Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

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PROBLEM STATEMENT

Standardizes Evaluation: Ensures a consistent and objective approach to evaluating employee performance acrosstheorganization.

Improves Transparency: Promotes fairness and clarity in performance evaluations, boosting employee morale and engagement.

PROJECT OVERVIEW

Employee Performance Analysis is a tool used to systematically evaluate and measure an employee's performance across key metrics such as employee performance rating , employee type, business units and gender. It provides a standardized framework for assessing how well employees meet their goals and contribute to organizational objectives.

WHO ARE THE END USERS?

Employees: Receive clear feedback on their performance, helping them understand their strengths and areas for improvement.

Managers and HR: Gain a standardized tool for fair and consistent evaluations, aiding in decision-making for promotions, training, and development.

Organization: Ensures alignment of individual performance with overall business goals, driving better outcomes and productivity.

OUR SOLUTION AND ITS VALUE PROPOSITION

Formula – Employee's Performance Rating
Pivot – Summary by Business Unit
Graph – Data Visualization

Dataset Description

EmpID – Employee's Unique Number
Business Unit – Business Units Code
Employee Type – Employee's Category
Gender Code – Employee's Gender
Performance Rating – Employee's Performance

THE "WOW" IN OUR SOLUTION

Performance Rating Formula = IFS(Z2=5,"Outstanding",Z2=4,"Exceeds Expectations",Z2=3,"Meets Expectations",Z2=2,"Needs Improvement",Z2=1,"Unacceptable")

MODELLING

Data Collection – This employee data master excel I downloaded from ibm skills build website.
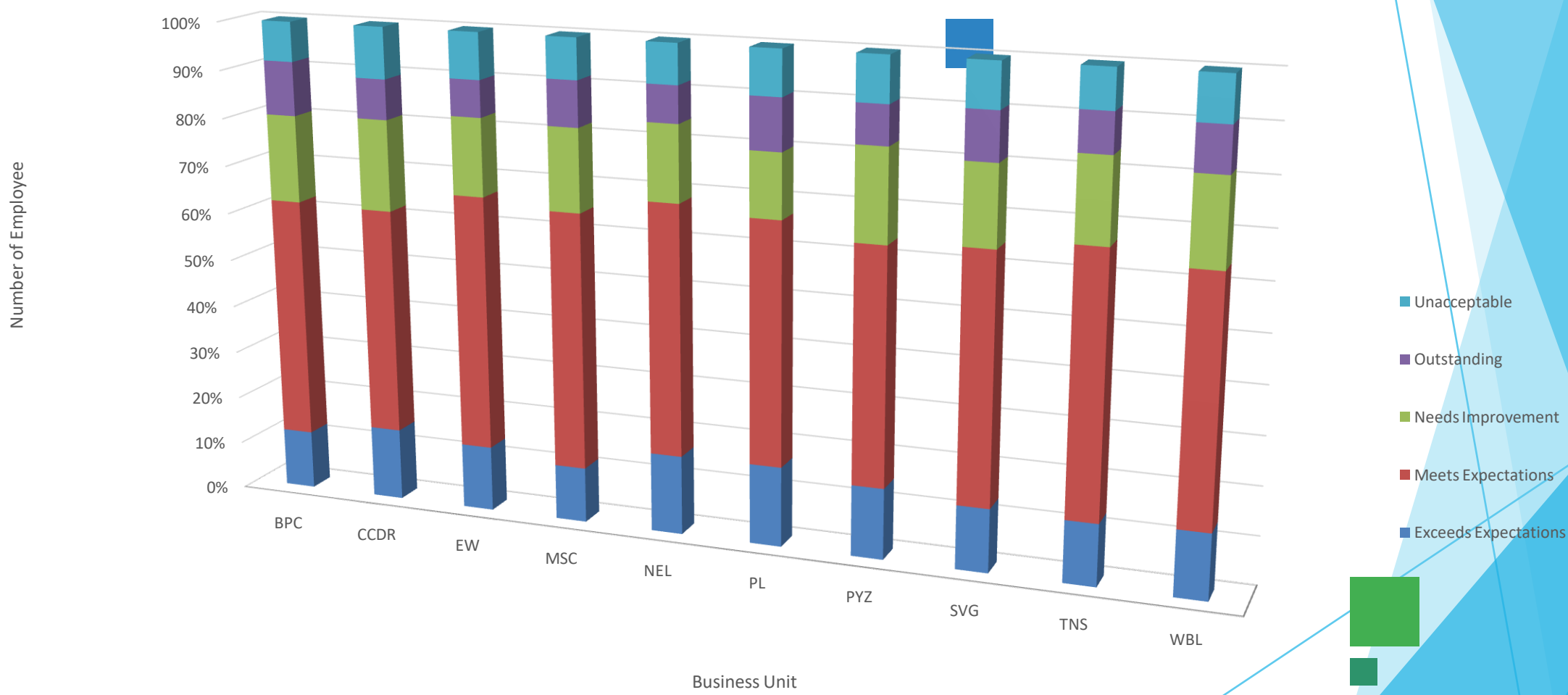
Feature Collection – This employee sheet contains EmpID, Business Unit, Employee Type, Gender Code and Current Employee Rating

Performance Level – It's calculated from column Z names as Current Employee Rating and Using formula contains =IFS(Z2=5,"Outstanding",Z2=4,"Exceeds Expectations",Z2=3,"Meets Expectations",Z2=2,"Needs Improvement",Z2=1,"Unacceptable")

Summary – It's using Pivot Table & Charts summering this employee's performance analysis.

RESULTS

Employee Performance Scorecard

CONCLUSION

1) Meets Expectations is the most common category, with a total of 1,530 employees across all departments falling into this category.
2) Exceeds Expectations is the second-largest category, with 419 employees performing above the standard requirements.
3) Outstanding performances were recorded for 270 employees, indicating a smaller group of top performers.
4) Needs Improvement and Unacceptable categories collectively account for 781 employees, suggesting areas where targeted development and interventions may be necessary