



Project title

EMPLOYEE PERFORMANCE ANALYSIS USING  
EXCEL

# Employee data analysis using excel

- Student Name : Laikha. M
- Register No :122201124/ asunm299bcom(cs)23/982554
- Department : B.com( Corporate Secretaryship )
- College : SSKV college of arts and science for women, Kanchipuram, 631551



# AGENDA

- Problem statement
- Project overview
- End users
- Our solution and proposition
- Dataset description
- Modelling approach
- Results and discussion
- Conclusion



# Problem statement

- Track employee performance rating overtime.
- Identify top performers and underperformers.
- Analyze performance by department, job role, and other categories.
- Visualize trends and correlations in performance data.
- Enable filtering and drill-down capabilities for indepth analysis.



# Project overview

- Effective employee performance management is crucial for organizations to achieve their goals and objectives.
- This project will involve collecting and cleaning employee performance data, designing and developing an interactive excel dashboard, and creating a user guide and dictionary for easy adoption.



# Who are the end users ?

- HR Managers
- Department heads
- Team leads
- Line managers
- Talent management
- Business analysts
- Executives



# Our solution and its value proposition

- Conditional formatting – mission
- Filter – remove
- Formula – performance
- Pivot – summary
- Graph – data visualization

- **CONDITIONAL FORMATTING:**

Our excel based employee performance analysis solution utilizes conditional formatting to provide a clear and intuitive visualization of employee performance data.



- Filter – remove :

By incorporating filtering and removal capabilities, our solution empowers HR managers and leaders to efficiently analyze and visualize employee performance data, driving informed decision – making and business success.

- Formula – performance :

By leveraging formulas and performance metrics in excel, our solution provides a powerful and efficient tool for employee performance analysis enabling HR managers and leaders to make informed decisions and drive business success.





- Pivot- summary :

By leveraging pivot tables and summary reports in excel, our solution provides a powerful and flexible tool for employee performance analysis, enabling HR managers and leaders to make informed decisions and drive business success.

- Graph – data visualization :

By leveraging graphs and data visualization in excel our solution provides a powerful and intuitive tool for employee performance analysis, enabling HR managers and leaders to make informed decisions and drive business success.



# Dataset description

- Employees - kaggle
- 26- features
- 9- features
- Employees id – number
- Name – text
- Employees type
- Performance level
- Gender – male / female
- Employee rating - number
- Department
- Salary
- Start date



## The “wow” in our solution

- Performance level = IFS(Z8>=5, “VERY HIGH”, Z8>=4, “HIGH”, Z8>=3, “MED”, TRUE, “LOW”)



# modelling

## DATA COLLECTION

- Download kaggle
- Download dashboard

## FEATURE COLLECTION

- Identification of features
- List of features identified

## DATA CLEANING

- Identification of missing values
- Filter missing values

## PERFORMANCE LEVEL

- Calculation of performance level
- Column



## SUMMARY

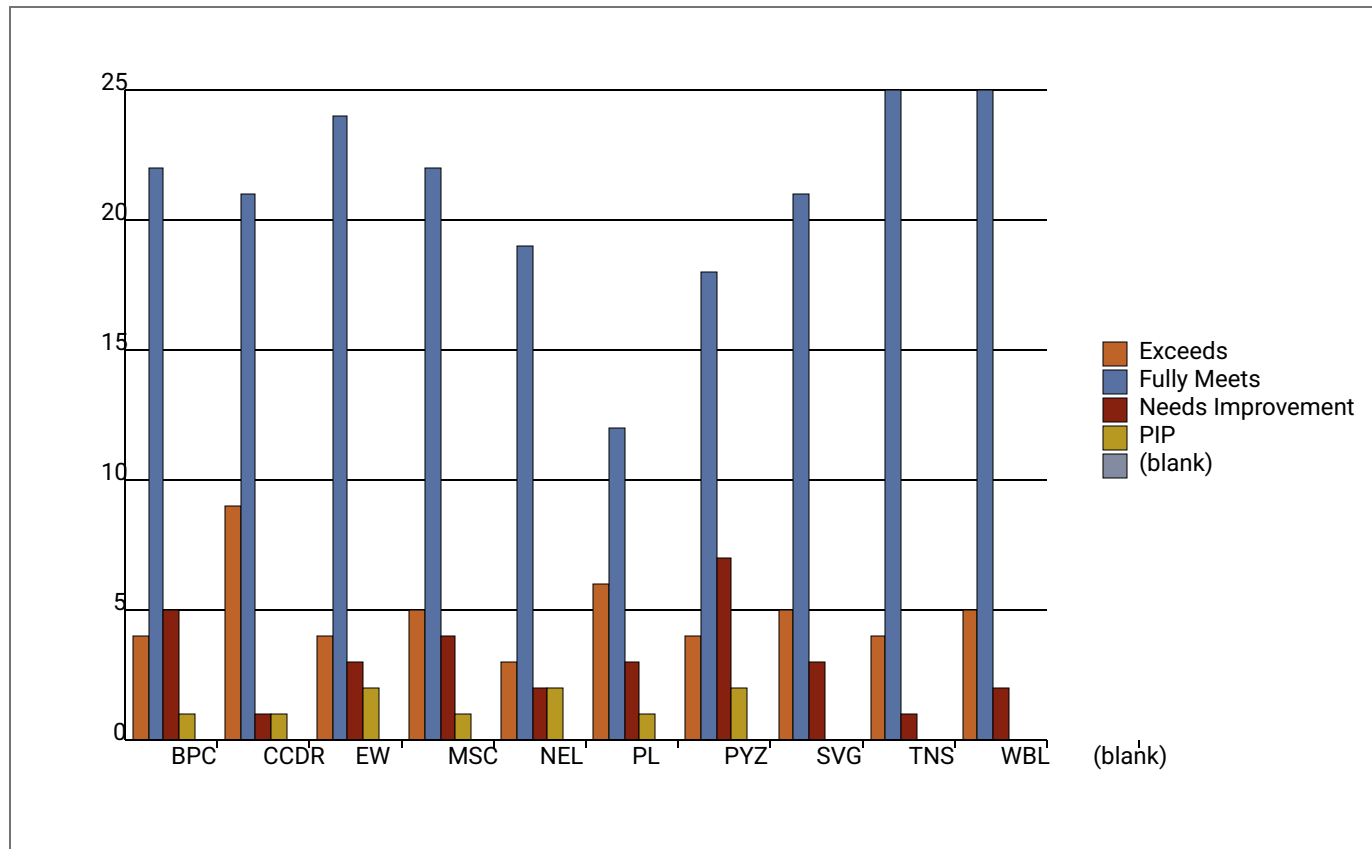
- Drag fields between areas
- Fill gender
- Column
- Row
- Value

## Visulaization

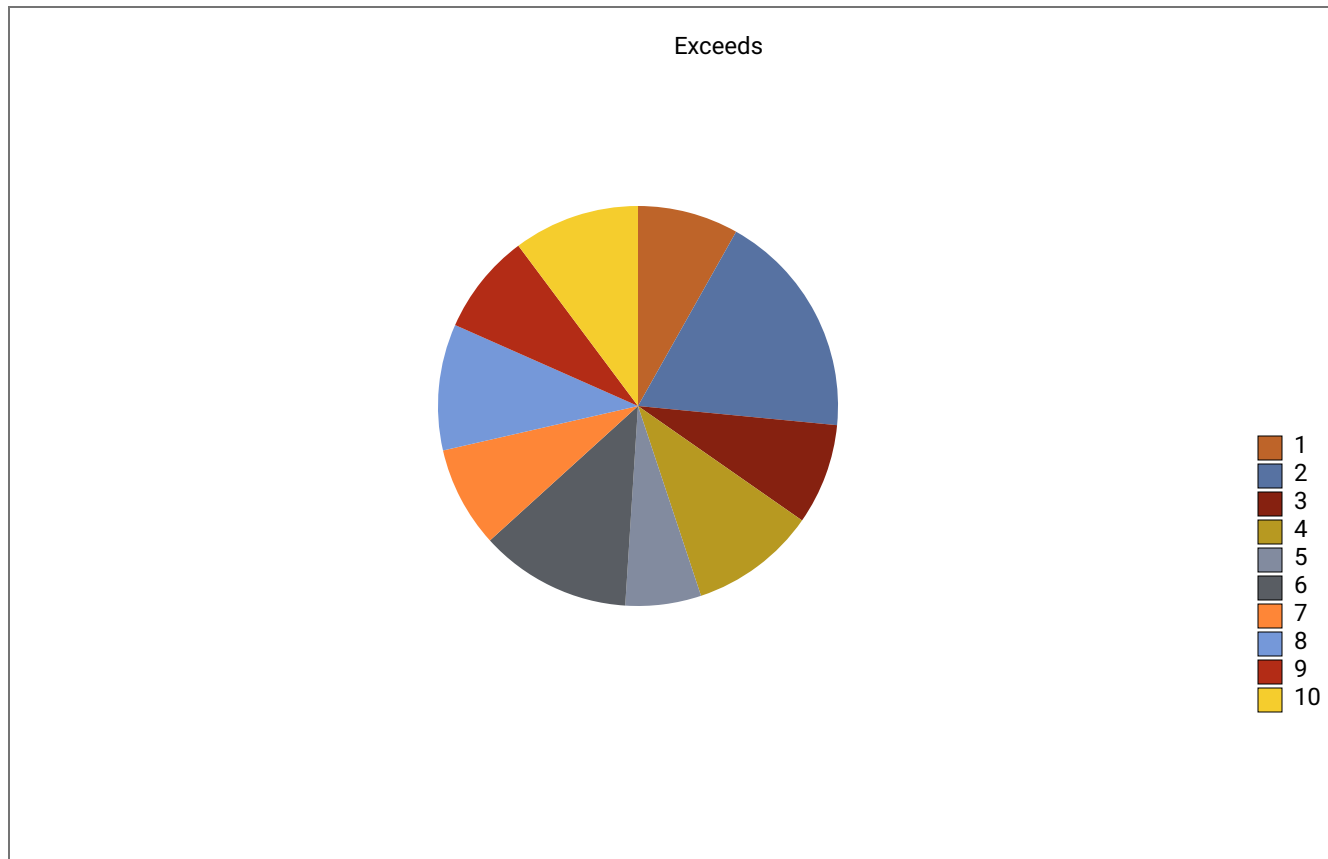
- select
- Insert
- Illustration



# Results and discussion



# result



## conclusion

- By comparing the performance of employees the number of employees who perform average are in large number.
- We need to motivate these employees by giving them different levels of task based on their performance.
- every other employees have their own strength and weakness, work should be assigned according to their ability.
- Pl sector employees are higher in number .

