

## Employee Data Analysis using Excel



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PROJECT TITLE

Employee Performance Analysis  
using Excel

WPS Office

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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

The organization seeks to improve overall workforce productivity and effectiveness by analyzing employee performance. The current performance evaluation system lacks objectivity and fails to identify key areas for improvement. To address these issues, the organization needs a robust performance analysis framework that can:

**Assess Performance Metrics :** Identify and quantify relevant performance indicators such as productivity, quality of work, adherence to deadlines, and collaboration skills.

**Benchmark Performance :** Establish benchmarks and performance standards for different roles and departments to facilitate fair comparisons.



**Enhance Feedback Mechanisms :** Improve the feedback process to ensure it is constructive, actionable, and timely, promoting continuous employee development and engagement.

**Analyze Performance Data :** Utilize performance data to identify patterns, trends, and areas for improvement, and to inform strategic decisions related to employee development and resource allocation.

**Implement Effective Development Programs :** Design and implement targeted development programs based on performance analysis to enhance skills, address weaknesses, and leverage strengths.

# PROJECT OVERVIEW

**Project Object :**

**GOAL :** To evaluate and enhance employee performance, leading to increased productivity, job satisfaction, and organizational efficiency.

**PURPOSE :** Identify strengths and weaknesses, set clear performance benchmarks, and develop actionable strategies for improvement.

**TIMELINE :**

**Week 1-2:** Define objectives and collect data.

**Week 3-4:** Analyze data and identify trends.

**Week 5:** Prepare report and recommendations.

**Week 6:** Present findings and finalize action





### **SCOPE :**

**Inclusions :** Detail what aspects of performance will be analyzed (e.g., productivity, quality of work, attendance).

**Exclusions :** Clarify what will not be covered (e.g., non-work-related issues).

**Timeframe:** Outline the duration of the project and key milestones.

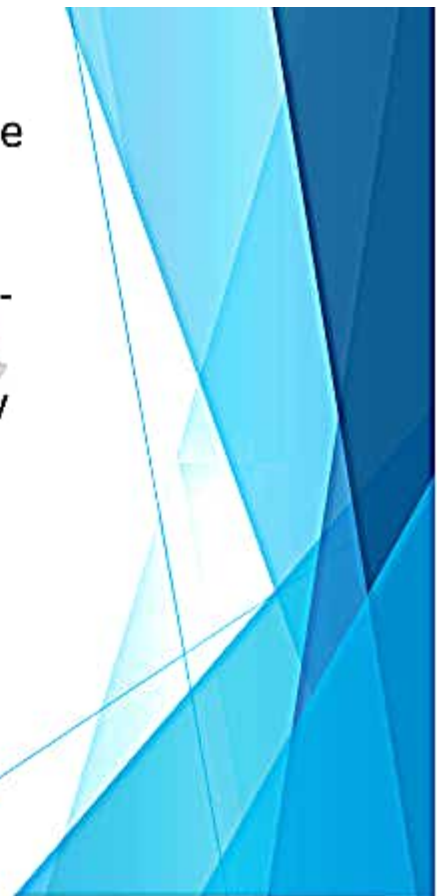
### **RESOURCES :**

Performance management software

Data analysis tools (e.g., Excel, SQL, BI tools)

HR and departmental input

Access to performance data and feedback channels



## WHO ARE THE END USERS?

In Employee Performance Analysis, the end users typically include **Managers and Supervisors** : They use performance data to assess employee effectiveness, make decisions on promotions, provide feedback, and identify training needs.

**Human Resources (HR) Professionals** : They utilize performance analysis to support overall talent management strategies, including recruitment, training, and organizational development.

**Executives and Senior Leadership** : They use aggregated performance data to make strategic decisions about company performance, workforce planning, and overall organizational effectiveness.



**Executives :** They use aggregate performance data to inform strategic decisions, allocate resources, and drive overall organizational effectiveness.

**Team Leaders :** They monitor and assess the performance of their team members to optimize team dynamics and productivity.



## OUR SOLUTION AND ITS VALUE PROPOSITION



### SOLUTION OVERVIEW :

Our solution provides a comprehensive platform for evaluating and enhancing employee performance. It integrates data collection, analytics, and actionable insights into a user-friendly interface, offering a holistic view of employee productivity and development.

### KEY FEATURES :

**Real-Time Analytics :** Continuous monitoring of performance metrics with real-time updates.

**Customizable Dashboard :** Personalized views for managers and employees to track progress and set goals.

**AI Powered Insights :** Predictive analytics to identify potential performance issues and recommend targeted interventions.

## **VALUE PROPOSITION :**

**Data-Driven Insights :** Our platform leverages advanced analytics to deliver actionable insights, helping managers make informed decisions based on comprehensive.

**Customized Performance Metrics :** Tailored to your organization's specific needs .

**Improved Employee Engagement :** Offers employees clear visibility into their performance and development areas, fostering a culture of continuous improvement and engagement.

**Reduced Turnover :** By addressing performance issues proactively and supporting employee development, the system helps reduce turnover rates.

**Operational Efficiency :** Streamlines the performance review process with automated data collection and analysis, saving time and reducing administrative overhead.

## **METHODS OF EMPLOYEE PERFORMANCE DATASET ANALYSIS :**

- 1.CONDITIONAL FORMATING - MISSING VALUES**
- 2.SORT & FILTER - REMOVE**
- 3.FORMULA PRESENTATION - IDENTIFY THE PERFORMANCE LEVELS**
- 4.PIVOT - SUMMARY**
- 5.GRAPH - DATA VISUALIZATION**



# Dataset Description

When conducting an employee performance analysis, you need to gather and describe various types of data to evaluate employee performance effectively. Here are the key types of data typically involved:

Data Description Such as ;

Website - KAGGAL

Features - 26

My Analysis - 9 Features

Employee ID :

Name - TEXT

Employee Type ;

Starting Date & Exit Date

Gender - MALE or FEMALE

Current Employee Rating & Performance Level etc



## THE "WOW" IN OUR SOLUTION

ADDITIONAL METHOD :

■  
ADDING THE FORMULAS OF PERFORMANCE  
LEVEL .

PERFORMANCE LEVEL = IFS(Z8>=5,"VERY HIGH",  
Z8>=4,"HIGH",Z8>=3,2,1,"MED,TRUE,LOW .

It's very Useful to Identify the Employee  
Performance Level.



# MODELLING

## DATA COLLECTION ;

- 1) KAGGLE
- 2) Download the Employee Dataset to Extract into Excel
- 3)Prepared the Employee Dataset Analysis in Excel

## FEATURES COLLECTION ;

- 1) There are 26 Features in Dataset
- 2) My Analysis 9 Features
- 3) Additional Method of Identity the Performance Level.

## DATA CLEANING ;

- 1) Identify the Missing Values.
- 2)Missing Values Sort & Filter.

## **PERFORMANCE LEVEL ;**

**There are three List's of Level**

- 1) Very High**
- 2) High**
- 3) Medium ,True and Low**

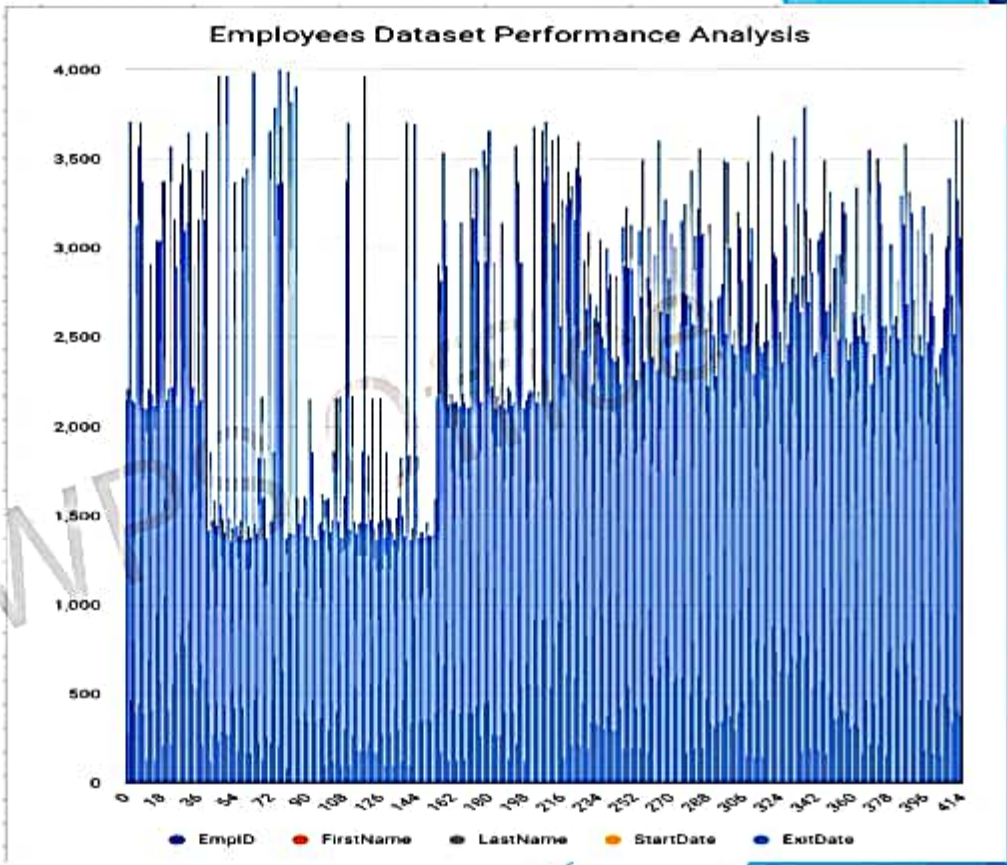
## **SUMMARY ;**

- 1) Pivot Table**
- 2) Additional Column of Performance Level**
- 3) Graph to analyse of Employees Dataset**

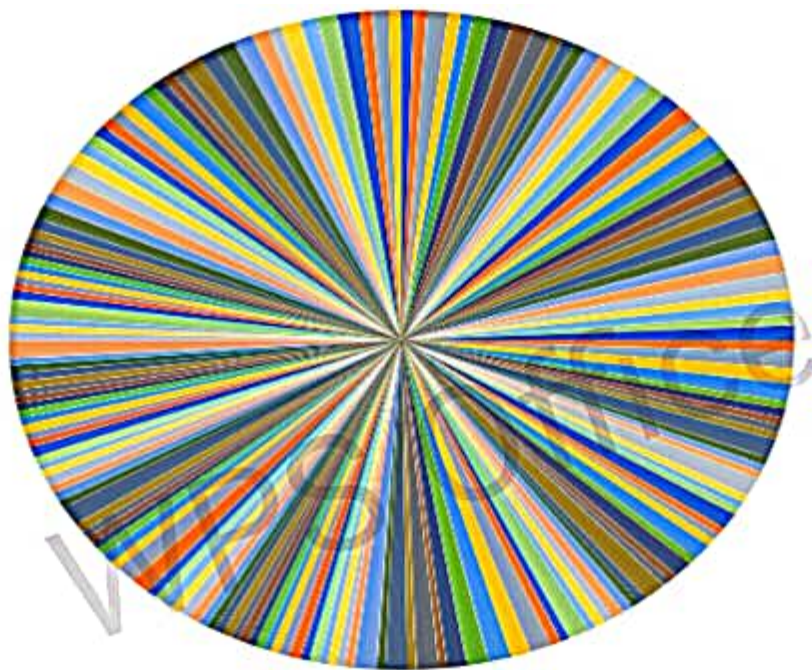
## **VISUALIZATION ;**

- 1) Data Collection**
- 2) Rating the Employees**
- 3) Gender**
- 4) Level of Performance**
- 5) Given Formulas of Performance Level**

# RESULTS







● Series1  
● Series6  
▲ 1/36 ▼

● Series2  
● Series7

● Series3  
● Series8

● Series4  
● Series9

● Series5  
● Series10

## conclusion

In analyzing an Employee Performance dataset, the conclusion typically summarizes key insights and actionable recommendations derived from the data. Here's a structured approach to formulating a conclusion:

### **Summary of findings :**

**Performance Trends:** Highlight overall trends in employee performance. For instance, are most employees meeting, exceeding, or falling short of performance expectations?

**Key Drivers:** Identify factors that significantly impact performance, such as experience, department, training, or managerial support.

**Performance Distribution:** Discuss the distribution of performance ratings across different employee groups or departments.

### **Patterns and Insights :**

**High Performers:** Who are the top performers and what common traits or conditions do they share?

**Low Performers:** Similarly, identify commonalities among employees with lower performance ratings.

**Training Needs:** Determine if there's a need for additional training or resources based on performance gaps.

### **Recommendations :**

**Improvement Strategies:** Suggest strategies to address performance issues, such as targeted training programs or changes in management practices.

**Resource Allocation:** Recommend adjustments in resource allocation or team composition to enhance overall performance.