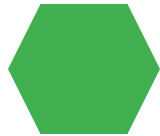**STUDENT NAME:** B. Rinthiyaa

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PROJECT TITLE

Employee Performance Scorecard in 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

Organizations often struggle with measuring employee performance in a quantifiable way. Subjective assessments can lead to bias, misaligned incentives, and inconsistent evaluations across teams. There is a need for a standardized, objective system to track and analyze employee performance metrics.

PROJECT OVERVIEW

This project aims to develop an Excel-based scorecard that evaluates employee performance using key performance indicators (KPIs). The scorecard will offer visualizations and metrics to help managers assess employee productivity, efficiency, and contributions to organizational goals.

WHO ARE THE END USERS?

❖ **HR Managers**: To evaluate employee performance for promotions, training, and feedback.

❖ **Team Leaders**: To assess individual team member contributions.

❖ **Employees**: To self-evaluate performance and track personal growth.

❖ **Executives**: To assess team or department-wide performance trends for strategic decision-making.

OUR SOLUTION AND ITS VALUE PROPOSITION

We propose an automated Employee Performance Scorecard that consolidates employee metrics, such as:

- ❖ **KPIs**: Productivity, efficiency, deadlines met, client satisfaction.
- ❖ **Performance Ratings**: Based on goals set at the start of the evaluation period.
- ❖ **Peer Review Scores**: Qualitative feedback from colleagues.
- ❖ **Attendance and Punctuality**: Days missed, late arrivals.

The scorecard will provide a transparent, comprehensive, and unbiased way to evaluate and compare employee performance over time.

Dataset Description

Employee ID	Name	Department	Job Role	KPI Score	Attendance	Peer Review Score	Project Completion Rate	Client Satisfaction	Performance Rating
101	John Doe	Sales	Manager	85%	98%	4.5	90%	4.2	89%
102	Jane Smith	Marketing	Specialist	78%	95%	4	85%	4.5	85%
103	Bob Brown	IT	Analyst	92%	100%	4.8	95%	4.9	94%

MODELLING

❖ **Data Collection**: Gather performance data from different systems (HR, time tracking, peer reviews, project management tools).

❖ **Data Cleaning**: Remove duplicates, fill missing values, and standardize metrics.

❖ **Normalization**: All performance metrics will be normalized on a 0-100 scale.

❖ **Weighted Scoring**: Different metrics will be weighted based on their importance (e.g., KPIs 40%, Attendance 20%, Peer Reviews 20%, Client Satisfaction 20%).

❖ **Final Score Calculation**: The final performance rating will be a weighted average of all the metrics.

RESULTS

❖ **Employee Comparison**: Employees will be ranked by their performance score.

❖ **Top Performers**: Identify the top 10% of employees based on their overall rating.

❖ **Areas for Improvement**: Employees scoring below a certain threshold can be flagged for additional training or support.

❖ **Department Analysis**: Compare performance metrics across departments to identify trends or outliers.

conclusion

The Employee Performance Scorecard provides a structured, objective way to evaluate employees based on multiple dimensions of performance. This will improve transparency, reduce bias, and align employee evaluations with organizational goals. Future improvements may include automating data collection and creating dashboards for better visualization of trends over time.