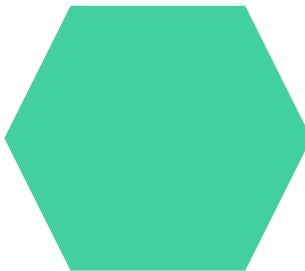
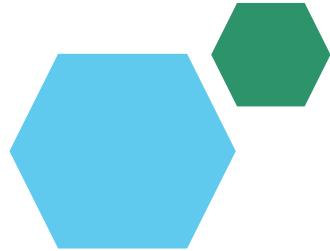


# Employee Data Analysis using Excel



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# PROJECT TITLE



## Employee Performance Analysis using Excel



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# 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



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# PROBLEM STATEMENT

To evaluate and enhance employee performance within the organization, we need to analyze various performance metrics using Excel. The analysis will focus on key performance indicators (KPIs) such as sales figures, project completion rates, attendance records, and customer feedback scores. The goal is to identify top performers, areas needing improvement, and trends over time, facilitating informed decision-making for promotions, training, and resource allocation.



# PROJECT OVERVIEW

## Objectives

- The primary objective of this project is to analyze employee performance data to identify strengths, weaknesses, and trends that can inform management decisions regarding promotions, training, and resource allocation.



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# Scope

The analysis will cover various performance metrics, including:

Sales performance

Project completion rates

Attendance and punctuality

Customer feedback and satisfaction

scores



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# WHO ARE THE END USERS ?

HR Managers

Team leader

Executive management

Employees

Data analyst



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# OUR SOLUTION AND ITS VALUE PROPOSITION

They utilize the analysis to make informed decisions about promotions, training needs, and performance evaluations.

- 
1. Improved efficiency
  2. Data driven culture
  3. Improved employee development.



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# Dataset Description

In an employee performance analysis using Excel, the data set typically includes various attributes that provide insights into employee performance. Here's a description of the common components of such a data set:



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## 1. \*\*Employee Information:\*\*

**\*\*Employee ID\*\*:** A unique identifier for each employee.

**\*\*Name\*\*:** The full name of the employee.

**\*\*Department\*\*:** The department where the employee works (e.g., Sales, Marketing, HR).

**\*\*Position/Job Title\*\*:** The employee's - current role within the organization.



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# Time Frame:\*\*

**\*\*Review Period\*\*:** The specific time

frame the performance data covers (e.g., Q1 2024, annual review).



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# THE "WOW" IN OUR SOLUTION

The "wow" factor in your employee performance analysis Excel solution can come from several key elements that enhance the overall effectiveness and presentation of your data. Here are some ideas to make your analysis stand out:



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1. \*\*Visualizations
2. \*\*Conditional Formatting
3. \*\*Interactive Elements
4. \*\*Summary Insights.
5. \*\*Comparative Analysis



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# MODELLING

Modeling in employee performance analysis in Excel involves creating a structured approach to evaluate and visualize employee performance data effectively. Here are the steps you can follow to set up your modeling:



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## Data Organization:\*\*

Create a well-structured Excel sheet with clearly labeled columns for each metric. For example:

Employee ID

Name

Department

Performance Rating

Sales Performance

Goals Achieved

Training Completed



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# RESULTS

To present results in employee performance analysis in Excel, you'll want to focus on summarizing the data and highlighting key findings effectively. Here's how to do that:



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## 1. \*\*Summary Statistics:\*\*

Calculate key summary statistics for your performance metrics.  
This can include:

\*\*Average Performance Rating\*\*: Use the 'AVERAGE` function to find the mean rating.

\*\*Total Sales\*\*: Use the 'SUM` function to calculate total sales figures.

\*\*Attendance Rate\*\*: Calculate the percentage of attendance using the formula:

excel

= (Total Days Attended / Total Working Days) \*100



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# conclusion

To conclude your employee performance analysis in Excel, you want to summarize the key findings and insights clearly. Here's a structured conclusion you can use.

## Conclusion of Employee Performance Analysis



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