

## Skills Matrix solution overview

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## **Features**

- Stores skills, their classification, extent and any certification that is associated with a skill
- Stores information about job positions (job description also referred as JD) in terms of mandatory skills. Several skills can be attached to a JD and each skill may carry different weight depending on skill relevance in particular role.
- Skills are shared between JDs meaning if employee moves to different job the skill will be carried over with employee and will constitute core or additional skill in new role depending on new role skill requirement
- Same skill can be associated with multiple JDs
- Stores information about departments/teams and job positions within them
- Several JDs can be associated with a department
- Stores information about employee, their job placement, job core skills (required for that position) and any additional skills employee might have
- For each employee every skill stores a confidence factor between 0-100% enabling to establish training requirements

## **Workflow**

### **Define department**

#### **Prerequisites**

- None

#### **Required information**

- Department/team name

#### **Notes**

Use short department/team name when possible. For example use “NMC Tx” instead of “Network Management Centre Transmission”. The department is displayed in several list boxes as one of multiple columns of limited size. Long names will not be visible and might lead to incorrect definition of jobs and/or skills

### **Define skill**

#### **Prerequisites**

- None

#### **Required information**

- Skill name
- Skill extent (use one of the predefined extent values or provide your own)
- Skill group classification (use one of the predefined values: business, hardware, softskill, software)

#### **Notes**

Use short skill name when possible. The skill is displayed in several list boxes and tree views as one of multiple columns of limited size. Long names will not be visible and might lead to incorrect data being used.

## **Define job description (JD)**

### **Prerequisites**

- Department has been defined
- Skills that will be associated with position have been defined

### **Required information**

- Job title
- Department (use one of defined jobs)
- Skills (checkmark relevant skills from defined earlier skill pool)
- Skills' weight (assign value between 1 and 10 indicating how important the skill is in this position. The higher the value the more important particular skill is.

### **Notes**

Use as short job title name as possible as it will be used in limited length columns in several list-boxes and tree-views.

## **Define employee**

### **Prerequisites**

- Job position defined

### **Required information**

- Employee name (unique employee name)
- Department (select from defined earlier departments)
- Job Position (checkmark position(s) employee holds)
- Core skills (these will be automatically added to the user profile as compulsory skills)
- Additional skills (add additional skills. Confidence for additional skills must be set to value greater than 0)

### **Notes**

Additional skills must have confidence set to value greater than 0 otherwise they will not be saved with employee profile. If employee is reassigned to other job then any skills that are not mandatory in new role and have confidence greater than 0 will be retained in employee profile as additional skills.

Define department -> Define skills -> Define JDs adding skills needed for the position and giving them weight -> Create an employee and associate department, JD and additional skills to employee. Set confidence for each skill

# User Manual

## Manage Skills

The screenshot shows the 'Manage skills' window with three red boxes highlighting key areas:

- FILTER**: A dropdown menu at the top left with '[Show All]' selected.
- SKILL SELECTOR**: A table with three columns: Skill, user, and Skill extent. The last row is highlighted.
- SKILL ATTRIBUTES**: A panel on the right with fields for Skill, Skill extent, Group, Certification (\*optional), and buttons for Save and Close.

Skill	user	Skill extent
software	engineer	OH5
hardware	engineer	MARCONI SMA
software	certified	Nortel TN
software	inter	time management
software	foun	
hardware	certif	Communicating effectively
software	certified	<add new skill>
<select>	<select>	

### Adding new skill

To add new skill first select last entry in the *skill selector* with <add new skill> in skills column then edit all required details as per [Define skill](#) workflow then press *Save* button

### Editing existing skill

Optional step: use the *filter* at the top to filter out required group of skills to make finding skill easier.

In the *skills selector* select the skill you wish to edit.

Amend details for the skill in *skill attributes* panel as required then press *Save* button.

### Deleting skill

Optional step: use the *filter* at the top to filter out required group of skills to make finding skill easier.

In the *skills selector* select the skill you wish to delete.

Press *Delete* button then confirm to delete.

## Manage departments

The screenshot shows a software window titled "Manage departments". It features a list box on the left labeled "DEPARTMENT SELECTOR" containing "NMC Tx" and "<new department>". On the right is an "ATTRIBUTES PANEL" with a "Department Name" input field. At the bottom are "Delete", "Save", and "Close" buttons.

### Adding new department

Select last entry in the *department selector* with <new department> label.  
In *attributes panel* fill in details as per [Define department](#) workflow then press *Save* button

### Editing department

Select department you wish to edit in the *Department selector* panel.  
Amend details for the department in the *Attributes panel* as desired then press *Save* button

### Deleting department

Select department you wish to delete in the *Department selector* panel  
Press *Delete* button then confirm to delete

## Manage JDs

The screenshot shows a 'Job management' window with a 'Job profiles' section. It is divided into three main panels:

- JOB SELECTOR:** A table with two columns: 'Department' and 'Position'. The 'Department' column has a dropdown menu showing 'NMC Tx' and '<select>'. The 'Position' column has a dropdown menu showing 'NMC Tx Technician' and '<enter new job>'. Below the table is a 'Delete' button.
- JOB ATTRIBUTES PANEL:** A section for editing job details. It includes a 'Job title' field with 'NMC Tx Technician' and a 'Department' dropdown menu with 'NMC Tx' selected.
- SKILL ASSOCIATION PANEL:** A section for associating skills with the job profile. It features a tree view of skills under categories like 'business', 'hardware', and 'software'. Specific skills listed include 'MARCONI SMA : engineer (Internal SMA family course) [5]' and 'Nortel TN : engineer (Introduction to Nortel TN family) [5]'. Each skill has a checkbox for selection. Below the tree is a 'Skill weight' slider and a 'Save' button.

At the bottom right of the window is a 'Close' button.

### Adding new JD

Select last entry in the *Job selector* panel with <enter new job> label.

Edit job details in *Job attributes panel* as required

Associate skills with the job profile by placing check mark by each skill and giving it a weight value in line with [Define job description \(JD\)](#) workflow.

### Editing JD

Select job position you wish to edit in *Job selector* panel.

Amend JD details in *Job attributes panel* as required.

Amend associated skills and their weights in *Skill association panel* as required.

Press *Save* button.

### Deleting JD

Select job position you wish to delete in *Job selector* panel.

Press *Delete* button then confirm to delete

## Manage Staff

The screenshot shows a web application window titled "Manage employees". It is divided into several sections:

- Filter by Department:** A dropdown menu with "[Show All]" selected. A red box and the word "FILTER" in red text highlight this section.
- Employee Selector:** A table with two columns: "Employee" and "Department". The first row shows "Max Gurdziel" and "NMC Tx". Below the table is a label "<enter new user>". A red box and the text "EMPLOYEE SELECTOR" in red text highlight this section.
- Job Association and Skill Confidence Panel:** A section containing a "Full name (Surname, Forename(s))" input field, a "Department" dropdown (set to "NMC Tx"), a "Job position(s)" dropdown (set to "NMC Tx Technician" with a checkmark), and a list of "Core job skills" including "OHS (software - user)", "MARCONI SMA (hardwa", "Nortel TN (hardware - et", "time maangement (softskill - certified)", "EMOS (software - intermediate)", "MV36/38 (software - foundations)", and "CISCO (hardware - certified)". A red box and the text "JOB ASSOCIATION AND SKILL CONFIDENCE PANEL" in red text highlight this section.
- Additional Skills Panel:** A section containing a list of skills, with "Communicating effectively (softskill - certified)" checked. To the right is a "Skill confidence %" input field. A red box and the text "ADDITIONAL SKILLS PANEL" in red text highlight this section.

At the bottom of the window are buttons for "Delete", "Select more skills...", "Save", and "Close".

### Adding new employee

Select last entry in the *Employee selector* panel with <enter new user> label.

Amend employee details as per [Define employee](#) workflow.

Use *Department* dropdown to drive available job positions then select one job placement by placing checkmark next to it. The *Core job skills* (mandatory for the assigned job) will then be added to employee's record. For each skill change user's confidence value as required.

Any additional skills can be added to the employee's profile by pressing *Select more skills...* button check marking required skill then **assigning confidence value greater than 0** to it. **If no confidence value is assigned to an additional skill it will be removed** from the profile when record is saved.

To delete an additional skill set its confidence value to 0.

Press *Save* button.

### Editing an employee

Optional step: select department to limit employee list to show only staff from that department using *Filter* panel.

Select an employee record of staff you wish to edit in the *Employee selector* panel.

Change employee specific details as required. Use *Department* dropdown to drive available job positions then select one job placement by placing checkmark next to it. The *Core job skills* (mandatory for the assigned job) will then be added to employee's record. For each skill change user's confidence value as required.

Any additional skills can be added to the employee's profile by pressing *Select more skills...* button check marking required skill then **assigning confidence value greater**

**than 0 to it. If no confidence value is assigned to an additional skill it will be removed** from the profile when record is saved.

To delete an additional skill set its confidence value to 0.

If employee job assignment changes all skills will automatically be carried over to the new role. Any skills (core or additional) with confidence above 0 that are not mandatory in the new job will be added to additional employee skills.

Press *Save* button.

### **Deleting an employee**

Select employee you wish to delete in the *Employee selector* panel.

Press *Delete* button then confirm to delete

## **Support information**

Any technical queries should be directed [maxoflondon@gmail.com](mailto:maxoflondon@gmail.com)