EMPLOYEE DATA ANALYSIS USING EXCEL

Student Name: G.F.BLESSEN ONESH
Registation No: 312220844,(as1745220004)
Department: B.COM (GENERAL)COMMERCE
Collage: Mangalam collage of arts and science

PROJECT TITLE

Employee Performance analysis Using excel

AGENDA

PROBLEM STATEMENT

To assess and improve employee performance by analyzing key performance indicators (KPIs) using Microsoft Excel, providing insights that help in decision-making regarding promotions, training, and resource allocation.

PROJECT OVERVIEW

- **Data Sheets:** A structured Excel file containing all employee performance data.
- **Performance Metrics:** Calculation of key performance indicators (KPIs) such as productivity, attendance, task completion rates, and peer reviews.
- **Pivot Tables**: Dynamic pivot tables to slice and dice the data for various analyses (e. by department or time period).
- **Visual Reports:** Interactive charts and graphs showcasing performance trends.
- **Dashboard:** A performance dashboard to quickly assess employee performance at a glance.
- **Recommendations:** Data-driven insights and recommendations for management, including potential areas for improvement and employee recognition.
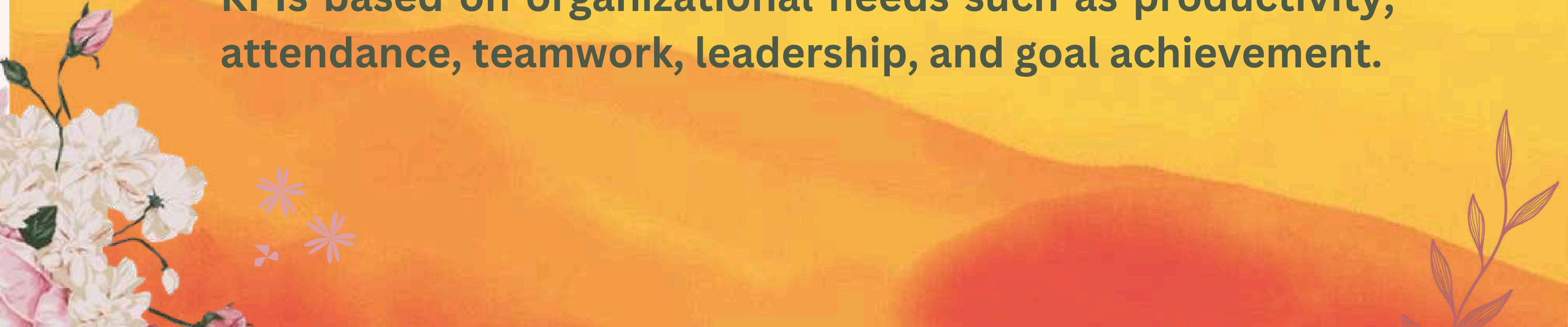
END USERS

- Employees, though indirect users, will benefit from understanding how their performance is being tracked and evaluated Understand their performance metrics and where
- they stand. Identify areas for self-improvement and development. Set clear personal goals based on feedback
- derived from the analysis.
-

OUR SOLUTION AND PROPOSITION
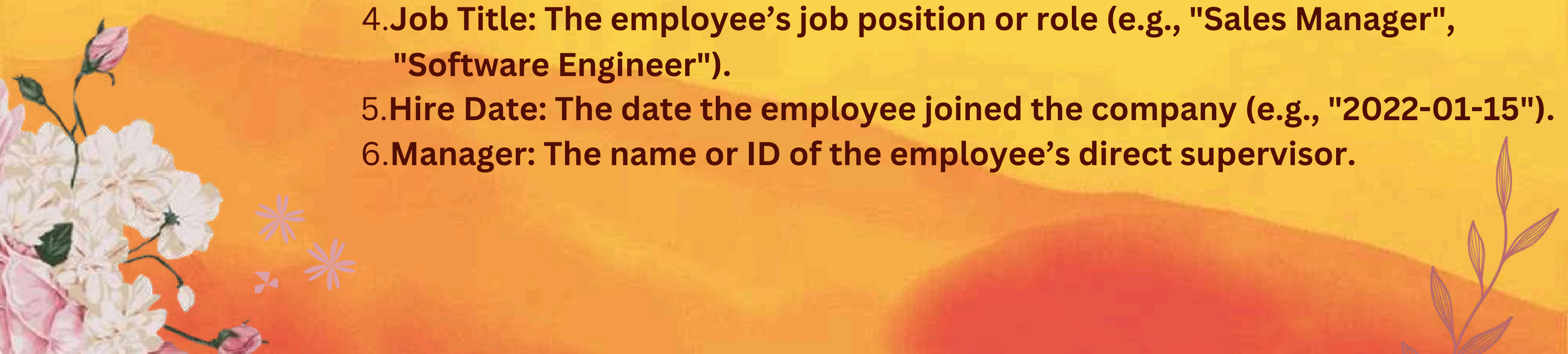
1.**Centralized Performance Dashboard:**

A user-friendly Excel dashboard that provides a real-time overview of employee performance metrics. Customizable KPIs based on organizational needs such as productivity, attendance, teamwork, leadership, and goal achievement.

DATASET DESCRIPTION

Employee Information:
1. **Employee ID: A unique identifier for each employee (e.g., "3433").**
2. **Name: The full name of the employee (e.g., "latia costa").**
3. **Department: The department in which the employee works (e.g., "Sales", "Marketing").**
4. **Job Title: The employee's job position or role (e.g., "Sales Manager", "Software Engineer").**
5. **Hire Date: The date the employee joined the company (e.g., "2022-01-15").**
6. **Manager: The name or ID of the employee's direct supervisor.**

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","")))
```

MODELLING APPROCH

- **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**
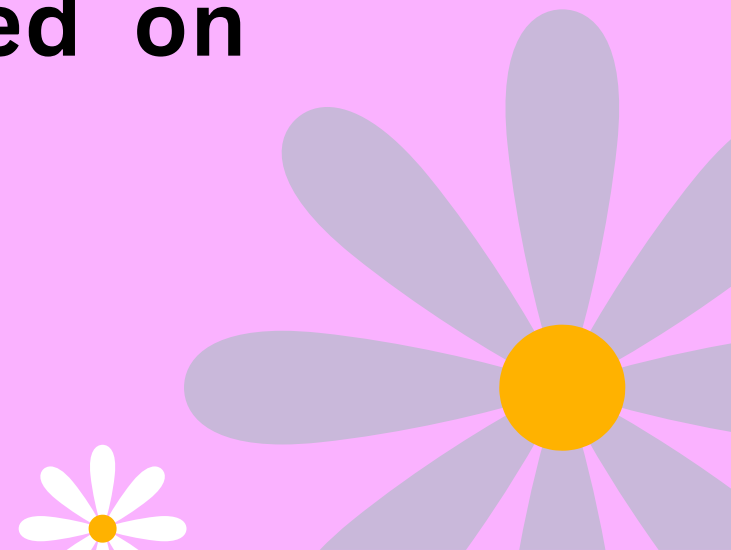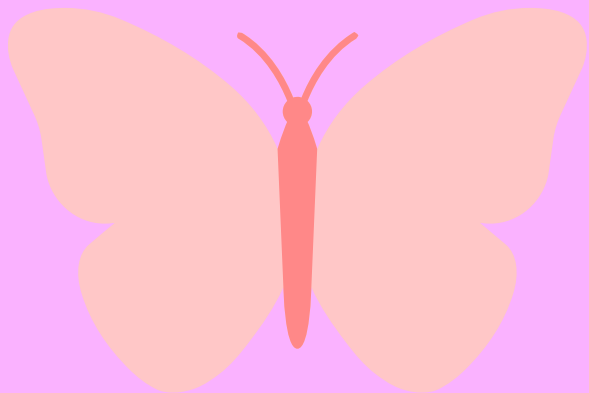- **Peer Review Scores**
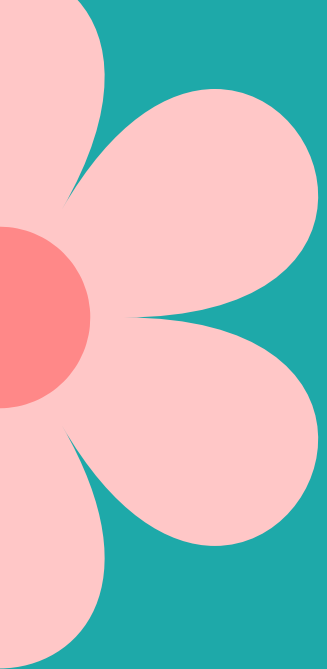
RESULT AND DISCUSSION
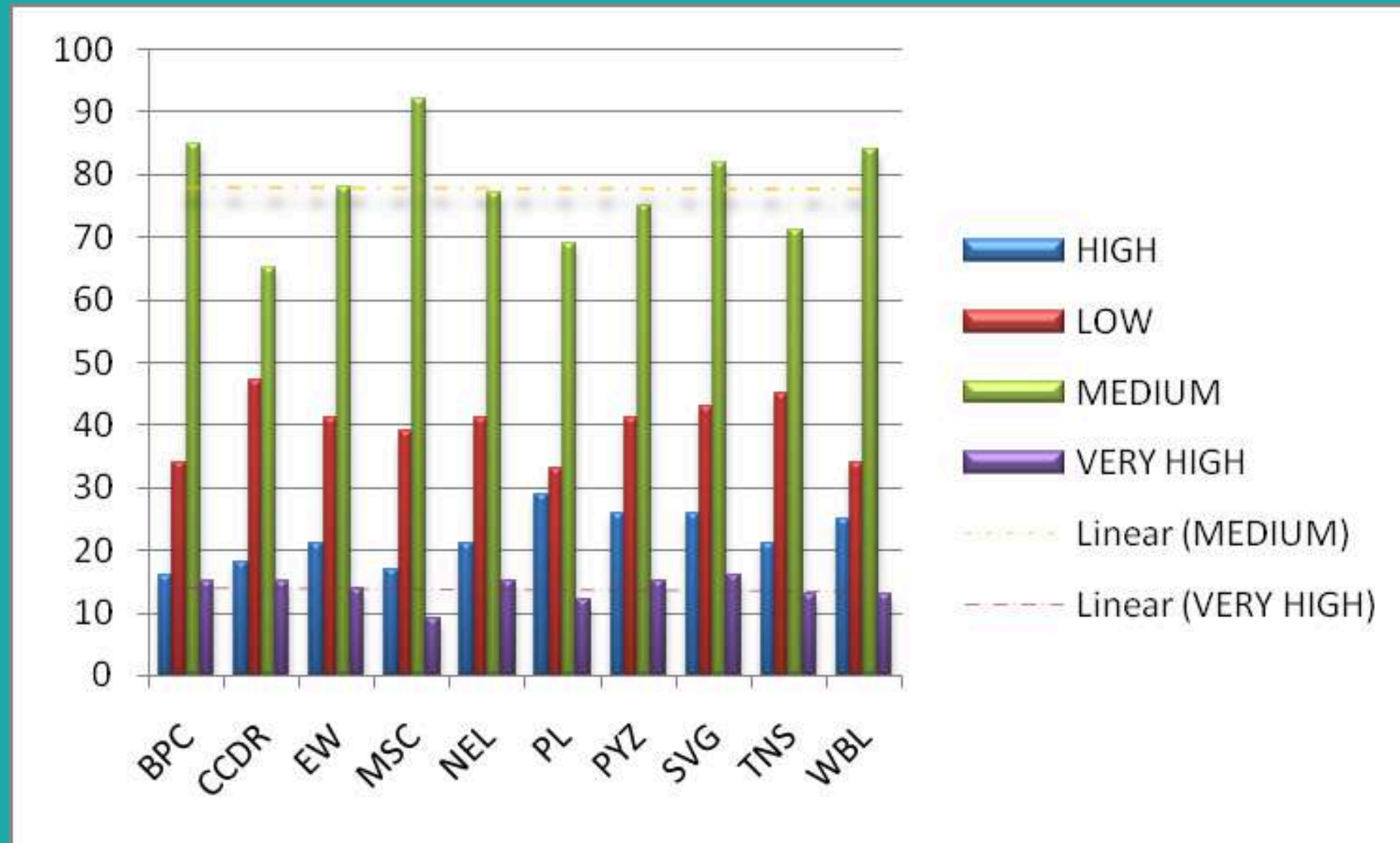
CONCLUSION

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. This thorough evaluation enables management to make informed decisions based on accurate and reliable data.

THANK YOU