPLOYEE DATA ANALYSIS USING EXCEL

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project title




**Employee performance analysis using
excel**






AGENDA

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- 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



Collect employee performance data over a specified period (e.g., quarterly or annually).

Compile the data in Excel for easy manipulation and analysis.
Use formulas, pivot tables, charts, and conditional formatting to highlight performance trends.



project overview

- A centralized database of employee performance data
- Automated calculations of performance metrics
- Pivot tables and charts to compare different teams, departments, or employees
- Dashboards and visualizations to highlight performance trends and areas for improvement
- Insights into high performers, underperformers, and training need

END USERS

- This team will utilize the performance analysis data to determine training needs.
- Identify skill gaps and create targeted training programs.
- Measure the effectiveness of training by comparing pre- and post-training performance data.



OUR SOLUTION

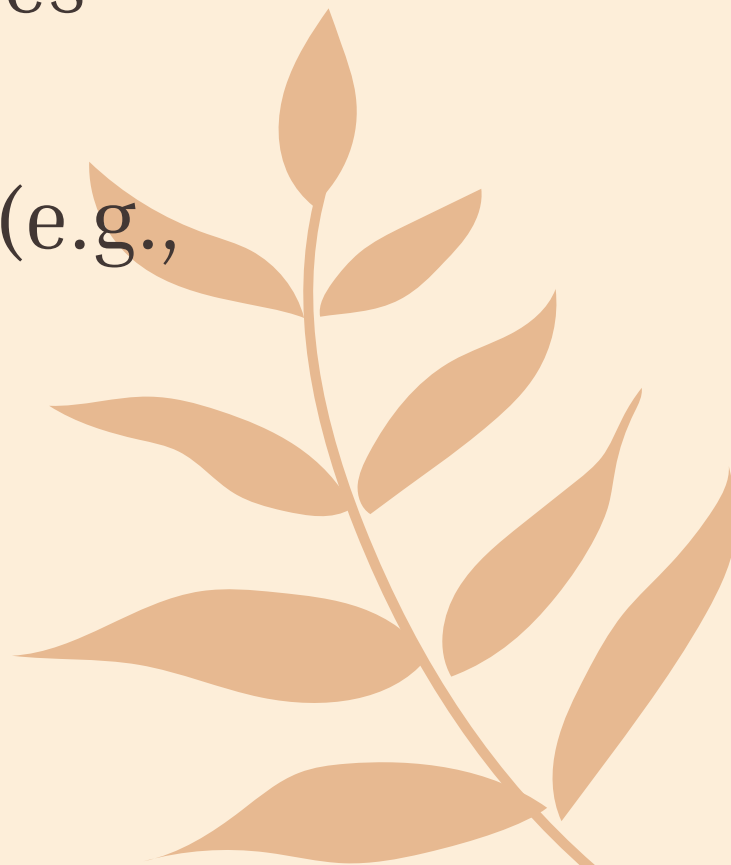
Automated Data Processing:

- Excel formulas and functions automate calculations, saving time and reducing human errors.
- Conditional formatting highlights key insights such as top performers, low performers, and critical performance trends.
- **OUR PROPOSITION:** The solution is highly customizable to fit the specific needs of any organization , allowing for easy adjustment as business goals



dataset description



- Employee Information:
 - Employee ID: A unique identifier for each employee (e.g., 3479)
 - Name: The full name of the employee (e.g., "sarai stone")
 - Department: The department in which the employee works (e.g., "Sales", "Marketing").
 - Job Title: The employee's job position or role (e.g., "Sales Manager", "Software Engineer").
 - Hire Date: The date the employee joined the company (e.g., "2022-01-2023")
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The “wow” in our solution

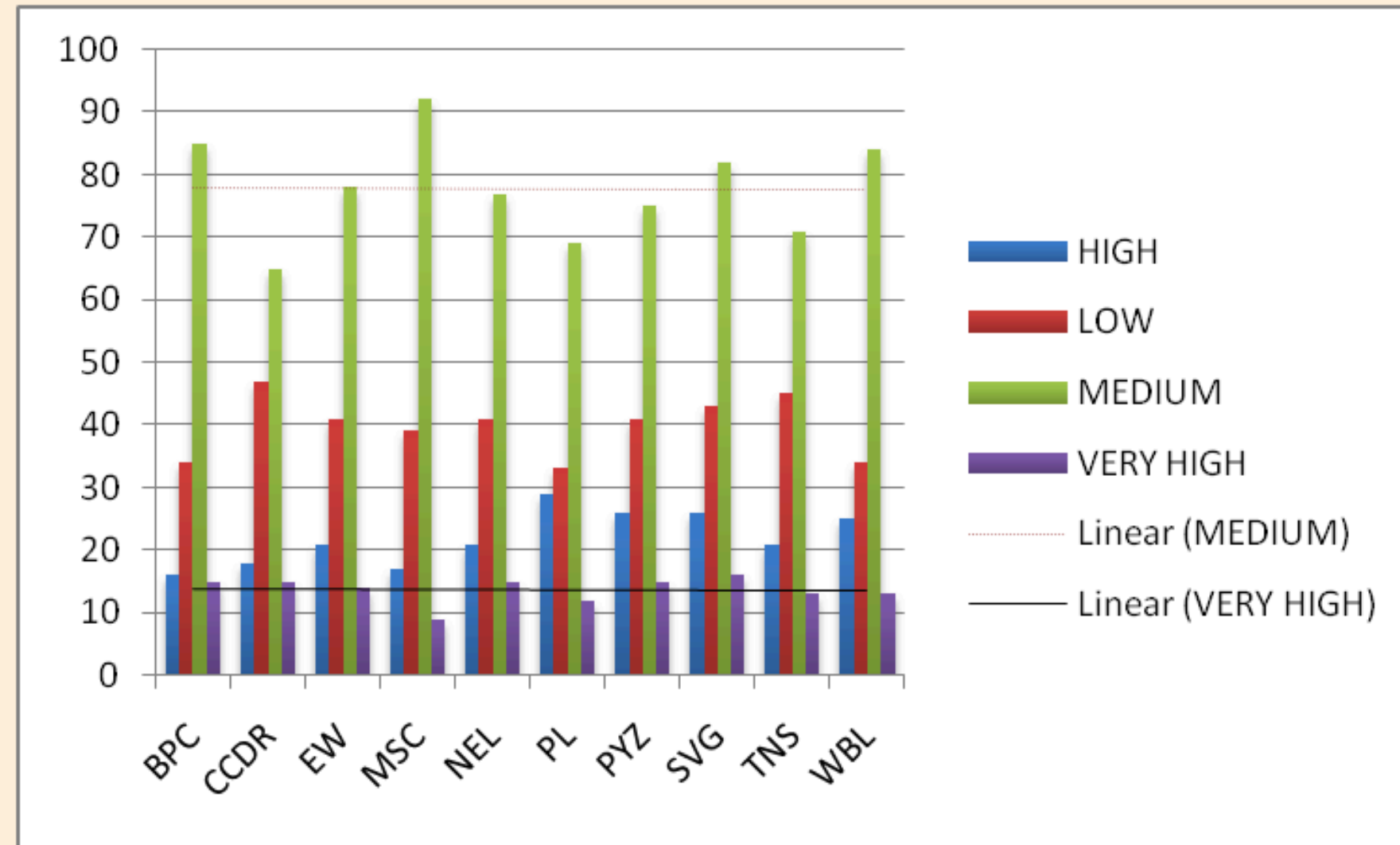
- =IF(AND(Z8>=1,Z8<=2),"LOW",IF(AND(Z8<=3),"MEDIUM",IF(AND(Z8<=4),"HIGH",IF(AND(Z8<=5),"VERY HIGH","")))))

modeling approach




- **Objectives:** Establish clear goals for the analysis, such as identifying high and low performers, evaluating productivity, or assessing the impact of training programs.
- **Metrics:** Define Key Performance Indicators (KPIs) such as:
 - Task Completion Rate
 - Attendance Rate
 - Productivity Score
 - Manager Ratings

Result and discussion





Conclusion

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- The employee performance analysis conducted using Excel has provided a comprehensive and data-driven approach to evaluating and understanding employee performance. By structuring, cleaning, and analyzing performance data, we have been able to identify key trends, high and low performers, and areas needing improvement.

The image features a light beige background with the text "Thank You" centered in a dark brown, serif font. The text is arranged in two lines: "Thank" on the top line and "You" on the bottom line. In the corners, there are stylized illustrations of leafy branches. The top right corner has branches with orange and grey leaves. The bottom left corner has branches with orange and pink leaves. The bottom right corner has a branch with pink leaves.

Thank
You