

EMPLOYEE PERFORMANCE 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. Modelling Approach
6. Results and Discussion
7. Conclusion



Problem Statement

- ▶ The Human Resources Department of ABC Corporation seeks to enhance its approach to evaluating and improving employee performance across different departments. At present, while performance data is collected, it lacks systematic analysis, resulting in missed opportunities for actionable insights. The HR team requires a thorough analysis of performance metrics to identify top performers, underperformers, and emerging trends over time. This will enable more informed decision-making and targeted interventions to boost overall performance.
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PROJECT OVERVIEW

- ▶ Analyze employee performance metrics to identify strengths, areas for improvement, and overall trends.
- ▶ Implement PivotTables to summarize and categorize performance data.
- ▶ Compare individual employee performance against benchmarks or targets.
- ▶ Analyze seasonal or project-specific performance variations.
- ▶ Design dashboards for easy visualization of performance metrics. Share analysis results with management for decisionmaking.



WHO ARE THE END USERS?

1. Human Resources Team
2. Managers
3. Executives
4. Training and Development Teams
5. Compensation and Benefits Teams
6. Performance Review Committees



Our Solution and Its Value Proposition

Solution:

- ▶ We offer a comprehensive, data-driven performance analysis system that adapts to various roles, departments, and performance criteria.
- ▶ This solution supports performance reviews, promotions, compensation decisions, and targeted training by analyzing both current and historical performance data. Regular updates ensure that the information remains relevant and accurate.

Value Proposition:

- ▶ Our solution streamlines the evaluation process, saving time and reducing the risk of human error.
- ▶ It ensures consistent, reliable reporting across the organization, enhancing decision-making and facilitating targeted improvements in employee performance.



DATASET DESCRIPTION

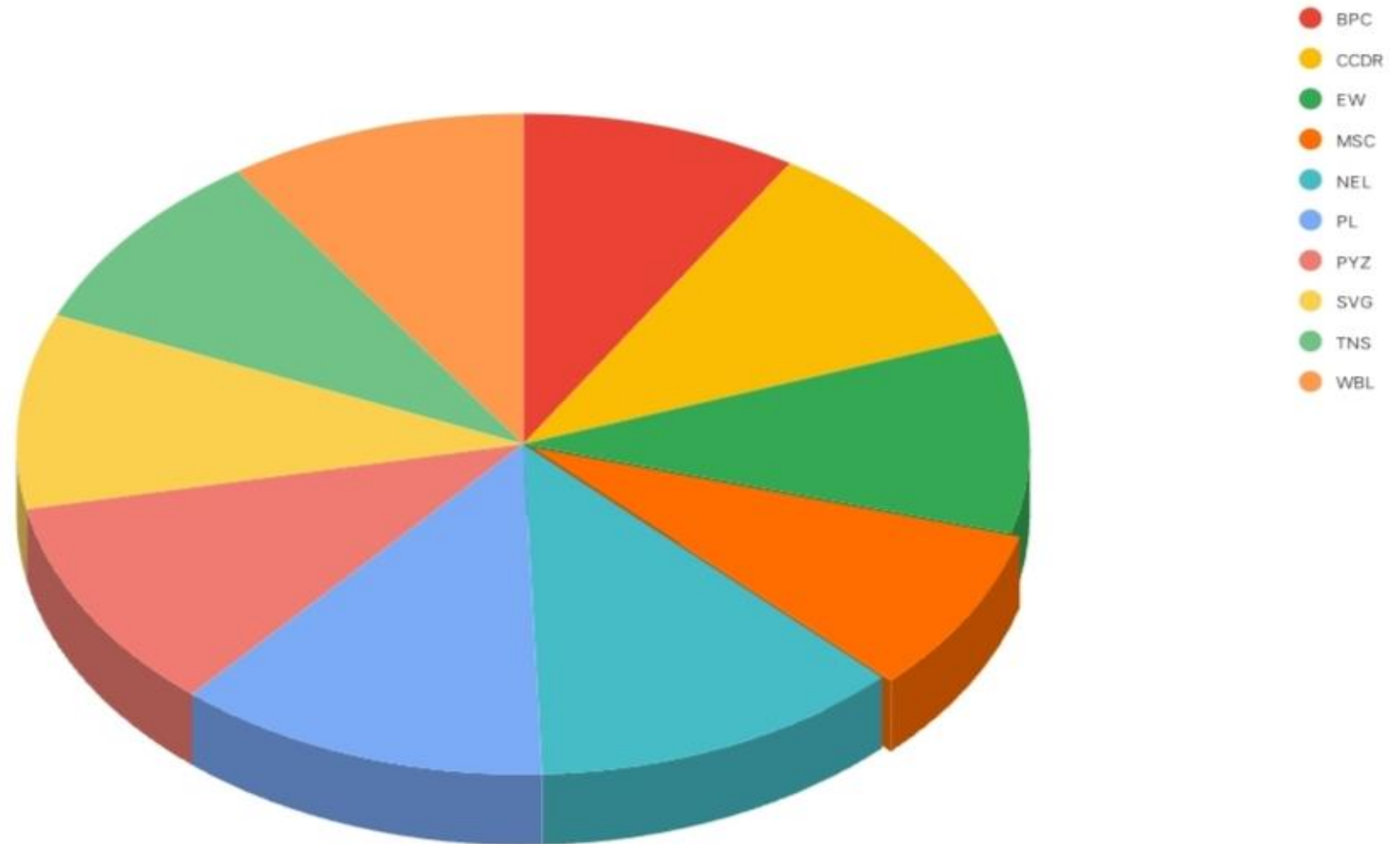
- EMPLOYEE ID: Unique identifier for each employee in the organizations
- FIRST NAME: The first name of the employee.
- LAST NAME : The last name of the employee.
- BUSINESS UNIT :The specific business unit or department to which the employee belongs
- EMPLOYEE TYPE : The type of employment the employee has (Example: Full time, part time and contract)
- GENDER CODE : A code representing the gender of the employee (Example: Male, Female and non binary)
- CURRENT EMPLOYEE RATING: The current rating or evaluation of the employee's overall performance.



MODELLING

- DATA SET: Kaggle, Employee dataset.
- FEATURE SELECTION: Conditional Formatting, Designing.
- DATA CLEANING: Missing values, Irrelevant data, Correct Errors, Remove Unnecessary Columns and Rows.
- PIVOT TABLE: Employee ID, First Name, Performance Score.
- CHART: Report of Employee Performance based on their Current Ratings is resented as Column Chart.

EMPLOYEE PERFORMACE ANALYSIS





CONCLUSION

- ▶ In conclusion, leveraging Excel for employee performance analysis offers a structured and efficient approach to evaluating and monitoring performance metrics. Excel's versatile features—such as pivot tables, charts, and conditional formatting—enable clear data visualization and insightful analysis. This facilitates informed decision-making by helping management identify trends, strengths, and areas needing improvement. Systematic analysis of performance data allows for targeted interventions and promotes a culture of continuous improvement. Regular updates and reviews ensure that performance management stays dynamic and aligned with the organization's goals.