# EMPLOYEE PERFORMANCE & ATTENDANCE

**NAME : R.SASIKALA**

**BATCH NO : TN_FN_B03**

**CONTACT NO: 9952196445**

**EMAIL ID : sasikalarajagopal25@gmail.com**

**PROJECT TITTLE : EMPLOYEE PERFORMANCE & ATTENDANCE**

**DOMAIN : EMPLOYEE DETAILS**

**PROCESS : Data Cleaning and Visualization**

**TOOLS : EXCEL, POWER BI**

**MENTOR : KUMARAN**

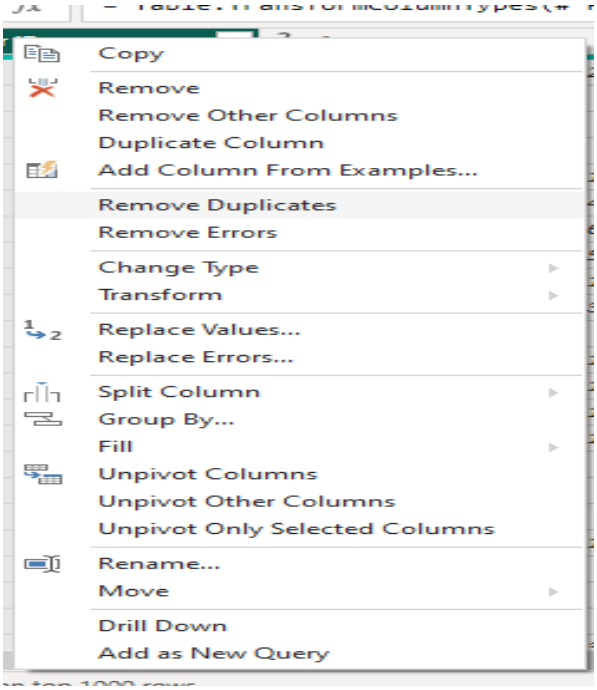
**RAW DATA SET LINK: https://drive.google.com/file/d/1ktU_gxucNlPT_V9cya-vGunxt9wD1Rl3/view?usp=drive_link**

**DATA SET LINK: https://docs.google.com/spreadsheets/d/15NAec50JcnZSaSBZUTHpfhi5O5BBZcVy/edit?usp=drive_link&ouid=111460737672757890439&rtpof=true&sd=true**

**SUBMISSION DATE: 23.8.2025**

# Data Cleaning

## 1).Duplicate Data:

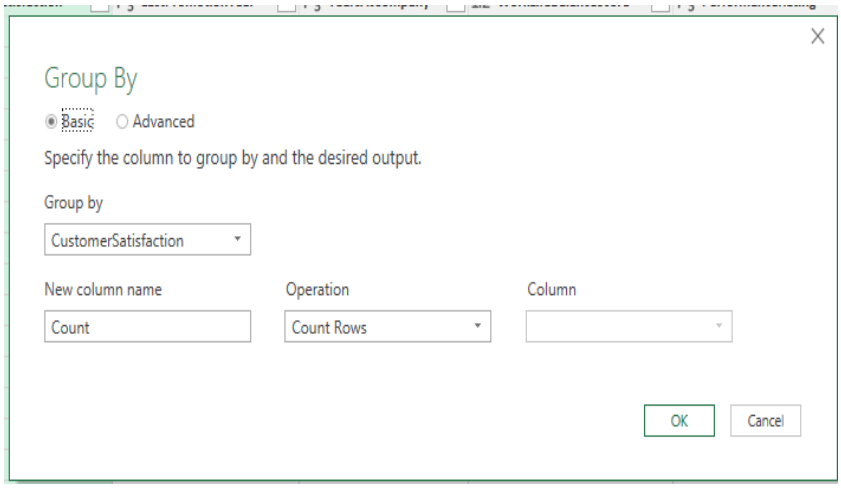



**Select EmployeeID – Right Click – Click Remove Duplicates.**

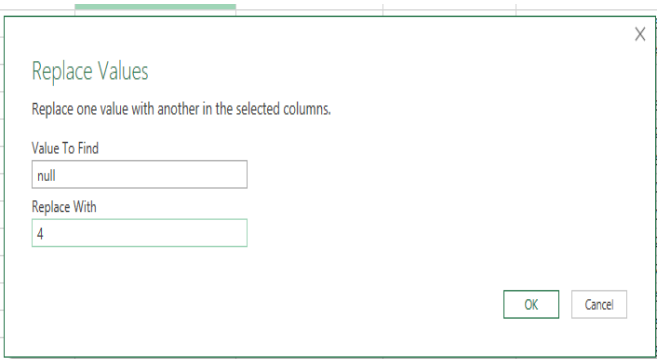
## 2).Handling Missing Data &

Identify missing values in the data and determine a strategy to address them.

| CustomerSatisfaction |
|---|
| null |
| 8 |
| 7 |
| null |
| 8 |
| 6 |
| null |
| null |
| null |
| null |
| null |
| 6 |
| null |
| null |
| null |
| null |
| 9 |
| null |
| 9 |
| 8 |
| 8 |
| 10 |
| null |



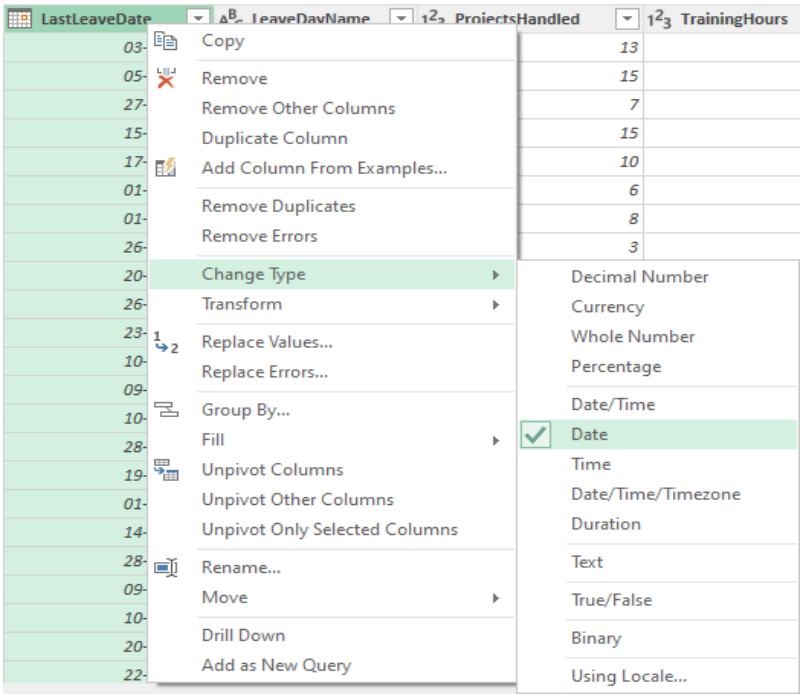
| | CustomerSatisfaction | Count |
|---|---|---|
| 1 | 2 | 10 |
| 2 | 7 | 14 |
| 3 | 10 | 14 |
| 4 | 5 | 16 |
| 5 | 6 | 16 |
| 6 | 9 | 16 |
| 7 | 8 | 21 |
| 8 | 3 | 24 |
| 9 | 1 | 25 |
| 10 | 4 | 25 |
| 11 | null | 319 |




**Customer Satisfaction – Find Null Value – Select Group by – Count Rows – Maximum Value Find – Replace Values – null to 4.**

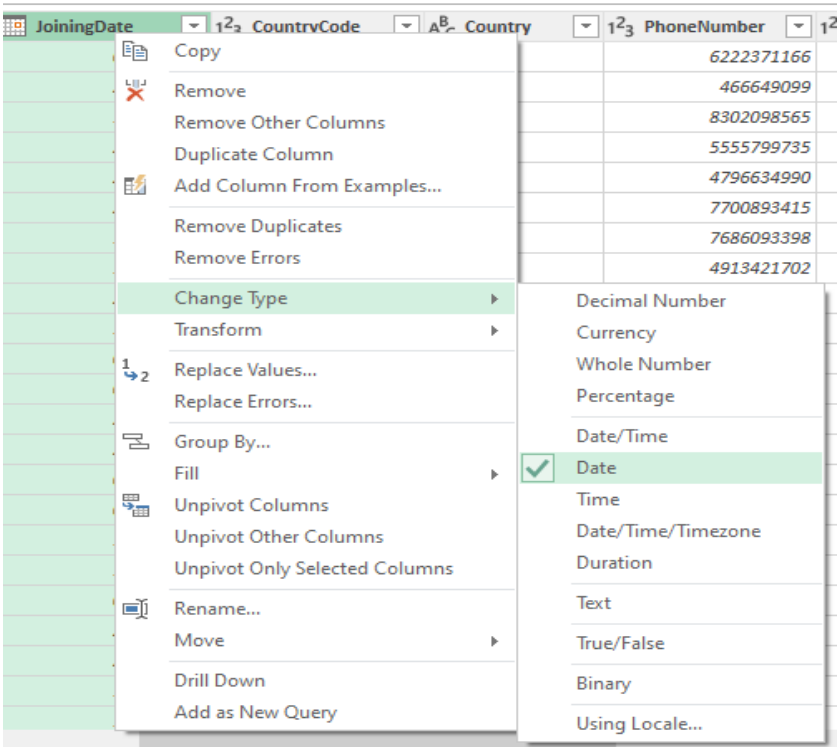
## Data Transformation:

## 3) Ensure the “Leave Date” column in the “Employee Performance” table is set to data type 'Date'.



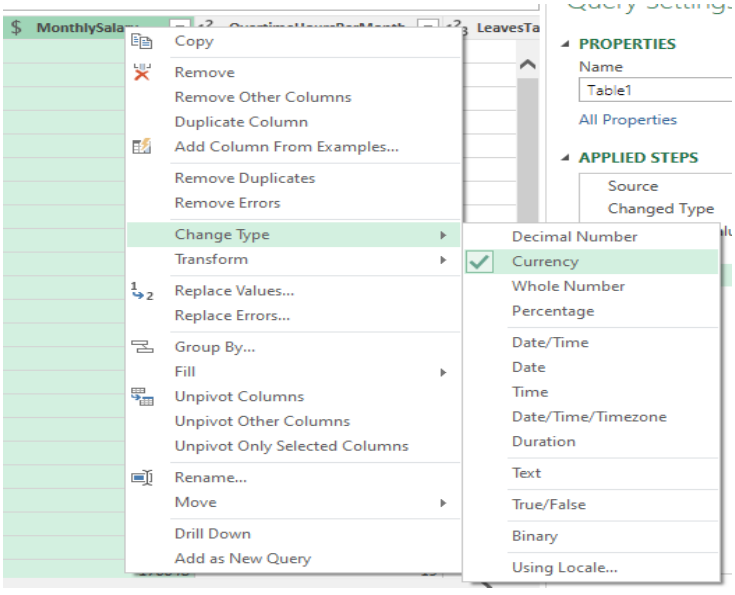

**Select Leave Date – Right Click – Select Change Type – Date.**

## 4) Ensure the “Joining Date” column in the “Employee Performance” table is set to data type 'Date'.



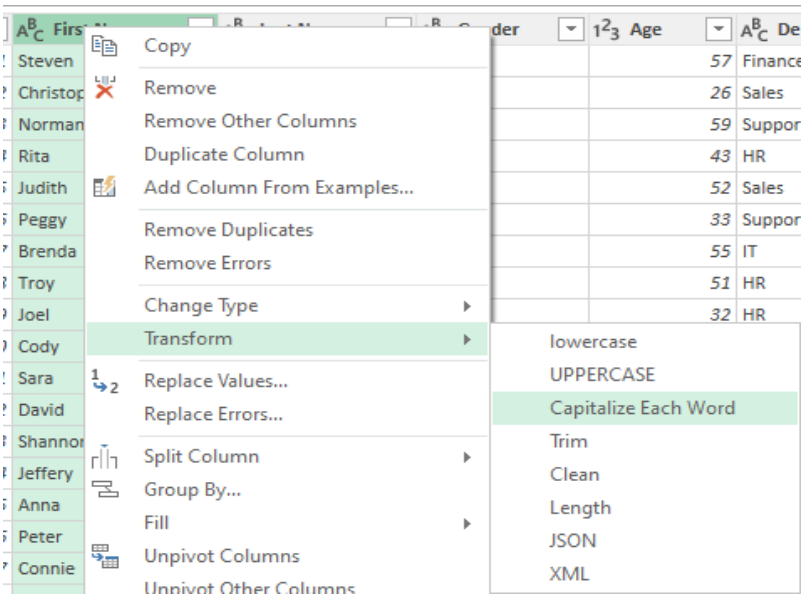

**Select Leave Date – Right Click – Select Change Type – Date.**

## 5).Change the data type of “Monthly Salary” columns to ‘Currency’.



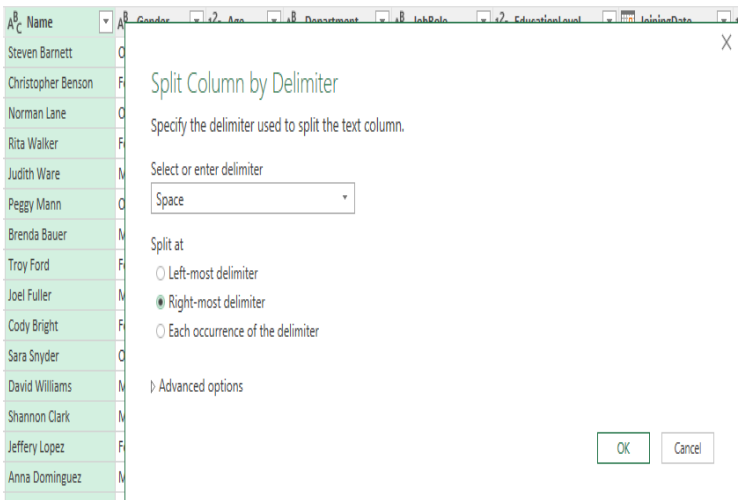

**Select Monthly Salary – Right Click - Change Type – Currency.**

## 6).Format the "First Name" column into proper case, ensuring consistent capitalization for each word.




**Select First Name – Right Click – Transform – Capitalize Each Word.**

## 7) Split the "Name" columns to create a new column named "First Name" and "Last Name" Using Delimiter.

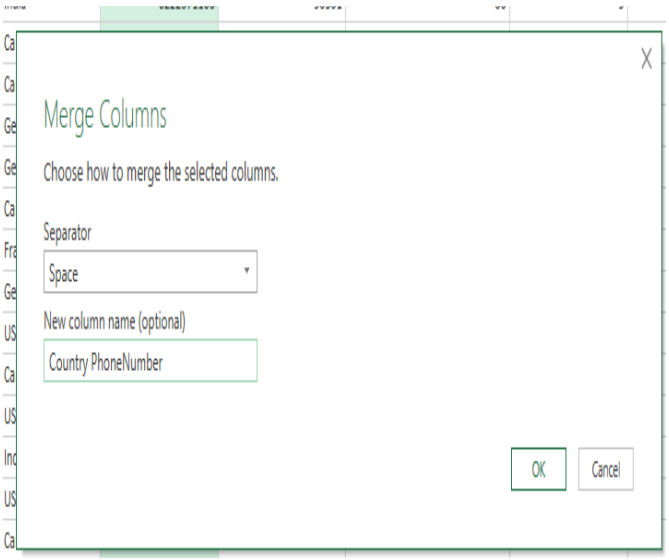



| First Name | Last Name |
|---|---|
| Steven | Barnett |
| Christopher | Benson |
| Norman | Lane |
| Rita | Walker |
| Judith | Ware |
| Peggy | Mann |
| Brenda | Bauer |
| Troy | Ford |
| Joel | Fuller |
| Cody | Bright |
| Sara | Snyder |
| David | Williams |
| Shannon | Clark |
| Jeffery | Lopez |
| Anna | Dominguez |
| Peter | Mckee |
| Connie | Bailey |
| Taylor | Morris |
| Nicole | Roberts |
| Megan | Williams |
| Clinton | Scott |
| Erin | Massey |
| Ashley | Marsh |

**Select Name – Split Column – Delimiter – Space and Right most Delimiter – ok – New Column Created - New Column Name – Renamed First Name & Last Name.**

## 8) Merge the "Country Code" and "Phone Number" columns to create a new column named "Country Phone Number" in the format ‘Country Code and Phone Number’.

| CountryCode | Country | PhoneNumber |
|---|---|---|
| 91 | India | 6222371166 |
| 1 | Canada | 466649099 |
| 1 | Canada | 8302098565 |
| 49 | Germany | 5555799735 |
| 49 | Germany | 4796634990 |
| 1 | Canada | 7700893415 |
| 33 | France | 7686093398 |
| 49 | Germany | 4913421702 |
| 1 | USA | 6735814159 |
| 1 | Canada | 4503448285 |
| 1 | USA | 1917941056 |
| 91 | India | 8514067043 |
| 1 | USA | 3916634866 |
| 1 | Canada | 9076193823 |
| 1 | Canada | 6811045165 |
| 44 | UK | 1059843256 |
| 1 | USA | 8754243104 |
| 1 | USA | 9897470350 |
| 91 | India | 3323124401 |
| 1 | Canada | 5598758861 |

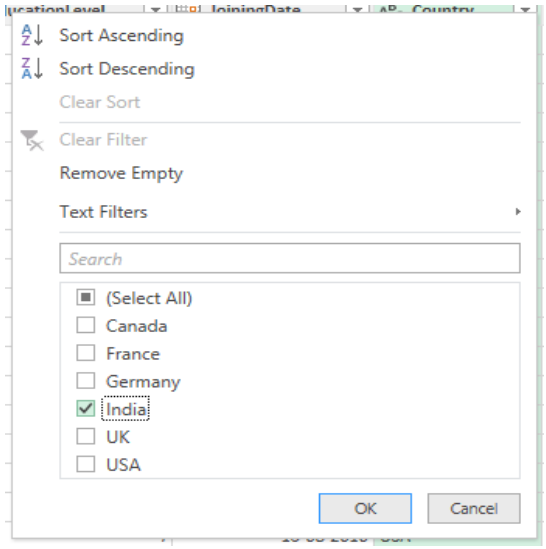



| Country PhoneNumber |
|---|
| 91 6222371166 |
| 1 466649099 |
| 1 8302098565 |
| 49 5555799735 |
| 49 4796634990 |
| 1 7700893415 |
| 33 7686093398 |
| 49 4913421702 |
| 1 6735814159 |
| 1 4503448285 |
| 1 1917941056 |
| 91 8514067043 |
| 1 3916634866 |
| 1 9076193823 |
| 1 6811045165 |
| 44 1059843256 |
| 1 8754243104 |
| 1 9897470350 |
| 91 3323124401 |
| 1 5598758861 |
| 91 6018284714 |
| 49 7469986242 |
| 1 9273445107 |

**Select Country Code and Phone Number – Select Merge Column – Separator is Space – New Column Name – Country Phone Number – ok – Created New Column.**

# Filtering Data:

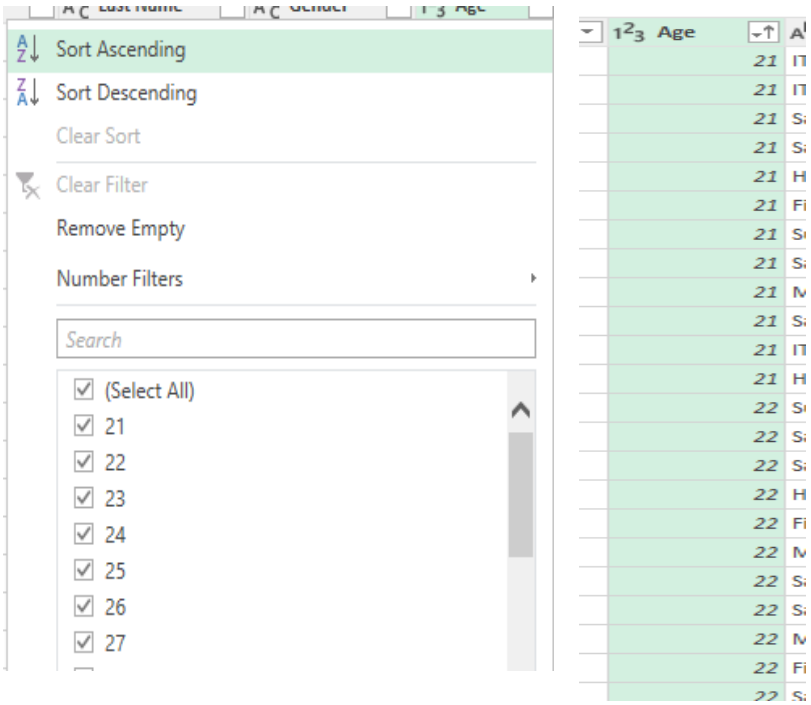
## 9) Filter the Employee to focus only on a specific Country (e.g. India) for regional analysis.




| | der | Age | Department | JobRole | EducationLevel | JoiningDate | Country | Country PhoneNumber | MonthlyS |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | 57 | Finance | Auditor | 2 | 05-05-2016 | India | 91 6222371166 | |
| 2 | | 55 | Support | Helpdesk | 5 | 08-07-2011 | India | 91 8514067043 | |
| 3 | | 47 | Support | Helpdesk | 2 | 09-03-2010 | India | 91 3323124401 | |
| 4 | | 54 | Support | Support Engineer | 2 | 26-05-2023 | India | 91 6018284714 | |
| 5 | | 52 | Marketing | Content Lead | 4 | 07-05-2021 | India | 91 2775889565 | |
| 6 | | 43 | IT | Tester | 2 | 03-06-2013 | India | 91 226641433 | |
| 7 | | 21 | IT | Developer | 3 | 15-08-2016 | India | 91 5017239668 | |
| 8 | | 48 | HR | HR Executive | 2 | 11-11-2017 | India | 91 8886046083 | |
| 9 | | 22 | Sales | Sales Executive | 3 | 28-03-2023 | India | 91 941640426 | |
| 10 | | 29 | IT | Developer | 5 | 01-02-2021 | India | 91 9350714646 | |
| 11 | | 21 | HR | HR Manager | 2 | 05-05-2014 | India | 91 5987912952 | |
| 12 | | 47 | HR | HR Manager | 4 | 24-03-2014 | India | 91 9877000345 | |
| 13 | | 44 | Marketing | SEO Analyst | 3 | 06-04-2014 | India | 91 4979289818 | |
| 14 | | 58 | Support | Support Engineer | 4 | 26-11-2018 | India | 91 5244147522 | |
| 15 | | 29 | Sales | Account Manager | 5 | 18-04-2019 | India | 91 3249070690 | |
| 16 | | 30 | HR | HR Executive | 2 | 18-05-2011 | India | 91 9224209451 | |
| 17 | | 33 | IT | Developer | 5 | 06-09-2012 | India | 91 8068783545 | |
| 18 | | 49 | Finance | Auditor | 4 | 02-05-2018 | India | 91 437696006 | |
| 19 | | 56 | Support | Support Engineer | 3 | 09-07-2017 | India | 91 3664738504 | |
| 20 | | 56 | Sales | Account Manager | 5 | 28-06-2022 | India | 91 1074758757 | |
| 21 | | 51 | Support | Helpdesk | 5 | 03-12-2019 | India | 91 6086404161 | |
| 22 | | 25 | HR | HR Manager | 2 | 12-02-2020 | India | 91 8387775499 | |
| 23 | | 33 | Support | Support Engineer | 1 | 02-11-2015 | India | 91 5402809893 | |

**Select Country – Filter – select India – Filtered India Employee Details.**

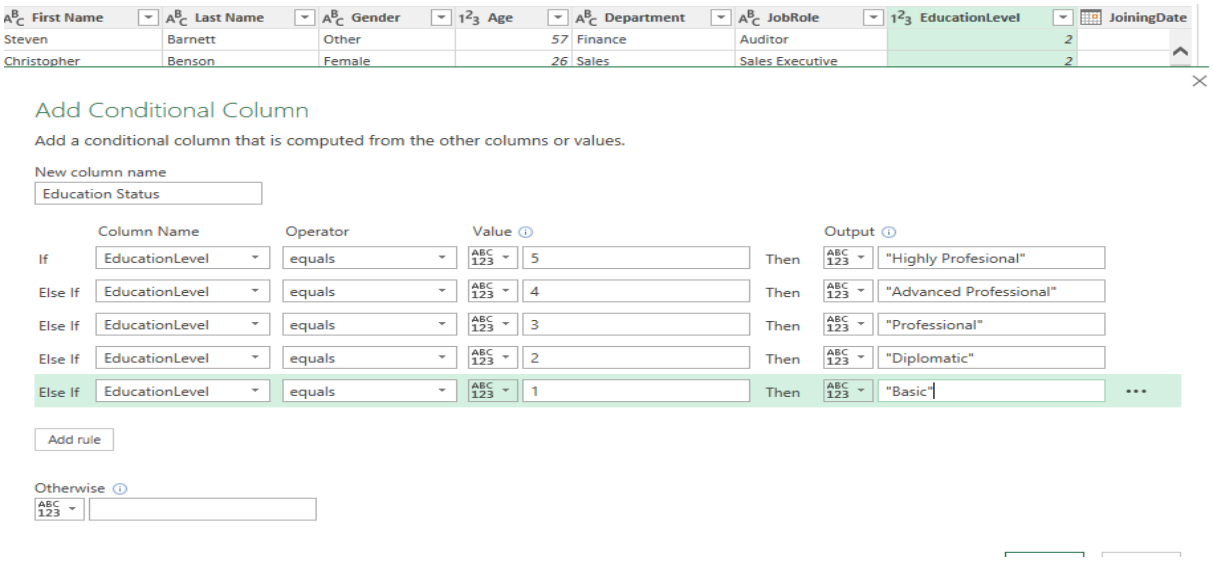
## 10) Sort the Employee by Age in Ascending order to analyse recent trends.




**Select Age – Right Cilck – Select Sort Ascending Oreder – Sorted in Ascending Order.**

## 11) Add a new conditional column named "Educational Status" based on the values in the "Education Level" column.

| Education Level | Education Status |
|---|---|
| 1 | Basic |
| 2 | Diplomatic |
| 3 | Professional |
| 4 | Advanced Professional |
| 5 | Highly Professional |



| First Name | Last Name | Gender | Age | Department | JobRole | EducationLevel | JoiningDate |
|---|---|---|---|---|---|---|---|
| Steven | Barnett | Other | 57 | Finance | Auditor | 2 | |
| Christopher | Benson | Female | 26 | Sales | Sales Executive | 2 | |

Add Conditional Column

Add a conditional column that is computed from the other columns or values.

New column name: Education Status

| | Column Name | Operator | Value | | Output |
|---|---|---|---|---|---|
| If | EducationLevel | equals | 5 | Then | "Highly Profesional" |
| Else If | EducationLevel | equals | 4 | Then | "Advanced Professional" |
| Else If | EducationLevel | equals | 3 | Then | "Professional" |
| Else If | EducationLevel | equals | 2 | Then | "Diplomatic" |
| Else If | EducationLevel | equals | 1 | Then | "Basic" |

Add rule

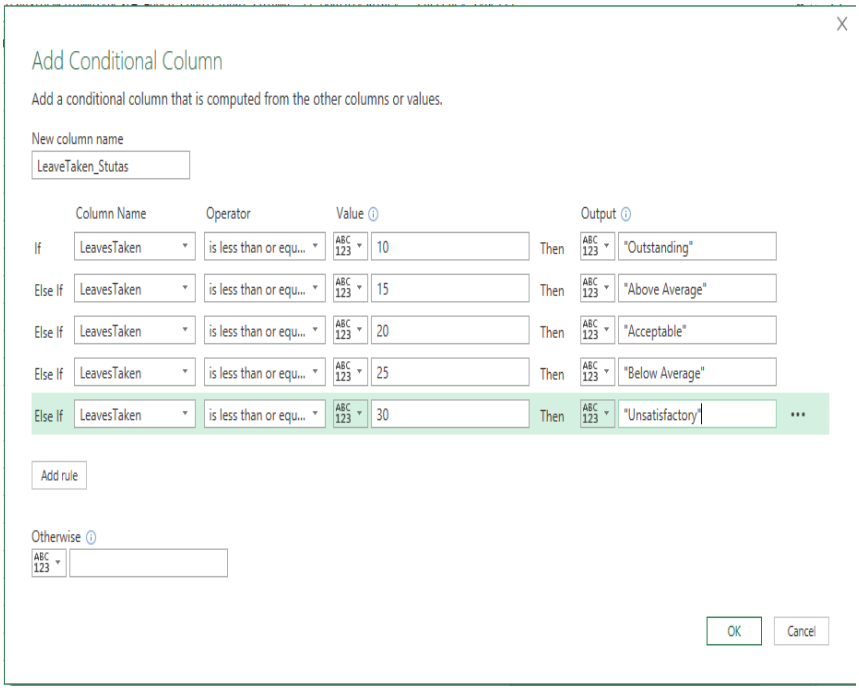
Otherwise

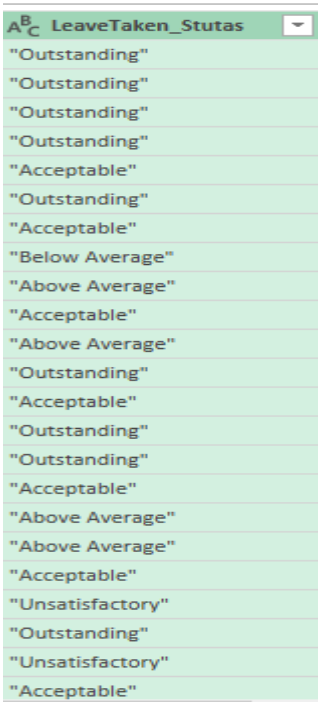
| Education Status |
|---|
| "Diplomatic" |
| "Diplomatic" |
| "Basic" |
| "Professional" |
| "Professional" |
| "Diplomatic" |
| "Diplomatic" |
| "Highly Profesional" |
| "Diplomatic" |
| "Professional" |
| "Advanced Professional" |
| "Highly Profesional" |
| "Professional" |
| "Basic" |
| "Professional" |
| "Professional" |
| "Professional" |
| "Advanced Professional" |
| "Diplomatic" |
| "Basic" |
| "Diplomatic" |
| "Basic" |
| "Highly Profesional" |

**Select Add Column – Add Conditional Column – New Column Name – Education Status – Condtion Apply – Created to New Condtional Column.**

## 12) Add a new conditional column named "Leave Taken Status" based on the values in the "Leave Taken" column.

| Leave Taken | Leave Taken status |
|---|---|
| Below 10 | Outstanding |
| 10 - 15 | Above Average |
| 15 - 20 | Acceptable |
| 20 - 25 | Below Average |
| 25 - 30 | Unsatisfactory |

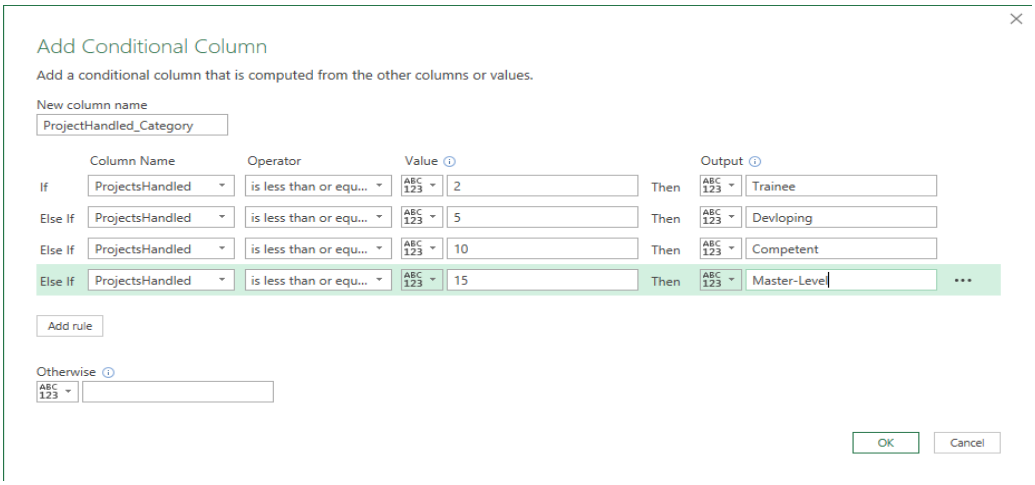



**Select Add Column – Add Conditional Column – New Column Name – Leave Taken Status – Condtion Apply – Created to New Condtional Column.**

## 13) Add a new conditional column named "Project Handled_Category" based on the values in the "Project Handled" column.

| Project Handled | Project Handled Category |
|---|---|
| 1,2 | Trainee |
| 3,4,5 | Developing |
| 6,7,8,9,10 | Competent |
| 11,12,13,14,15 | Master-Level |

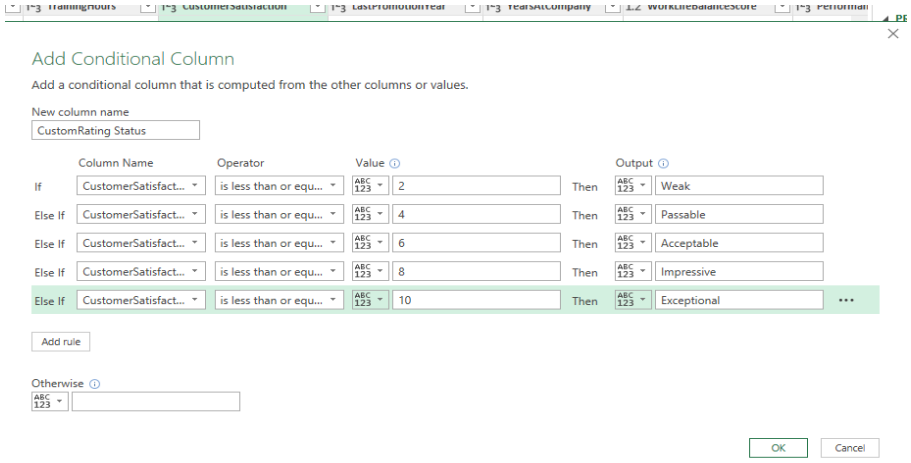


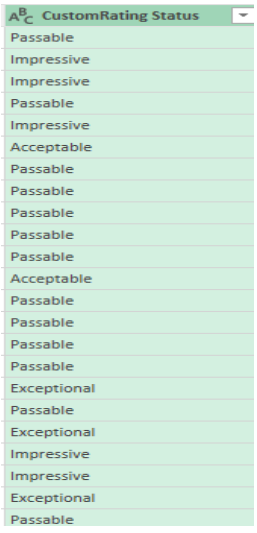

| ProjectHandled_Category |
|---|
| Master-Level |
| Master-Level |
| Competent |
| Master-Level |
| Competent |
| Competent |
| Competent |
| Devloping |
| Competent |
| Trainee |
| Competent |
| Master-Level |
| Master-Level |
| Competent |
| Master-Level |
| Competent |
| Competent |
| Devloping |
| Devloping |
| Master-Level |
| Devloping |
| Competent |
| Devloping |

**Select Add Column – Add Conditional Column – New Column Name – Project Handled_Category – Condtion Apply – Created to New Condtional Column.**

# 14) Add a new conditional column named "CustomerRating Status" based on the values in the "Customer Satisfaction" column.

| Customer Satisfaction | Customer Rating Status |
|---|---|
| 1,2 | Weak |
| 3,4 | Passable |
| 5,6 | Acceptable |
| 7,8 | Impressive |
| 9,10 | Exceptional |

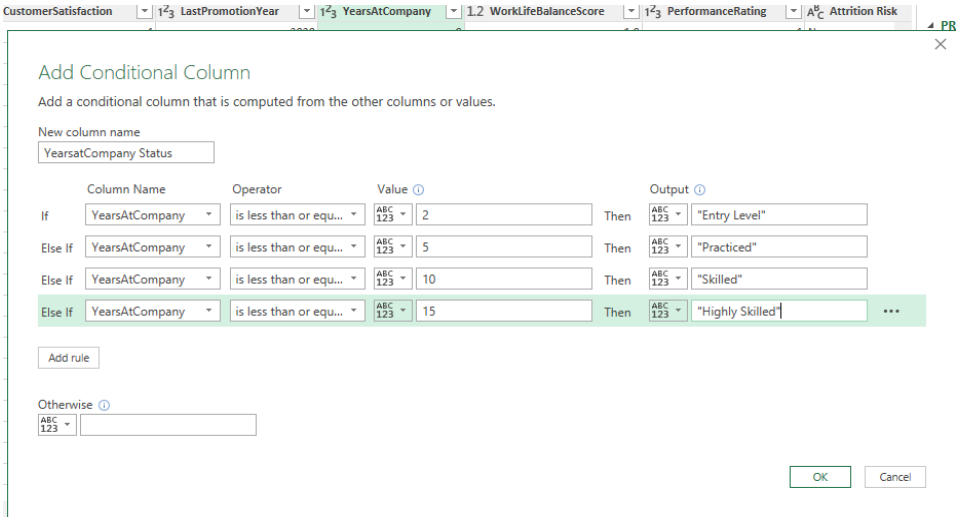


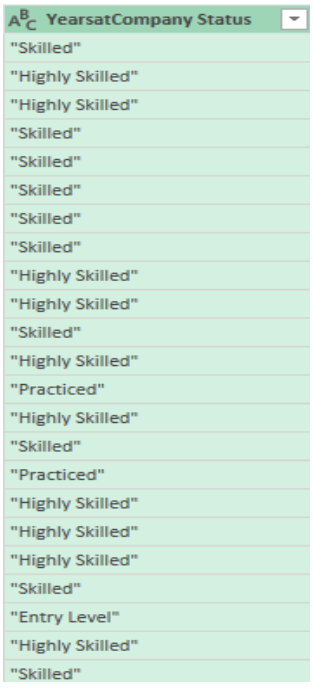




**Select Add Column – Add Conditional Column – New Column Name – CustomerRating Status – Condtion Apply – Created to New Condtional Column.**

# 15) Add a new conditional column named "YearsatCompany Status" based on the values in the "YearsAtCompany" column.

| YearAtCompany | YearsAtCompany Status |
|---|---|
| 1,2 | Entry Level |
| 3,4,5 | Practiced |
| 6,7,8,9,10 | Skilled |
| 11,12,13,14,15 | Highly Skilled |



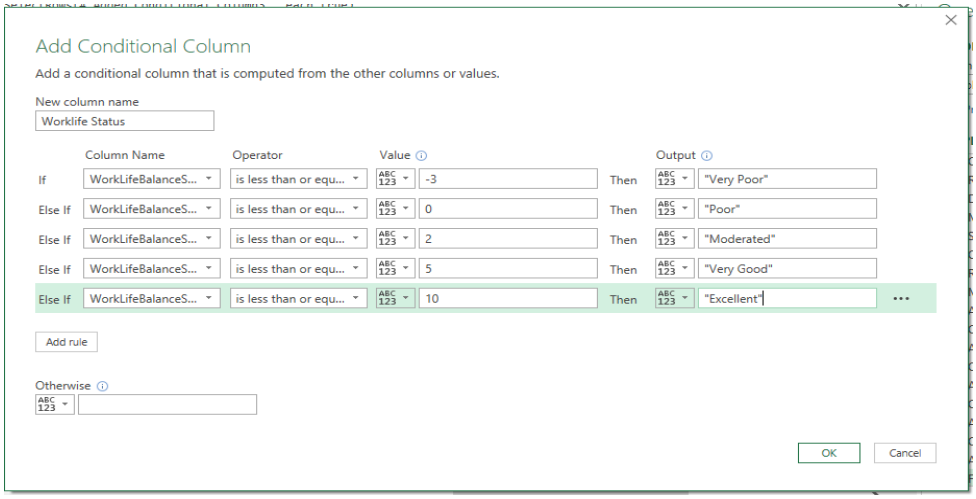



| YearsatCompany Status |
|---|
| "Skilled" |
| "Highly Skilled" |
| "Highly Skilled" |
| "Skilled" |
| "Skilled" |
| "Skilled" |
| "Skilled" |
| "Skilled" |
| "Highly Skilled" |
| "Highly Skilled" |
| "Skilled" |
| "Highly Skilled" |
| "Practiced" |
| "Highly Skilled" |
| "Skilled" |
| "Practiced" |
| "Highly Skilled" |
| "Highly Skilled" |
| "Highly Skilled" |
| "Skilled" |
| "Entry Level" |
| "Highly Skilled" |
| "Skilled" |

**Select Add Column – Add Conditional Column – New Column Name – YearsAtCompany Status – Condtion Apply – Created to New Condtional Column.**

# 16) Add a new conditional column named "WorkLife Status" based on the values in the "WorkLifeBalanceScore" column.

| WorkLife Balance Score | WorkLife Status |
|---|---|
| Below -2 | Very Poor |
| -1,0 | Poor |
| 1,2 | Moderated |
| 3,4,5 | Very Good |
| 6,7,8,9,10 | Excellent |

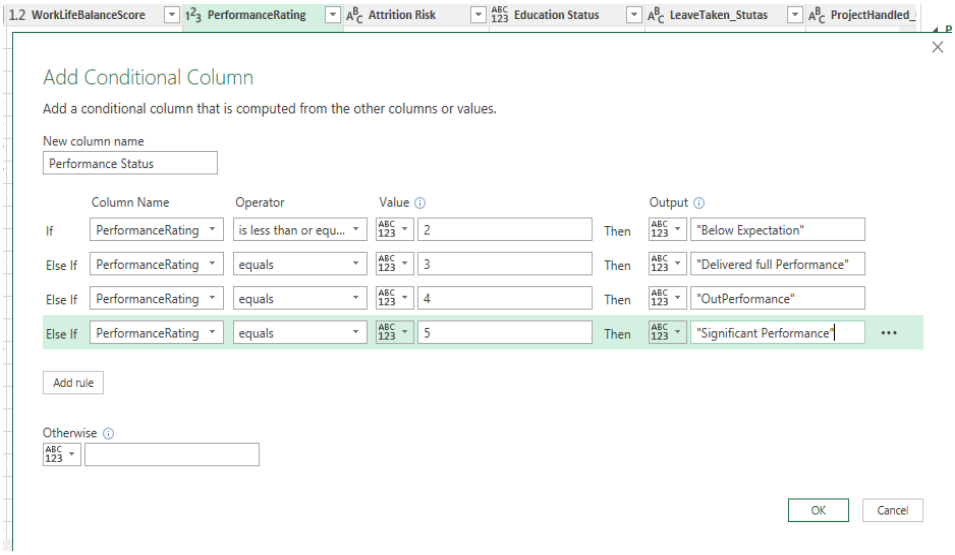


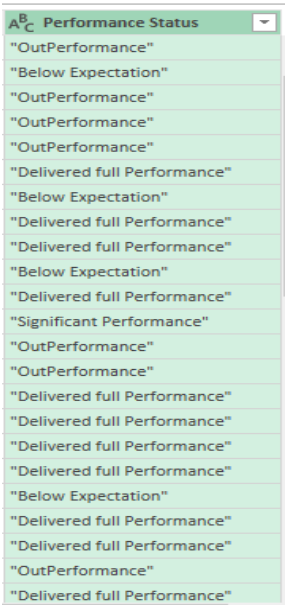


**Select Add Column – Add Conditional Column – New Column Name – WorkLife Status – Condtion Apply – Created to New Condtional Column.**

# 17) Add a new conditional column named "Performance Status" based on the values in the "Performance Rating" column.

| Performance Rating | Performance Status |
|---|---|
| 1,2 | Below Expectation |
| 3 | Delivered full Performance |
| 4 | Outperformance |
| 5 | Significant Performance |




**Select Add Column – Add Conditional Column – New Column Name – Performance Status – Condtion Apply – Created to New Condtional Column.**

## 18) Find Current Promotion Year values in the data and determine a strategy to address them.

**Formula :**

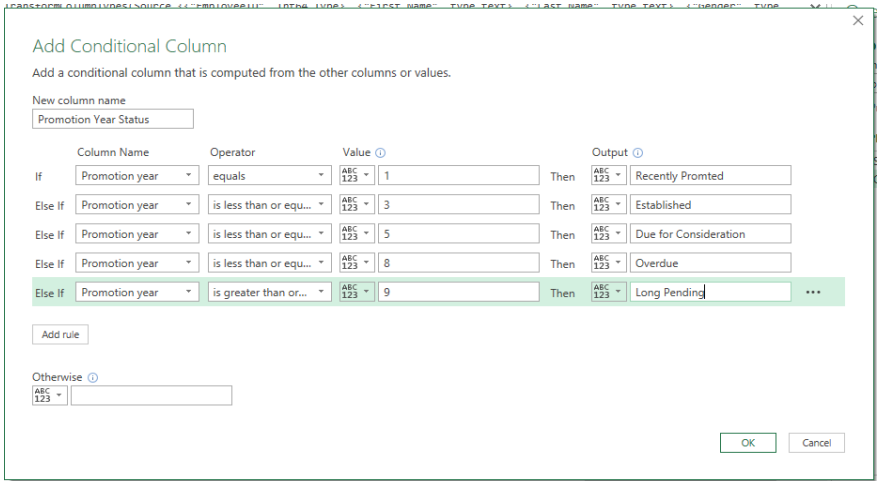
```
=2025-[@LastPromotionYear]
```

| Promotion year |
|---|
| 5 |
| 11 |
| 13 |
| 9 |
| 3 |
| 5 |
| 1 |
| 6 |
| 2 |
| 1 |
| 4 |
| 8 |
| 3 |
| 3 |
| 1 |
| 5 |
| 6 |
| 5 |
| 10 |
| 10 |
| 1 |
| 12 |

**Add New Column – Formua Apply – current Year-Last Promotion Year – Find Promotion Year - New Column Name Promotion Year**

## 19) Add a new conditional column named "Promotion Year Status" based on the values in the "Promotion Year" column.

| Promotion Year | Promotion Year Status |
|---|---|
| 1 | Recently Promoted |
| 2,3 | Established |
| 4,5 | Due for Consideration |
| 6,7,8 | Overdue |
| Above 9 | Long Pending |




| Promotion Year Status |
|---|
| Due for Consideration |
| Long Pending |
| Long Pending |
| Long Pending |
| Established |
| Due for Consideration |
| Recently Promted |
| Overdue |
| Established |
| Recently Promted |
| Due for Consideration |
| Overdue |
| Established |
| Established |
| Recently Promted |
| Due for Consideration |
| Overdue |
| Due for Consideration |
| Long Pending |
| Long Pending |
| Recently Promted |
| Long Pending |
| Established |

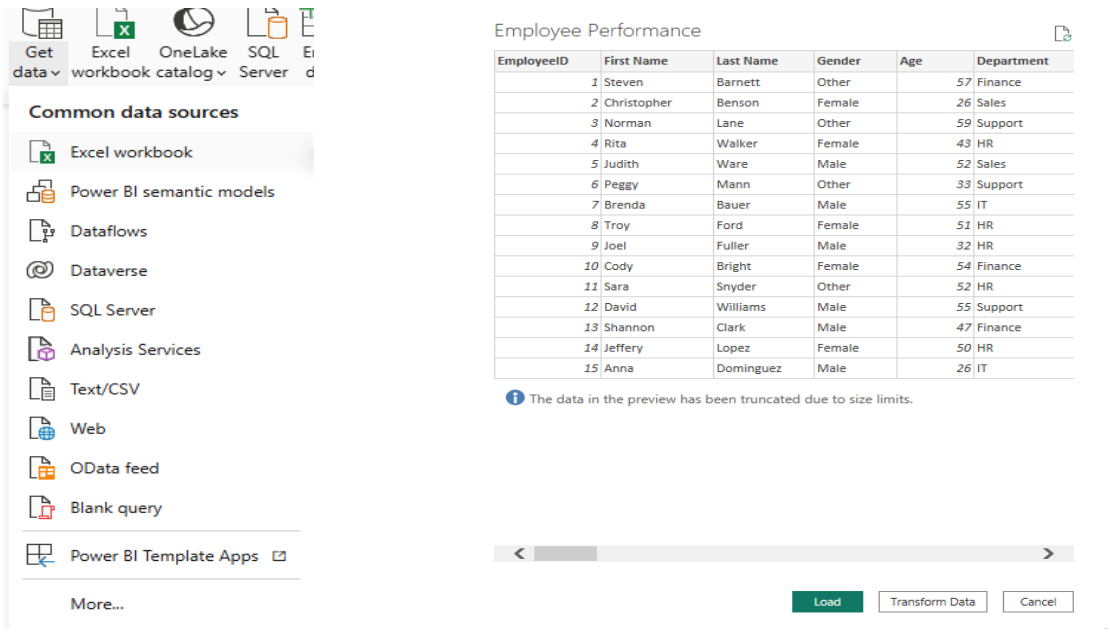
**Select Add Column – Add Conditional Column – New Column Name – Promotion Year Status – Condtion Apply – Created to New Condtional Column.**

# POWER BI

## Import Data:

## 20) Import “Employee Performance.xlsx” into Power BI

## Open “Employee Performance” in Power Query Editor by clicking on ‘Transform’.




| EmployeeID | First Name | Last Name | Gender | Age | Department |
|---|---|---|---|---|---|
| 1 | Steven | Barnett | Other | 57 | Finance |
| 2 | Christopher | Benson | Female | 26 | Sales |
| 3 | Norman | Lane | Other | 59 | Support |
| 4 | Rita | Walker | Female | 43 | HR |
| 5 | Judith | Ware | Male | 52 | Sales |
| 6 | Peggy | Mann | Other | 33 | Support |
| 7 | Brenda | Bauer | Male | 55 | IT |
| 8 | Troy | Ford | Female | 51 | HR |
| 9 | Joel | Fuller | Male | 32 | HR |
| 10 | Cody | Bright | Female | 54 | Finance |
| 11 | Sara | Snyder | Other | 52 | HR |
| 12 | David | Williams | Male | 55 | Support |
| 13 | Shannon | Clark | Male | 47 | Finance |
| 14 | Jeffery | Lopez | Female | 50 | HR |
| 15 | Anna | Dominguez | Male | 26 | IT |

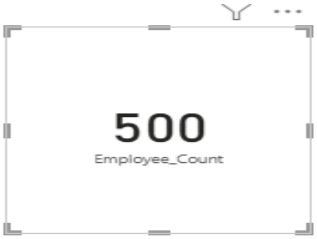
**Power BI – Get data – Import for Excel Work Book File – Transform the Employee Performance .xslx – Transform to Power Query Editor.**

# Calculated Measures

## 21) Calculate Order Count: Define a measure to count the total number of Employee in the Employee Performance table.

### FORMULA:

```
1 Employee_Count = COUNTROWS('Employee Performance')
```




**New Measures – Enter Formula - Create New Measures Name is Employee_Count – Report View – Select Card Visulalization – Select Employee_Count.**

## 22) Calculate Average Salary in Employee: Create a measure to calculate the average Salary for Employee.

**FORMULA**:

```
1 Salary_Average = AVERAGE('Employee Performance'[MonthlySalary])
```


**New Measures – Enter Formula - Create New Measures Name is Salary_Average – Report View – Select Card Visulalization – Select Salary_Average.**

## 23) Calculate Total Salary in Employee: Create a measure to calculate the Total Salary for Employee.

**FORMULA**:

```
1 Total_Salary = SUM('Employee Performance'[MonthlySalary])
```

**New Measures – Enter Formula - Create New Measures Name is Total_Salary – Report View – Select Card Visulalization – Select Total_Salary.**

## 24) Calculate Average Salary in India: Create a measure to calculate the average Salary for Employee placed in India.

**FORMULA**:

```
1 India_SalaryAverage = CALCULATE(AVERAGE('Employee Performance'[MonthlySalary]),FILTER('Employee Performance','Employee Performance'[Country]
  ="India"))
```


**New Measures – Enter Formula - Create New Measures Name is India_SalaryAverage – Report View – Select Card Visulalization – Select India_SalaryAverage.**

## 25) Calculate Average Age: Create a measure to calculate the average Age for Employee.

**FORMULA**:

```
1 Age_Average = AVERAGE('Employee Performance'[Age])
```


**New Measures – Enter Formula - Create New Measures Name is Age_Average – Report View – Select Card Visulalization – Select Age_Average.**

# Calculated Columns

## 26) Create a Calculated Column for 'Top_Employee': Add a calculated column in the Employee Performance table in Condition will be Apply Project Handled is 15 –“Top Performer” otherwise “Performer”.

### FORMULA:

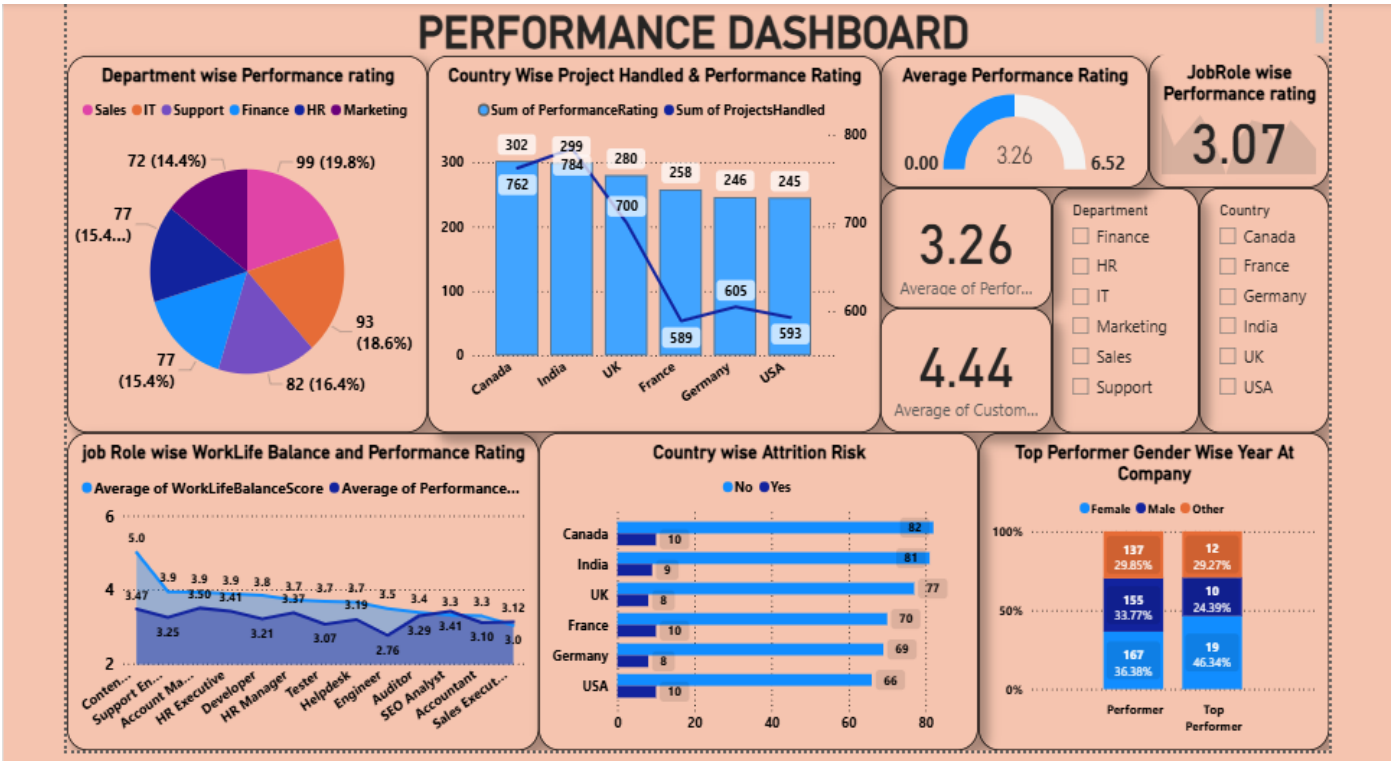
```
1 Top_Employee = IF('Employee Performance'[ProjectsHandled]=15,"Top Performer","Performer")
```

| Top_Employee |
|---|
| Performer |
| Performer |
| Performer |
| Top Performer |
| Performer |
| Performer |
| Performer |
| Top Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |
| Performer |

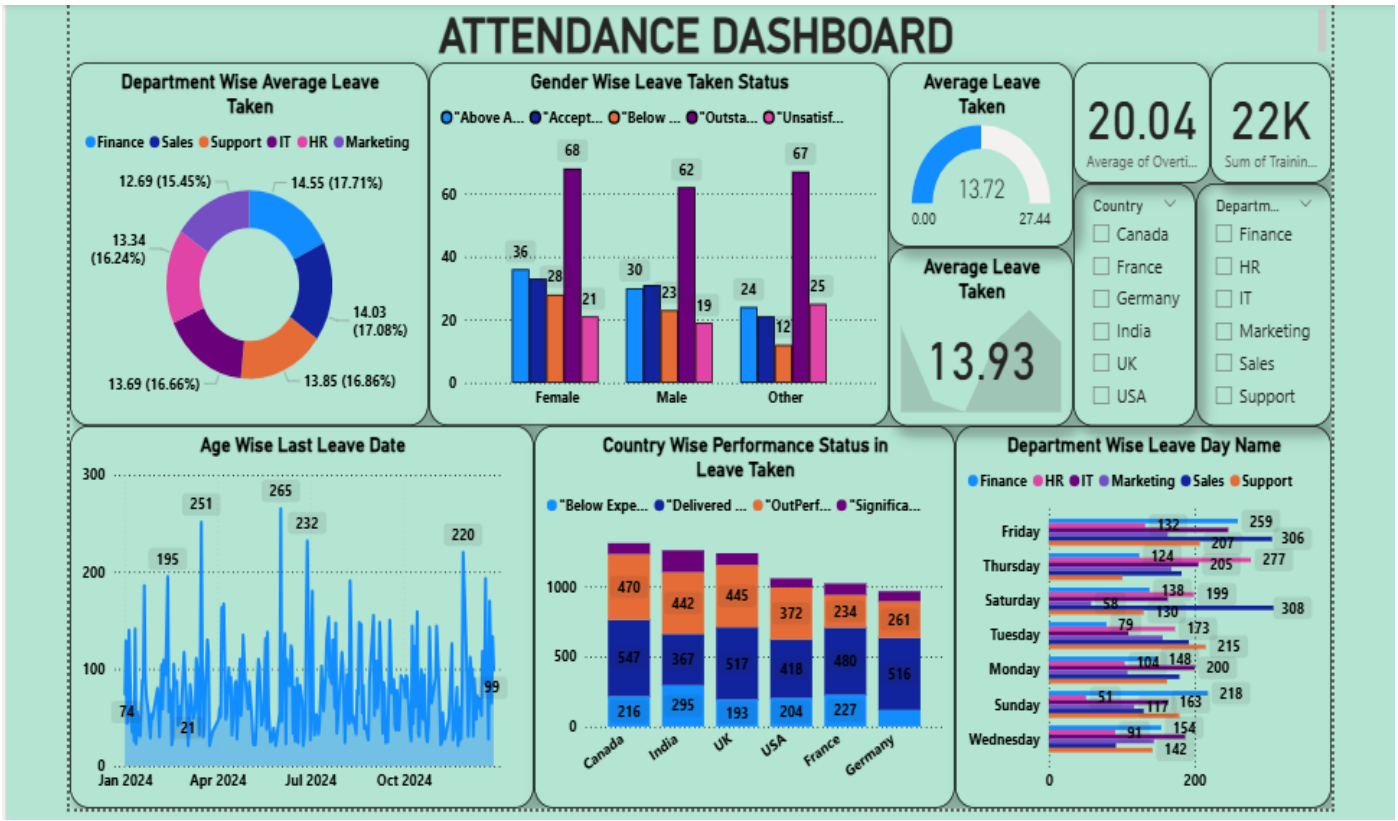
**GOTO Table view – New Column – Enter Formula – Created New Column – IF Condition Apply to Separate Top Performer & Performer - Column Name – Top_Employee.**

# Data Visualization

## Created Performance Dashboard.

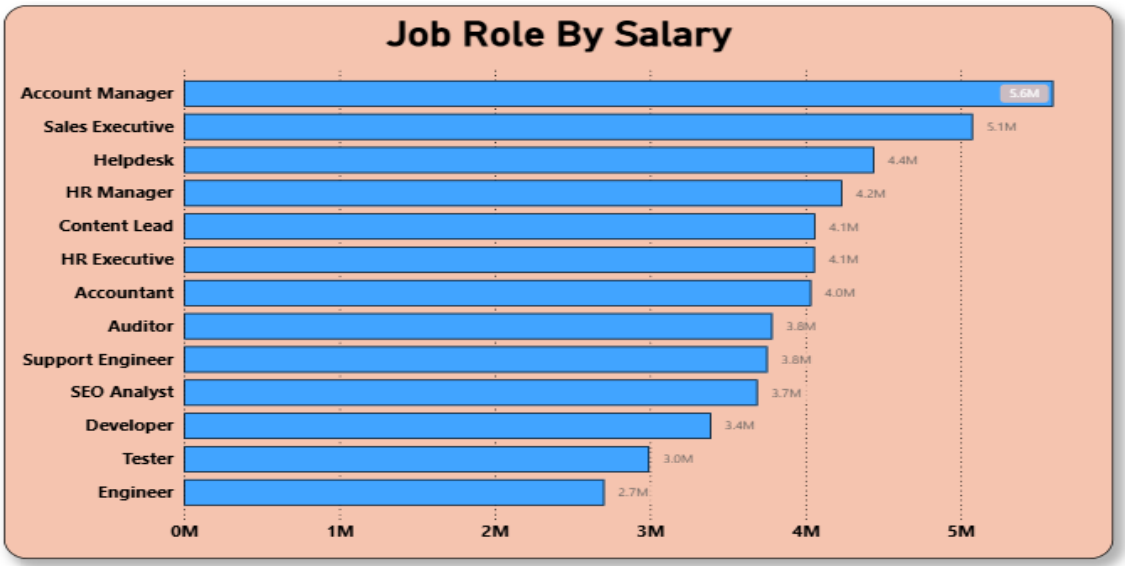



## Created Attendance Dashboard.



# Performance Based Chart

**1) Job Role by Salary:** Compare the performance of employees across different Job Role performance Salary areas using a **clustered bar chart**.

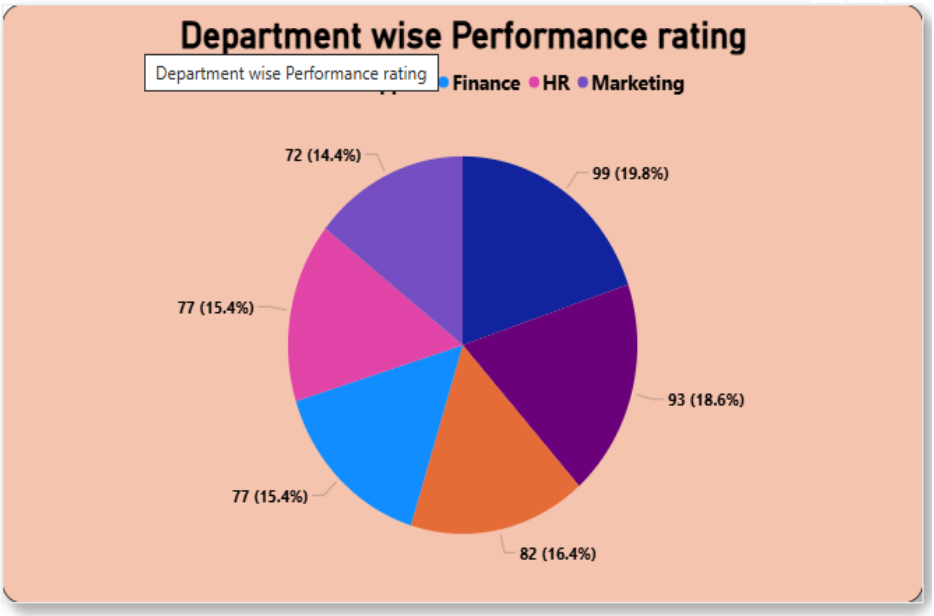



**Y - axis : Job Role**

**X - axis : Sum of Monthly Salary**

---

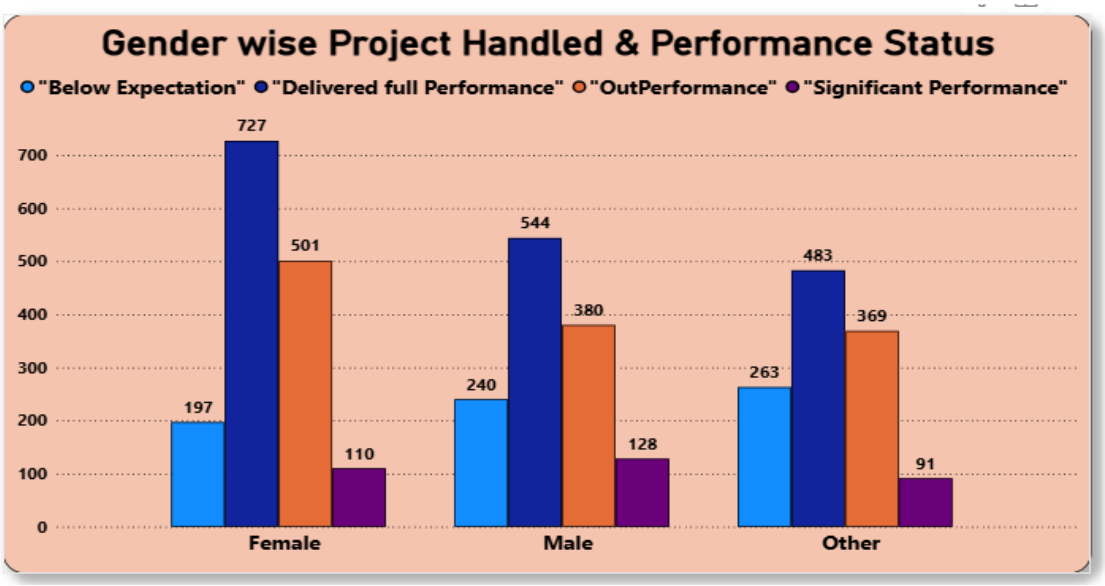
**2) Department Wise Performance rating:** Analyse the maximum Performance rating for each Department of employee using a **Pie char**t.




**Legend : Department**

**Value : Count of Performance Rating**

**3) Gender Wise Project Handled & Performance Status:** Compare actual Gender with Performance Status by Project Handled using a **clustered column chart.**



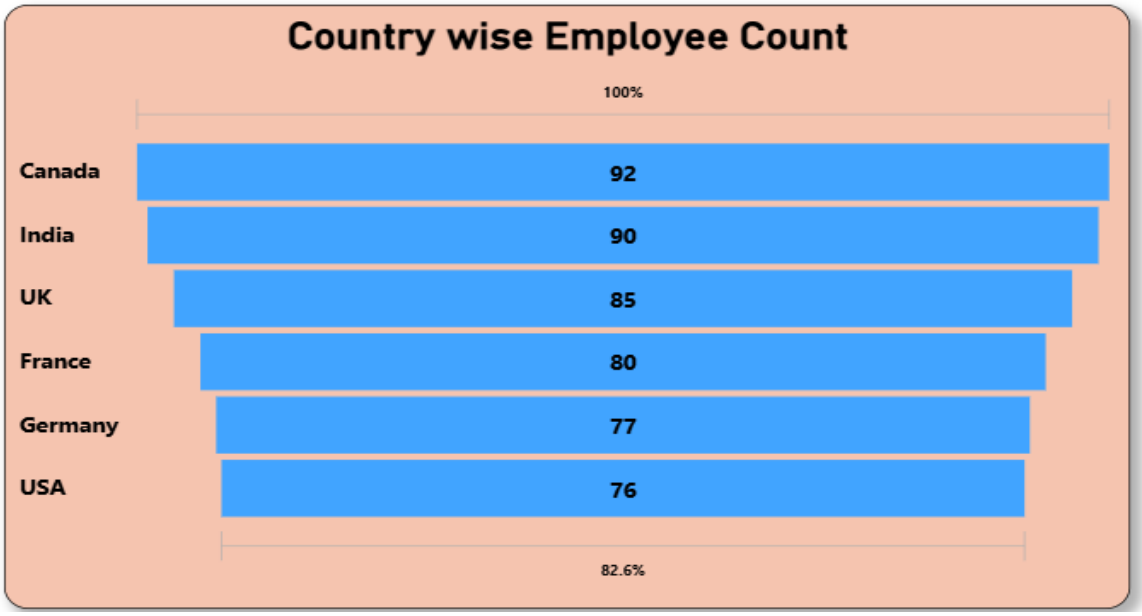

**X- axis : Gender**

**Y- axis : Sum of Project Handled**

**Legend : Performance Status**

---

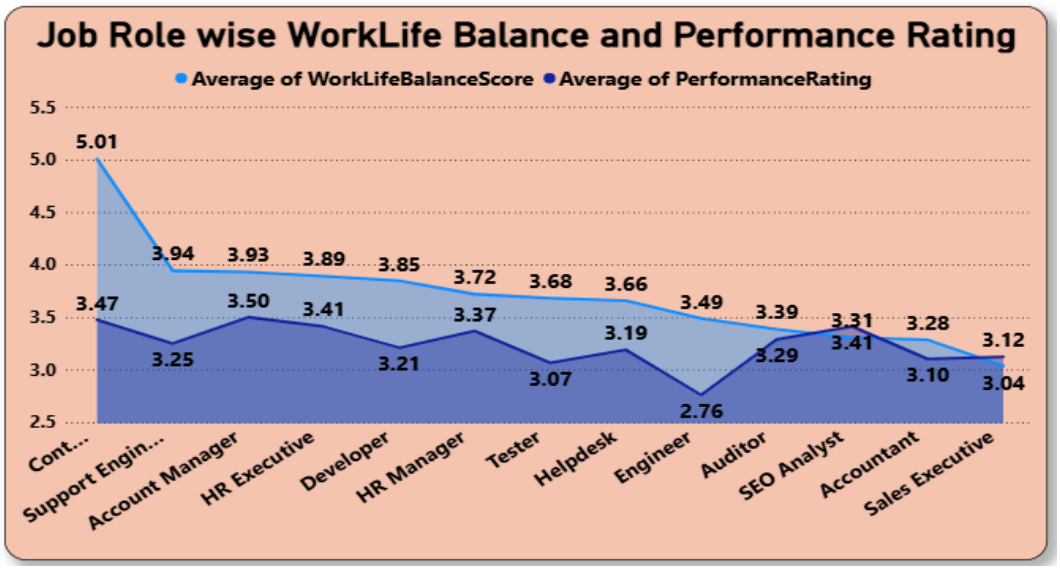
**4) Country Wise Employee Count:** Create a **funnel** chart to visualize the distribution of Employee counts across different Country**.**




**Category : Country**

**Value : Count of Employee ID**

**5) Job Role Wise WorkLife Balance & Performance Rating:** Show the trend of Average Worklife Balance & Performance rating using a **Area chart**.

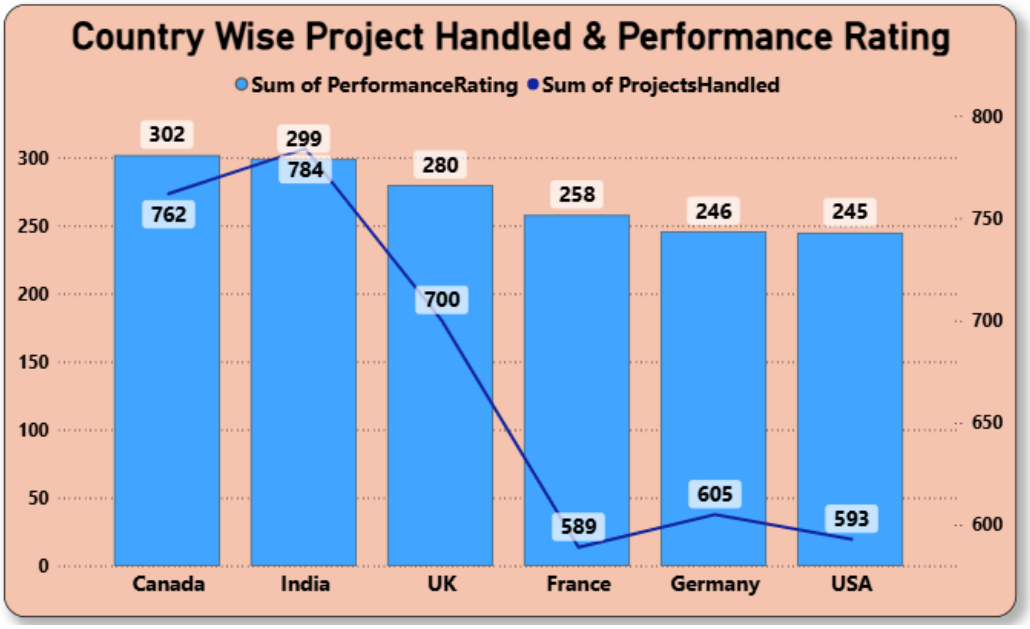



**X- axis = JobRloe**

**Y- axis = Average WorkLife Balance &Average Performance Rating**

---

**6) Country Wise Project Handled & Performance Rating:** Compare actual Project Handled & Performance Rating by Country using a **Line and clustered column chart.**

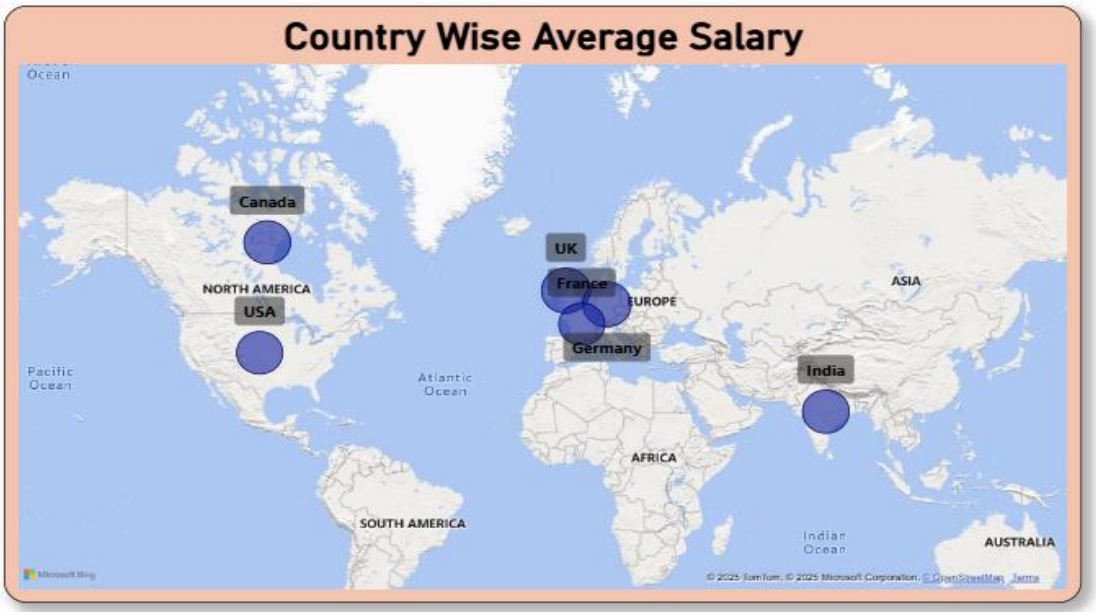



**X – axis : Country**

**Column Y – axis : Sum of Performance Rating**

**Line Y – axis : Sum of Project Handled**

**7) Geographic Salary Analysis**: Visualize Average Salary on a **map** by Country to identify regional Salary patterns.

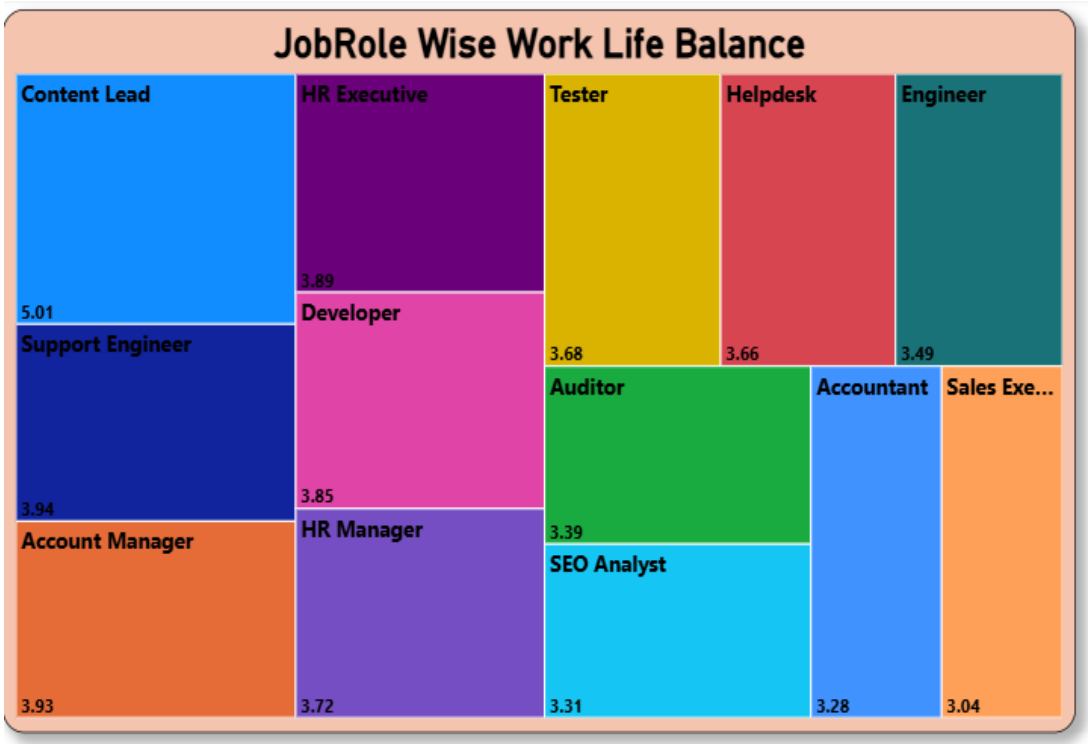



**Location : Country**

**Bubble Size : Average Salary**

---

**8) Work Life Balance by Job Role:** Represent the Work Life Balance distribution across different Job Role using a **tree map**.




**Category : Job Role**

**Value : Average of Work Life Balance**

**9) Project Performance Matrix:** Build a **matrix** view to analyse how actual Project Handled compare to Job Role across different Department.

**Department Job role wise Project Handled**

| JobRole | Finance | HR | IT | Marketing | Sales | Support | Total |
|---|---|---|---|---|---|---|---|
| Account Manager | | | | | 50 | | 50 |
| Accountant | 39 | | | | | | 39 |
| Auditor | 38 | | | | | | 38 |
| Content Lead | | | | 38 | | | 38 |
| Developer | | | 38 | | | | 38 |
| Engineer | | | 25 | | | | 25 |
| Helpdesk | | | | | | 42 | 42 |
| HR Executive | | 39 | | | | | 39 |
| HR Manager | | 38 | | | | | 38 |
| Sales Executive | | | | | 49 | | 49 |
| SEO Analyst | | | | 34 | | | 34 |
| Support Engineer | | | | | | 40 | 40 |
| Tester | | | 30 | | | | 30 |
| Total | 77 | 77 | 93 | 72 | 99 | 82 | 500 |

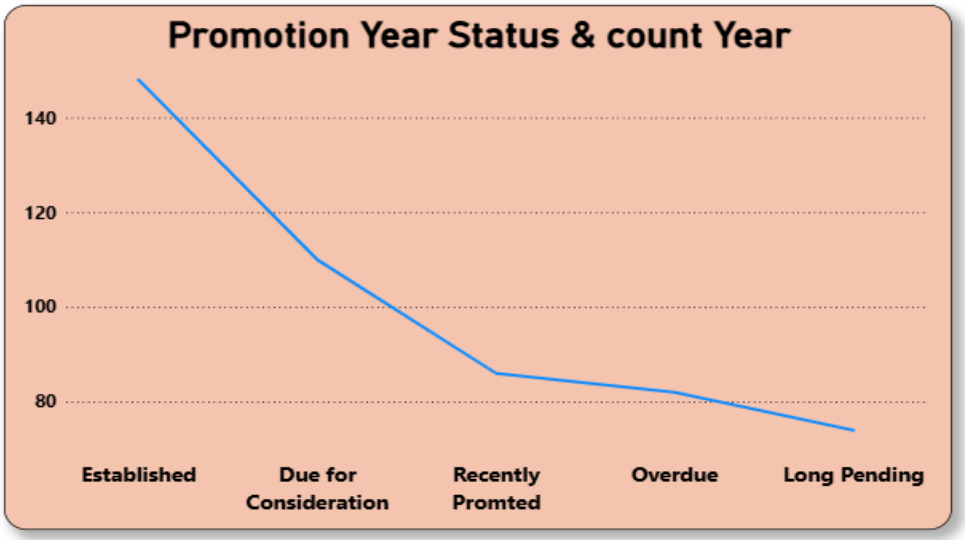
**Rows : Job Role**

**Columns : Department**

**Value : Count of Project Handled**

---

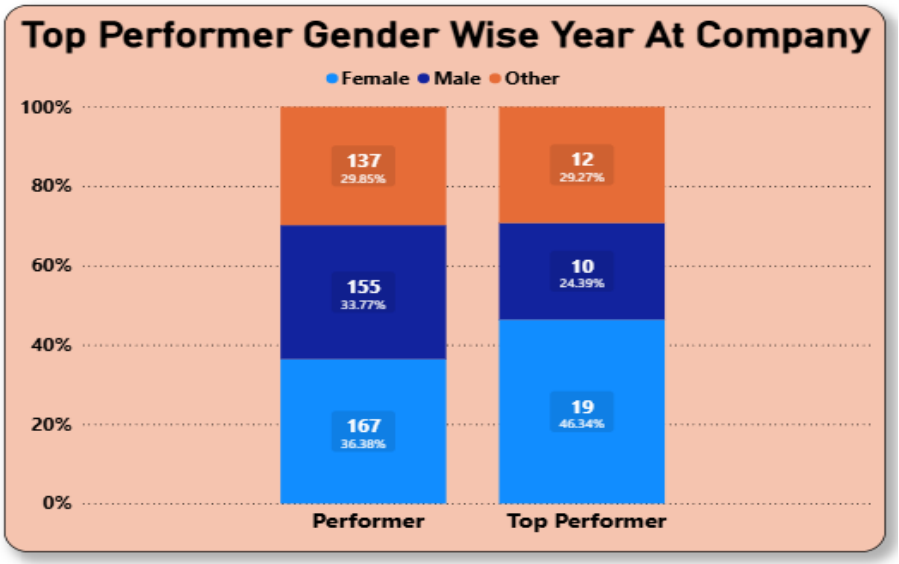
**10) Promotion Year Trend:** Show the trend of Promotion Year over Count Year using a **line chart.**




**X –axis : Promotion Year Status**

**Y –axis : Count of Promotion Year**

**11) Top Performer Gender Wise Year At Company:** Compare actual Top Performer with Gender by Year At Company using a **100% Stacked column chart.**



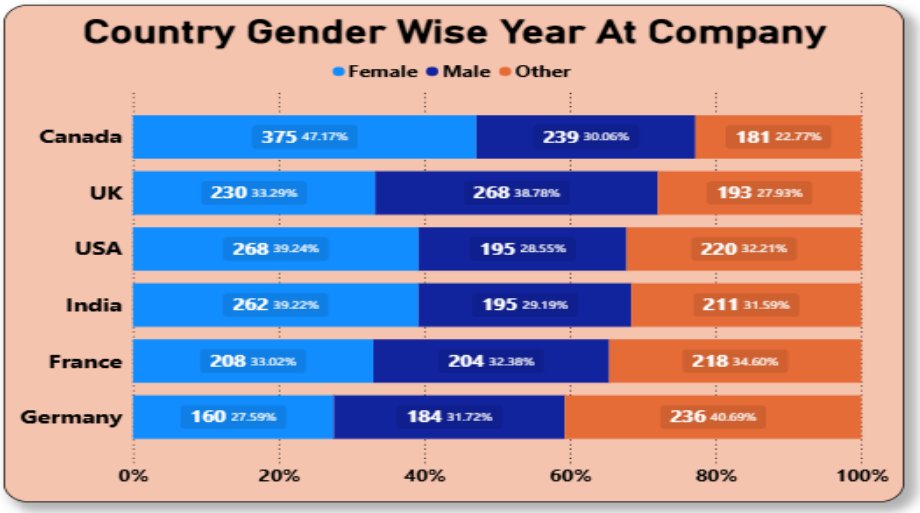

**X – axis : Top_Performer**

**Y – axis : Count of Year At Company**

**Legend : Gender**

---

**12) Country Gender Wise Year At Company:** Compare the Year At company in Gender across different Country areas using a **100% Stacked bar chart**

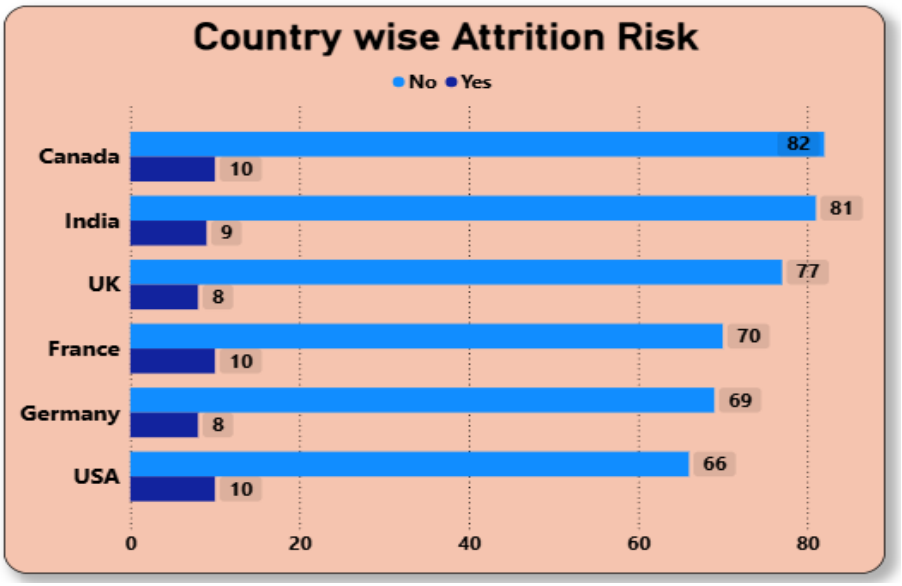



**X – axis : Sum of Year At Company**

**Y – axis : Country**

**Legend : Gender**

**13) Country Wise Attrition Risk :** Compare Attrition Risk across different Country areas using a **clustered bar chart**



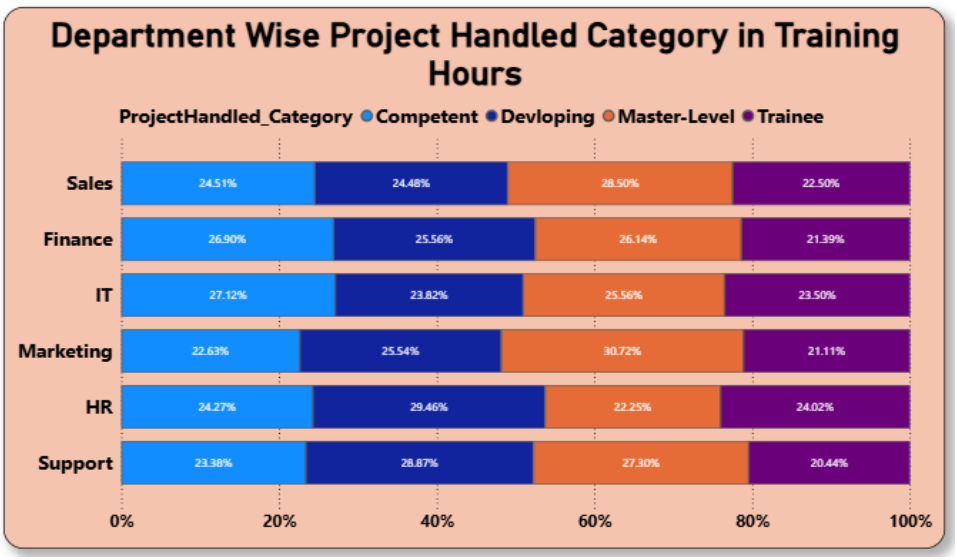

**X – axis : Employee_Count**

**Y – axis : Country**

**Legend : Attrition Risk**

---

**14) Department Wise Project Handled Category in Training Hours:** Compare the Project Handled in Training Hours across different Department areas using a **100% Stacked bar chart**

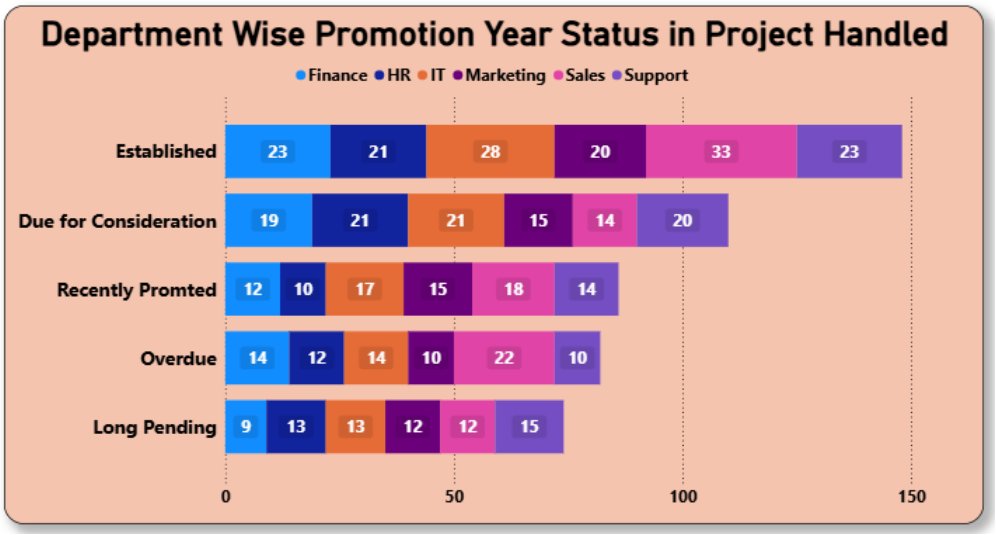



**X – axis : Average of Training Hours**

**Y – axis : Department**

**Legend : Project Handled _Category**

**15) Department Wise Promotion Year Status in Project Handled:**
Compare the Promotion Year Status in Project Handled across different Department areas using a **Stacked bar chart**



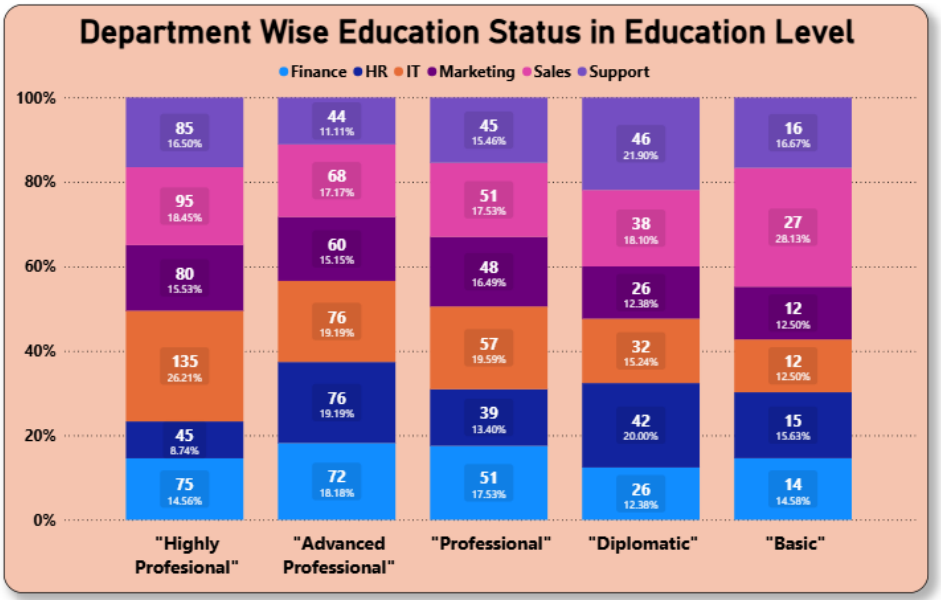

**X – axis : Count of Project Handled**

**Y – axis : Promotion Year Status**

**Legend : Deparment**

---

**16) Department Wise Educational Status in Education Level:**
Compare actual Education Status in Education Level by Department using a **100% Stacked column chart.**

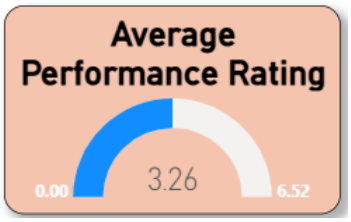



**X – axis : Education Status**

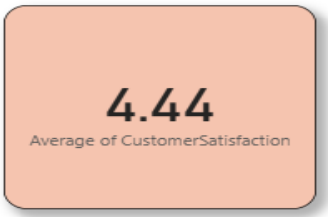
**Y – axis : Sum of Education Level**

**Legend : Department**

**Gauge :** Average Performance Rating




**Card :** Average Customer Satisfation & Performance Rating

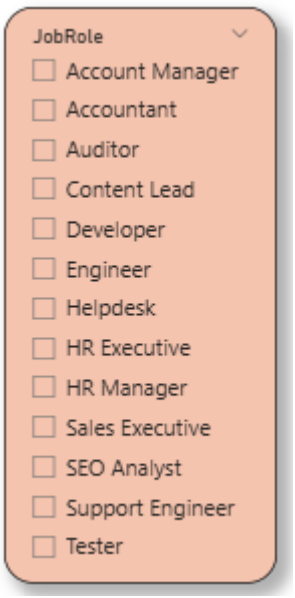


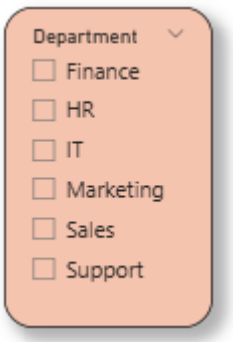


**KPI :** JobRole Wise Performance Rating


**Slicer** :

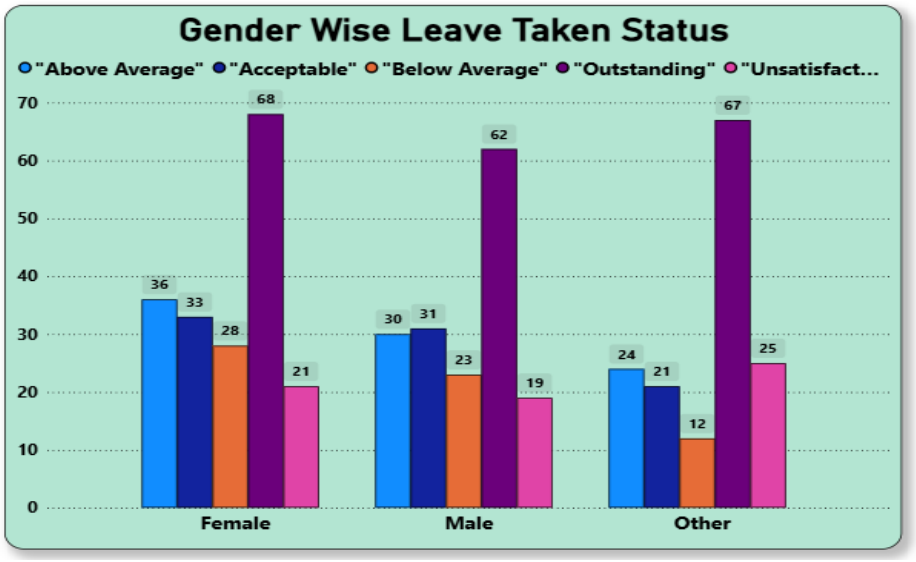
JobRole Department Country




# Attendance Based Charts

1) **Gender Wise Leave Taken Status:** Compare actual Gender with Leave Taken Status by Leave Taken using a **clustered column chart.**



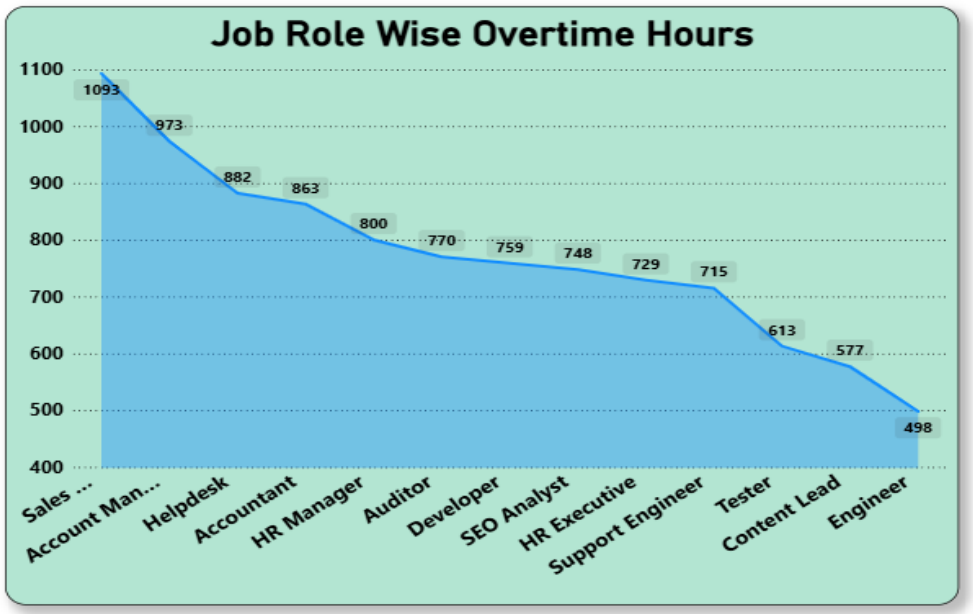

**X – axis : Gender**

**Y – axis : Count of Leave Taken**

**Legend : Leave Taken_Status**

---

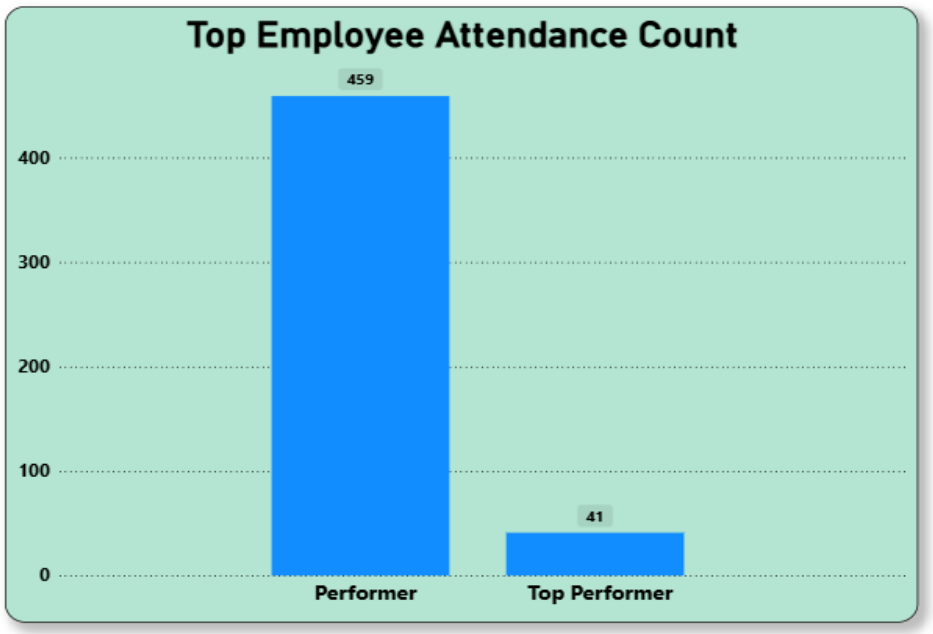
**2) Job Role Wise Overtime Hours:** Show the trend of Total Overtime Hours using a **Area chart**.




**X – axis : JobRole**

**Y – axis : Sum of Overtime Hours**

**3) Top Employee Attendance Count:** Compare actual Top Employee by Leave Taken using a **stacked column chart.**

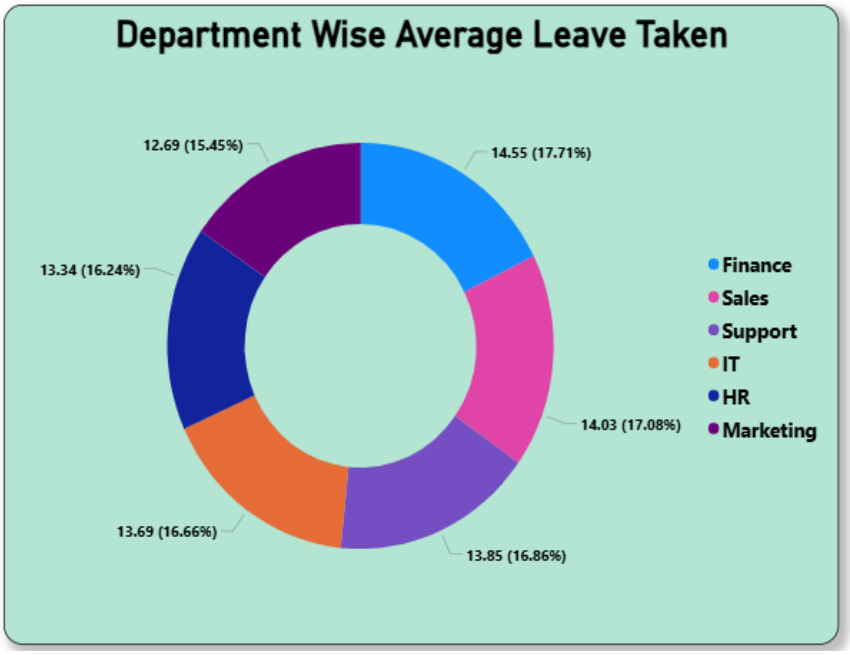



**X – axis : Top_Employee**

**Y – axis : Count of Leave Taken**

---

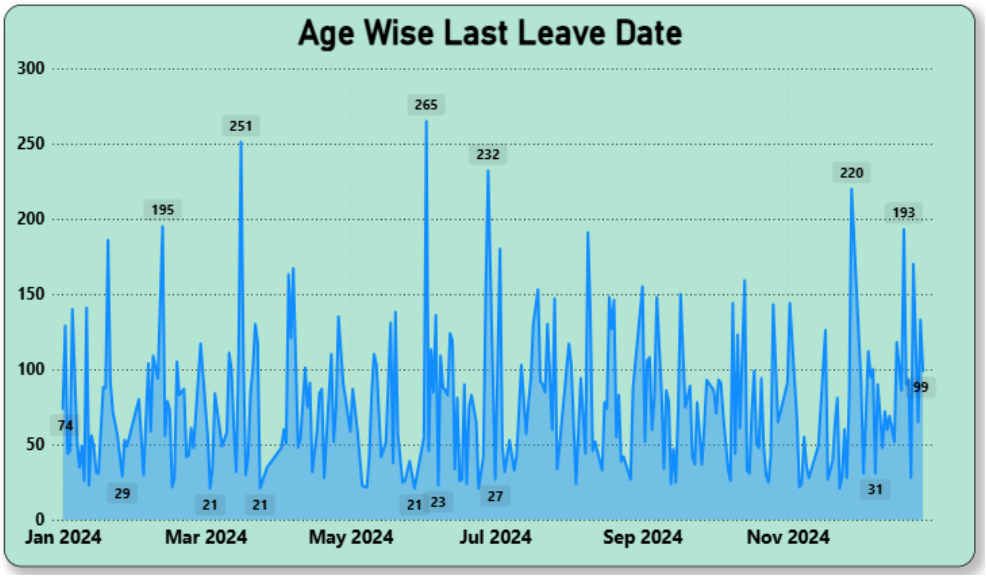
**4) Avg Leave Taken by Department:** Analyse the Average Leave Taken for each Department of Employee using a **donut chart.**




**Legend : Department**

**Value : Average of Leave Taken**

**5) Age Wise Last Leave Date:** Show the trend of Sum of Age in Last Leave Date using a **Area chart**.

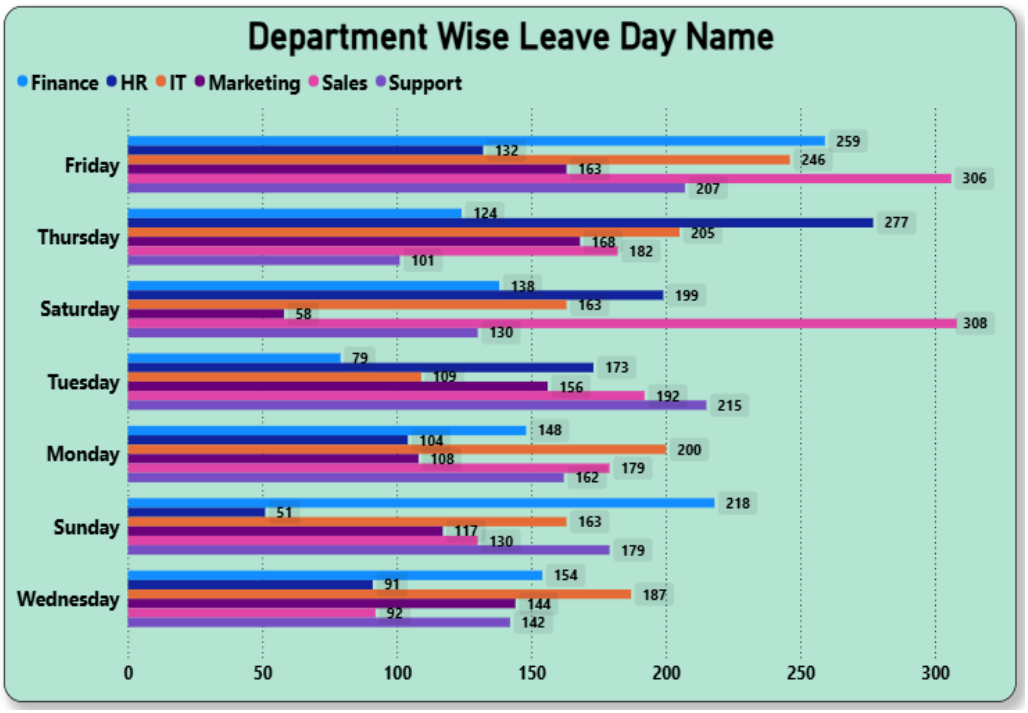



**X – axis : Last Leave Date**

**Y – axis : Sum of Age**

---

**6) Department Wise Leave Day Name :** Compare Leave Day Name in Leave Taken different Department using a **clustered bar chart**

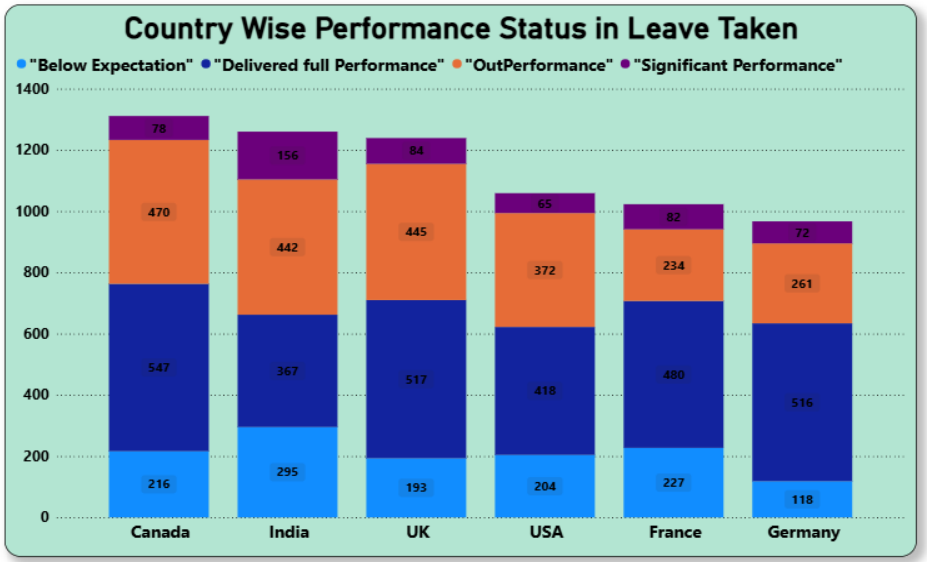



**X – axis : Sum of Leave Taken**

**Y – axis : Leave Day Name**

**Legend : Department**

**7) Country Wise Performance Status in Leave Taken:** Compare actual Performance Status in Leave Taken by Country using a **stacked column chart.**



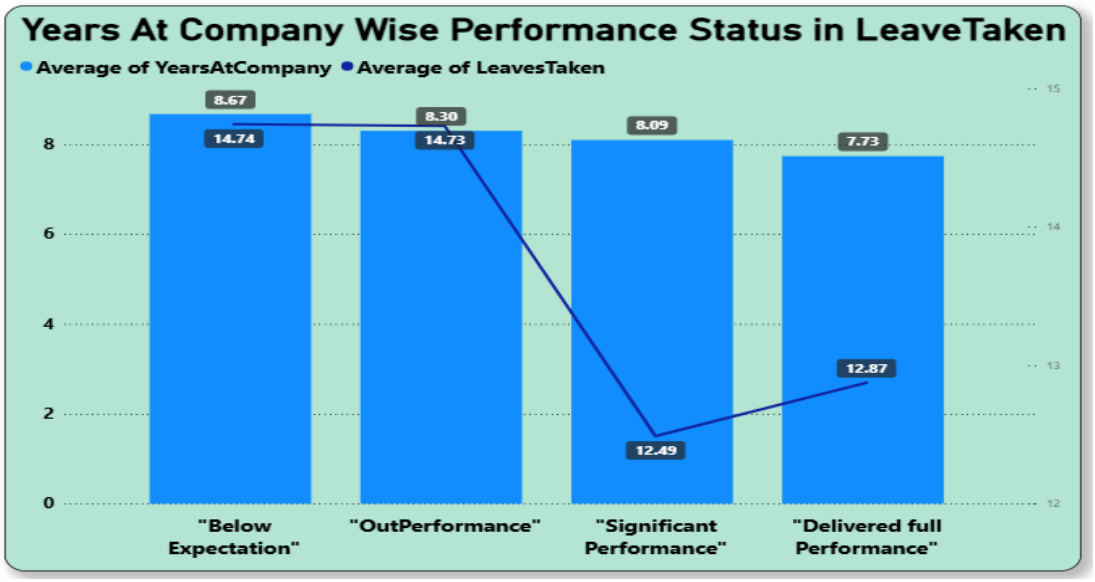

**X – axis : Country**

**Y – axis : Sum of Leave Taken**

**Legend : Performance_Status**

---

**8) Years At Company Wise Status in Leave Taken:** Compare actual Years At Company in Leave Taken by Performance Status using a **Line and clustered column chart.**

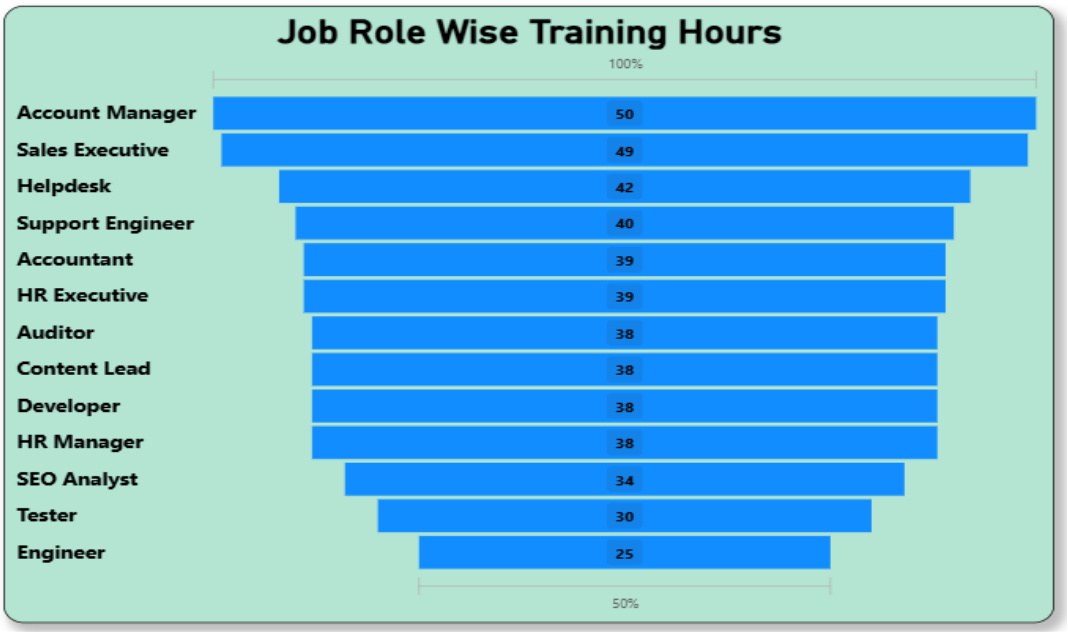



**X – axis : Performance Status**

**Column Y – axis : average of Years At Company**

**Line Y – axis : Average of Leave Taken**

**9) JobRole Wise Training Hours:** Create a **funnel** chart to visualize the distribution of Training Hours counts across different JobRole**.**

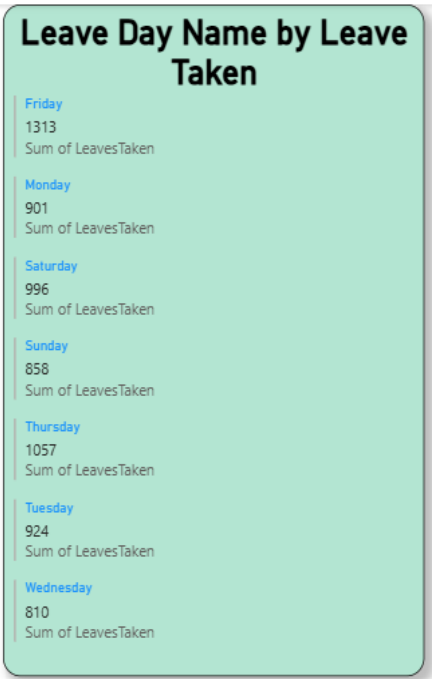



**Category : JobRole**

**Value : Count of Training Hours**

---

**10) Leave Day Name by Leave Taken:** create a **multi-row card** to display the Sum of Leave Taken for each segment.




**Fields : Leave Day Name**

**Sum of Leave Taken**

**11) Leave Taken Matrix:** Build a **matrix** view to analyse how actual Leave Taken compare to Leave Taken Status across different Country.

**Country Wise Leave Taken Status in Leave Taken**

| Country | "Above Average" | "Acceptable" | "Below Average" | "Outstanding" | "Unsatisfactory" | Total |
|---|---|---|---|---|---|---|
| Canada | 8 | 17 | 18 | 38 | 11 | 92 |
| India | 16 | 13 | 12 | 35 | 14 | 90 |
| UK | 12 | 15 | 9 | 33 | 16 | 85 |
| France | 20 | 9 | 10 | 34 | 7 | 80 |
| Germany | 14 | 17 | 7 | 32 | 7 | 77 |
| USA | 20 | 14 | 7 | 25 | 10 | 76 |
| **Total** | **90** | **85** | **63** | **197** | **65** | **500** |

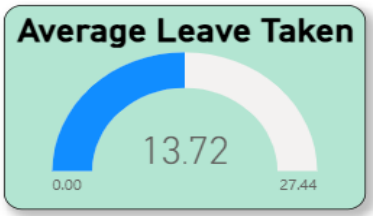
**Rows : Country**

**Columns : Leave Taken Status**

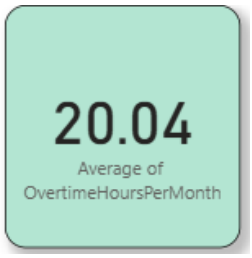
**Value : Count of Leave Taken**

---

**Gauge :** Average Leave Taken

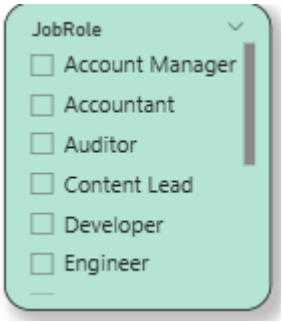


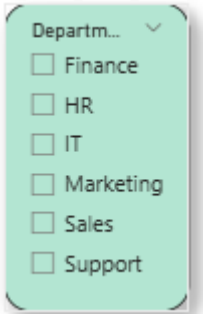

**Card :** Sum of Training Hours & Average of Overtime per month

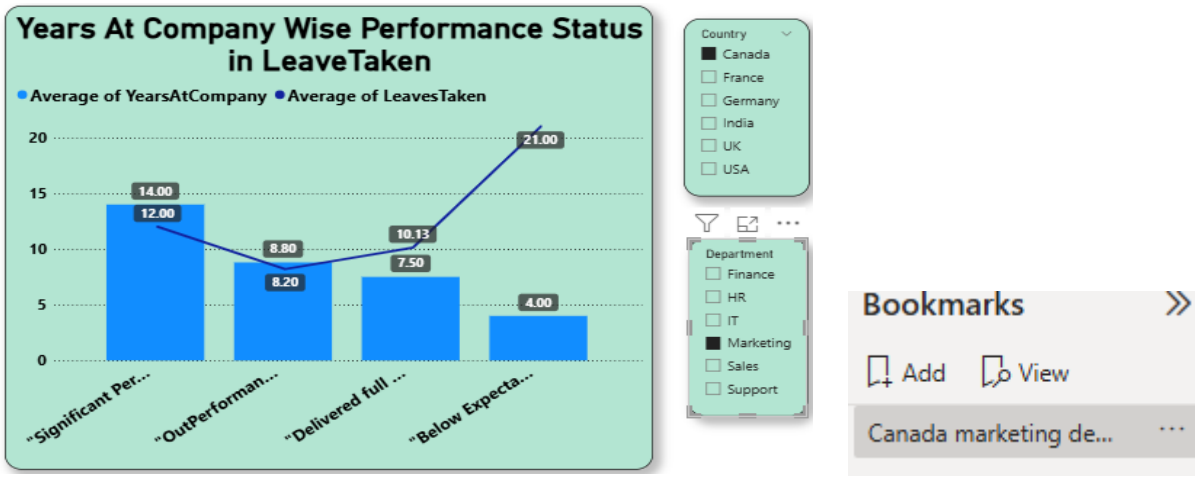

**KPI :** Country Wise Leave Taken

## **Slicer** : Country JobRole Department

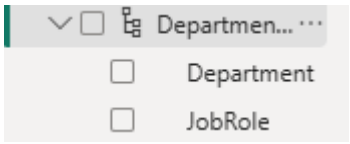




## **Book marks:**

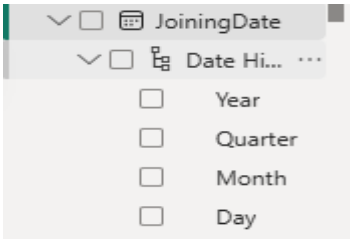



## **Hierarchy:**

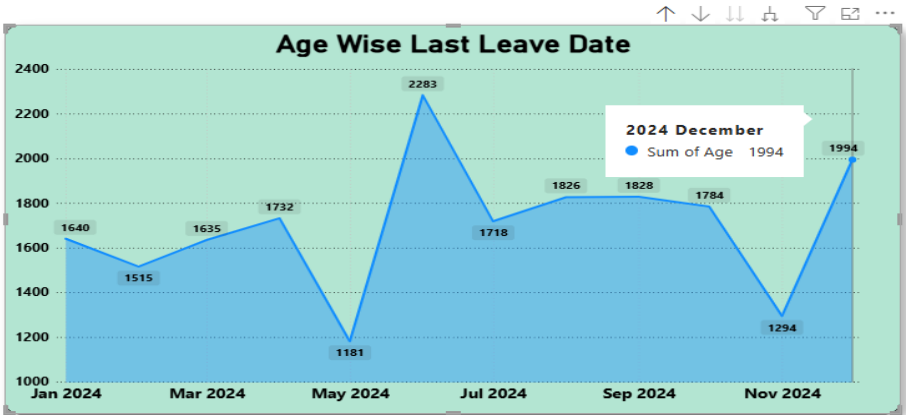
Manual



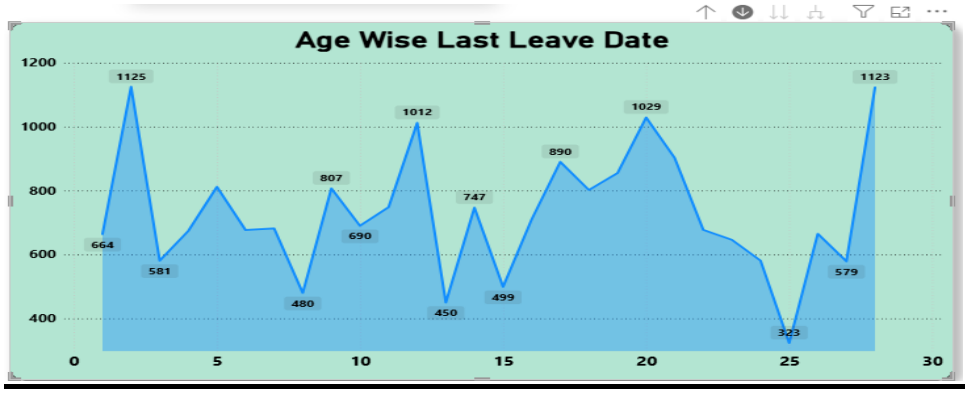

Default



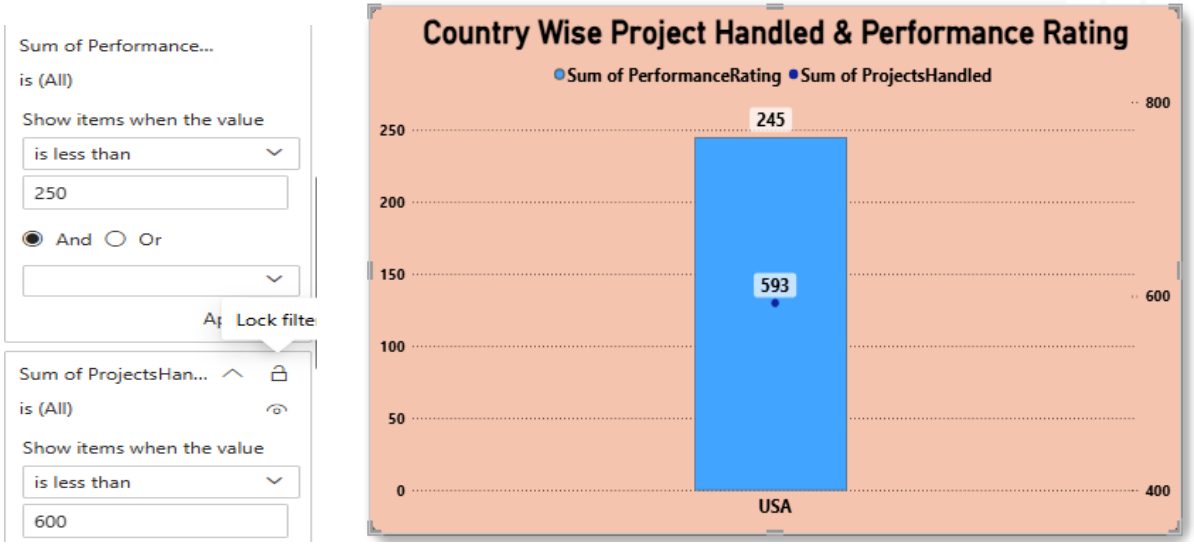

## **Drill up:**



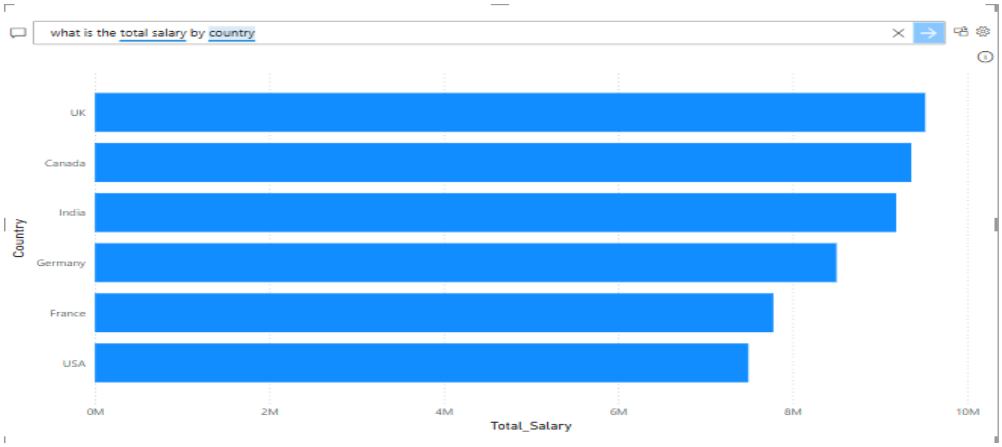
## Drill down :




## Filter:




## Q&A :



## Summary:

- **Work Quality:** Assessment of the accuracy, thoroughness, and consistency in completing tasks.
- **Productivity:** Evaluation of output levels, efficiency, and ability to meet deadlines.
- **Skills & Competencies:** Review of relevant technical, professional, and interpersonal skills demonstrated on the job.
- **Attendance & Punctuality:** Record of presence, timeliness, and adherence to company schedules.
- **Teamwork & Communication:** Feedback on collaboration with colleagues, clarity in communication, and ability to support team initiatives.
- **Achievements:** Highlights of specific goals met, projects completed, or recognitions received.
- **Areas for Improvement:** Identification of skills or behaviours that need attention or development.
- **Overall Rating:** A general assessment or score (if used) reflecting the employee's performance level.

Summaries are usually concise, focusing on actionable insights and forming the basis for goal-setting and development planning in future review cycles.