

DoubleClue: Skills Module

White Paper

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1. Introduction

This white paper contains information about the DoubleClue Skills Module - a skill management tool, which enables you to stay on top of the skills of the employees in your company. In it, skills can be arranged hierarchically in different groups, e.g. IT skills, Languages, and Management skills, and then assigned to your employees. In combination with the Recruiting module, it also allows the management of skills for vacancies and applicants.

Main Features:

- Define Skills
- Organize skills in a hierarchy.
- Assign skills to users and allocate experience levels.
- Search for people with certain skills in your enterprise
- Send an automatic notification to Heads of Departments about skill changes in their department.

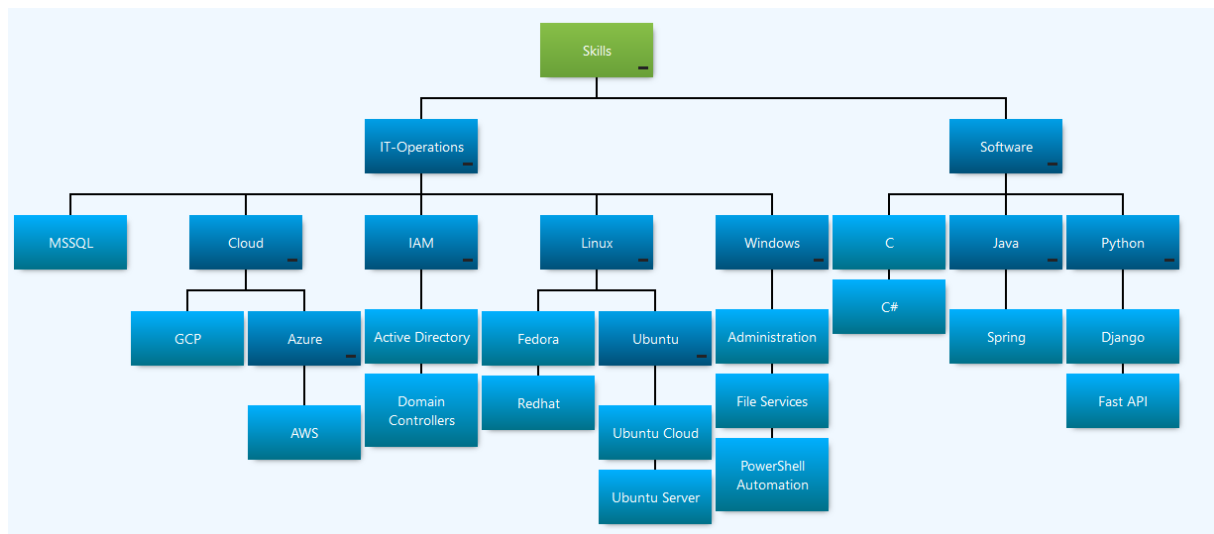
It takes advantage of several DoubleClue features like:

- Active Directory and Azure Integration
- Multi-Factor Authentication
- Department and Head of Department Management
- Access Right Management
- Table Filtering
- E-Mail Notifications

1.1. In the Cloud or on Premises

The Skills module is a plugin for the DoubleClue Framework and can be implemented into a DoubleClue Enterprise Management (DCEM) that runs as Software as a Service (SaaS) in the cloud or into a DCEM installed on premises. In case you are using the DoubleClue cloud you only need to update your license key and the Skills module will become available in your DCEM. If you use a DCEM on premises, you need to copy the skills.jar into the plugin directory of the installed DoubleClue and then update the license to include the Skills module.

2. Skills



Skills are organized in a hierarchy in which child skills are added to parent skills.

Every skill has the following properties:

- Name
- Parent Skill
- Abbreviation
- Description

3. Skill Profiles for Users

Skills can be assigned to DoubleClue users to get an overview about which skills each user possesses. During the assignment, each skill will be given one of four levels, which reflects the users experience with this skill. These levels are:

- Basic
- Normal
- Advanced
- Expert

My Skills

Show all Skills ☒

Name	Level
▼ IT-Operations	No
▼ Cloud	No
▼ Azure	No
AWS	No
GCP	No
▼ IAM	No
Active Directory	No
Domain Controllers	No
▼ Linux	Normal
Fedora	Basics
Redhat	Basics
▼ Ubuntu	Normal
Ubuntu Cloud	Normal
Ubuntu Server	Normal
MSSQL	Expert

4. Search for Users with Specific Skill

In the skill dashboard, you can search for users who have a certain skill. You can then further specify the search by just showing users who have this skill at a certain level.

Search Users with Skill

Skill:

☐ Basics
 ☐ Normal
 ☐ Advanced
 ☐ Expert
 ☒ All Levels

Name	Department	Level
Jane Smith	Software Development	Expert
John Smith	Software Development	Advanced

5. Notifications to the Head of Department

If the skill of a user is changed, the Head of the Department the user is part of receives an automatic notification that will alert them to the change. These notifications can be deactivated in the preferences. The Head of the Department is not defined in Skills, but in the DoubleClue department management.