Employee Data 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.Dataset Description
6.Modelling Approach
7.Results and Discussion
8.Conclusion

PROBLEM STATEMENT

It's difficult to evaluate employee performance ,which may lead to errors, higher turnover ,or make it harder to manage improvements.

PROJECT OVERVIEW

OBJECTIVE:

     To evaluate and improve employee performance within the organisation by analysing performance data using Excel. The goal is to identify trends , assess performance Metrics and provide actionable insights to enhance productivity and employee development.

SCOPE :

- Collect and compile employee performance data.
- Analyse performance Metrics such as productivity, attendance, and quality of work.
- Visualise data using charts and graphs.
- Generate performance reports.

DATA COLLECTION:

     ensure data accuracy and completeness

DATA PREPARATION:
- Clean and organised data in Excel
- Create a structure data table with relevant field. (example: employee ID,).

DATA ANALYSIS:
- Using Excel functions and formulas (example: sum) to analyse performance metrics.
- Performing trend analysis to identify patterns and anomalies.
- Comparing performance across different departments or time periods.

DATA VISUALISATION:
- Generate detailed performance reports highlighting key finding entrance
- Preparing the presentations

TOOLS:
- Microsoft Excel.
- Data resources

WHO ARE THE END USERS?

- Employees
- Employers
- Organization.

OUR SOLUTION AND ITS VALUE PROPOSITION

- Sorting
- Filtering
- Charts and graphs.
- Reports
- Utilising tools.

Dataset Description

EMPLOYEE ID: the employee ID is unique alphanumeric court assign to each employee to differentiate them from others in the system.

FIRST NAME: The first name field records that given the name of the employee is used in conjunction with other identifies to provide a clear and identify able reference to each individual.

DOB: the date of birth field records the birthdate of an employee it is used to identify the age of employees which can be relevant for understanding career stages, planning retirement and demographic analysis.

START DATE: the start date field records the date when an employee commenced their employment with the organisation. It is crucial for tracking tenure, understanding employee experience and managing career progression

JOB FUNCTION DESCRIPTION: the job function description is to clearly define and communicate the specific responsibilities, duties and expectations associated with the particular role.

EMPLOYEE STATUS: it is to define and communicate and individuals current employment situation within an organisation.

TITLE: a job title is to clearly and concisely identify the role and level of responsibility within an organisation

CURRENT EMPLOYEE RATINGS: a current employee rating system available and provide feedback on an employees performance.

THE "WOW" IN OUR SOLUTION

- Advanced analytical techniques.
- Comprehensive insights
- Actionable recommendations
- Predictive analytics.

MODELLING

1.DEFINE OBJECTIVES AND SCOPE:
- Objective setting
- Scope definition.

2. COLLECT AND PREPARE DATA:
- Data collection
- Data integration
- Data cleaning

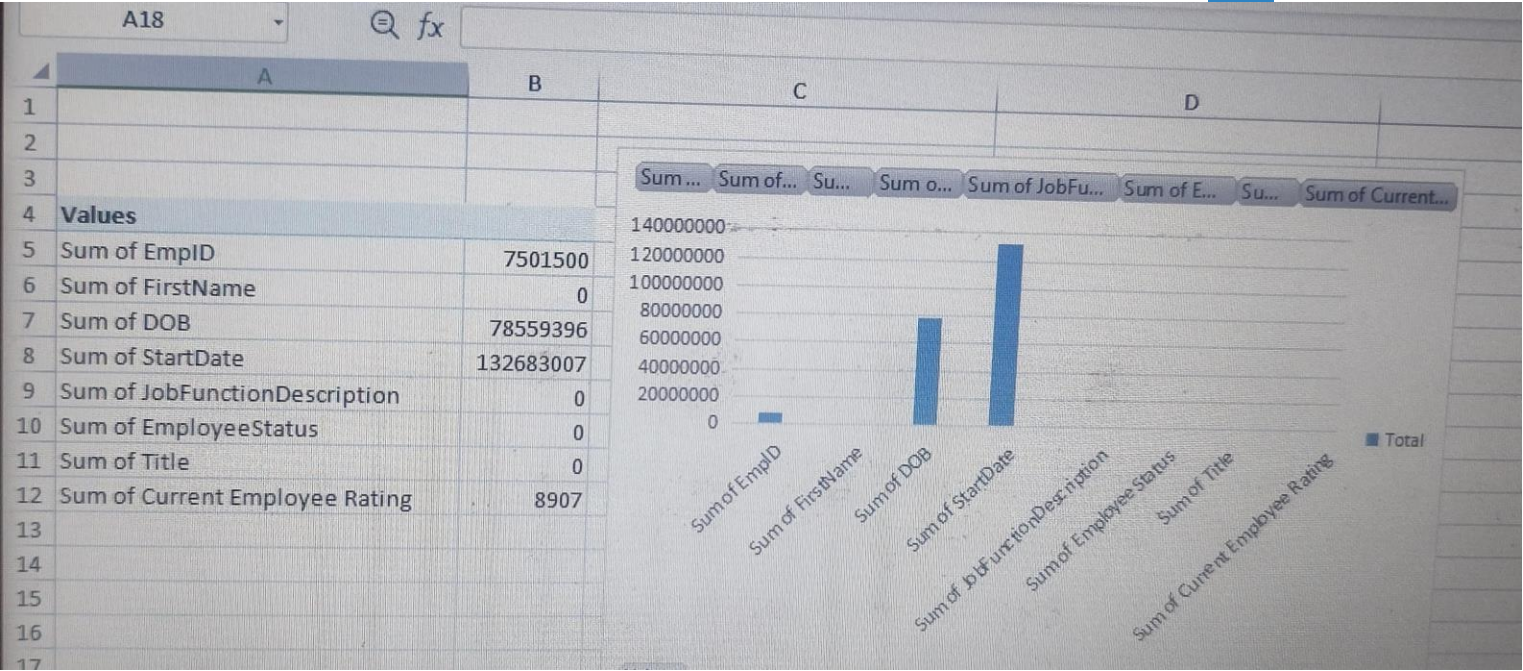3. ORGANISE DATA IN EXCEL:
- Data structuring.

4. ANALYSE PERFORMANCE METRICS:
- Calculate key metrics.
- Create pivot table.
- Create pivot chart.
- Visualising data.

5. PREPARE REPORTS:
- Summary reports
- Presentation

RESULTS

conclusion

It provides a structured and effective approach to understanding and enhancing workforce productivity .By systematically collecting and preparing data, applying rigorous analysis and visualising results through Excel's powerful tools ,organisations can gain variable insights into employee performance Metrics.

REFERENCE

Source Name: Kaggle
Description: employee performance reviews and reports.