SkillMatch AI: Talent Matchmaking Inside the Company

Project Proposal

Developed by: Team Pioneers **Date:** 14/7/2025

One-Liner: An internal mobility platform to uncover hidden skills and connect talent with opportunities.

Executive Summary

In today's competitive landscape, the ability to adapt and innovate quickly is paramount. Yet, a significant barrier to agility lies within our own organization: the untapped potential of our employees. Valuable skills often remain undocumented and underutilized, while critical projects struggle to find the right internal talent. This disconnect leads to slower project execution, reduced employee engagement, and missed innovation opportunities.

SkillMatch AI is an intelligent internal talent marketplace designed to solve this problem. Built on the Microsoft Power Platform, it empowers employees to showcase their full range of skills and aspirations. Our proprietary AI engine then intelligently matches this talent with relevant internal projects, mentorship opportunities, and career development paths.

By fostering a culture of internal mobility and growth, SkillMatch AI will deliver significant benefits:

- **Accelerate Project Staffing:** Reduce the time and cost required to find qualified internal candidates.
- **Boost Employee Engagement:** Empower employees to take control of their career development and contribute in meaningful ways.
- **Drive Innovation:** Unlock novel combinations of skills and expertise to solve complex business challenges.

We are seeking approval to launch a pilot program for SkillMatch AI to validate its impact and refine its features for a company-wide rollout.

The Opportunity: Unlocking Our Hidden Talent

Despite having highly capable teams, organizations often overlook their most valuable asset: internal talent. This oversight creates significant, though often hidden, costs.

- **The High Cost of Missed Connections:** When project leaders cannot easily find the right skills internally, they face delays, hire externally, or compromise on project scope. This slows down innovation and increases operational costs. Simultaneously, employees with in-demand skills may feel stagnant and disengaged, leading to higher attrition rates.

- **The Hidden Talent Pool:** Employees possess a wealth of valuable skills that are not captured in their job descriptions—from creative talents and language proficiency to technical expertise gained from past projects. These undocumented skills are a dormant asset. SkillMatch AI is designed to activate this asset, creating a dynamic and searchable talent pool that reflects the true capabilities of our workforce.

- **The Strategic Imperative for Internal Mobility:** The modern workforce prioritizes growth and development. By investing in a robust internal mobility platform, we not only improve employee retention but also build a more resilient and adaptable organization capable of meeting future challenges.

Our Solution: SkillMatch AI

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SkillMatch AI is an intuitive, AI-powered platform that seamlessly connects employees to opportunities. It transforms how we manage and deploy talent within the company.

How It Works:

1. **Profile Your Skills:** Employees use a friendly mobile interface to create a rich profile, tagging not only their primary job skills but also secondary talents, interests, and career aspirations.

2. **Discover Opportunities:** Project leaders and mentors post their needs, describing the skills and expertise required for a project or mentorship.

3. **AI-Powered Matching:** The SkillMatch AI engine analyzes these profiles and opportunities, using semantic models to recommend high-fit matches. A simple, swipeable interface makes reviewing suggestions quick and easy.

4. **Connect and Collaborate:** Once a mutual interest is expressed, the platform facilitates the connection through automated workflows, allowing teams to form and collaborations to begin faster than ever before.

Core Innovations:

- **Hidden Skill Tagging:** An intuitive interface encourages employees to self-report a wide array of skills and interests.

- **AI-Powered Matching:** AI Builder and semantic models recommend the best project or mentorship matches.

- **Swipeable UX:** Users can like or dismiss suggested matches with a single gesture, making the experience engaging and efficient.

- **Transparent Suggestions:** The integrated Copilot explains *why* a person is a good match for a specific project, building trust in the system.

Target Audience

**Who Benefits from SkillMatch AI?**

SkillMatch AI is designed to create value for everyone, from individual employees to the organization as a whole.

- **For Employees:**

  - **Empowerment:** Gain visibility for your unique skills and take proactive control of your career path.

  - **Growth:** Discover new projects, learn new skills, and find mentors to guide your development.

  - **Engagement:** Contribute to exciting initiatives beyond your immediate role, increasing job satisfaction.

- **For Project Leaders & Managers:**

- **Speed:** Quickly assemble high-performing teams with the exact skills needed for success.

- **Efficiency:** Reduce reliance on external hiring and lengthy recruitment cycles.

- **Insight:** Gain a clearer understanding of the talent and capabilities within your own departments.

- **For the Organization:**

  - **Agility:** Respond faster to market changes by rapidly deploying internal talent where it's needed most.

  - **Innovation:** Foster cross-functional collaboration and unlock new, innovative solutions.

  - **Retention:** Increase employee loyalty and retention by demonstrating a clear commitment to internal growth and development.

Technical Architecture
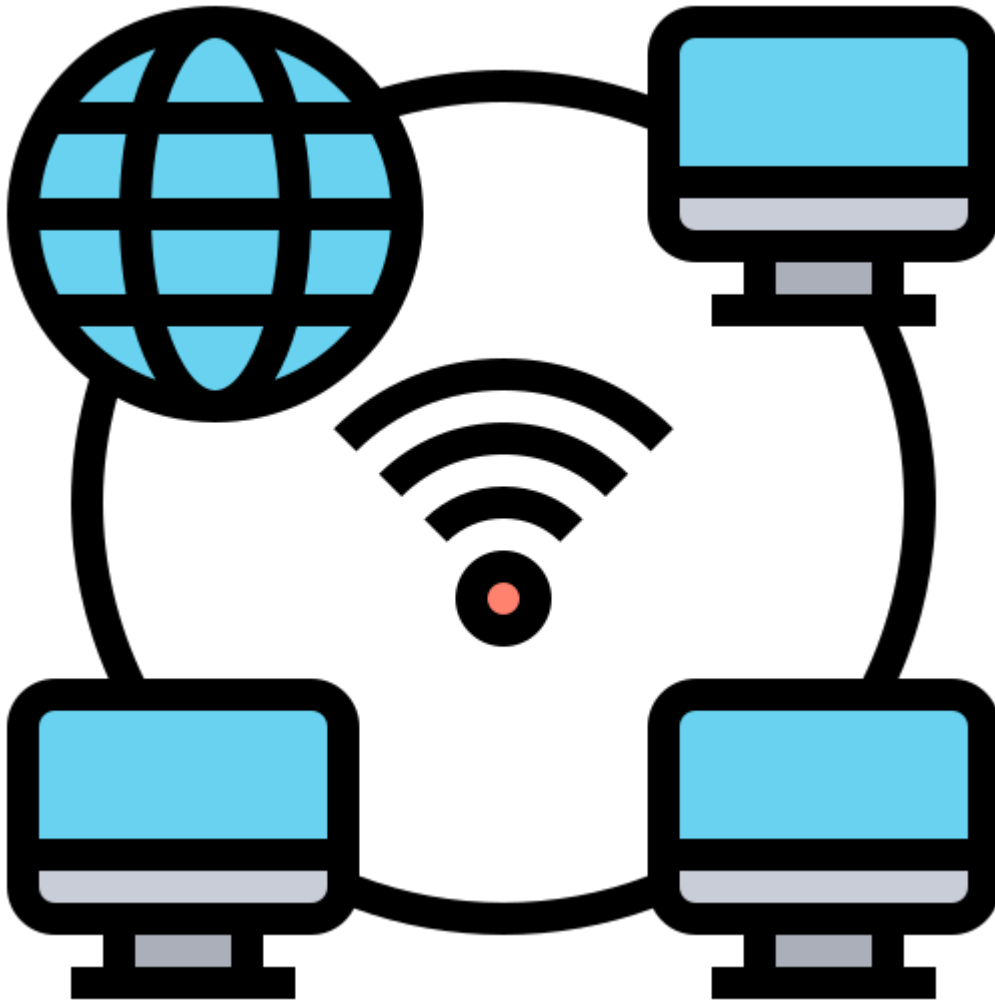
SkillMatch AI is built entirely on the secure, scalable, and integrated **Microsoft Power Platform**, ensuring rapid development and seamless integration with our existing technology stack.

- **Platform:** Microsoft Power Platform

- **Data Foundation (Dataverse Schema):**

    - **Employee Table:** Core directory with ID, Name, Department, Job Title.

    - **Skill Table:** Contains available skill names and categories.

    - **Employee Skill Table:** Junction table linking employees to skills with proficiency and interest levels.

    - **Project Table:** Houses project descriptions, statuses, and manager linkage.

    - **Required Skill Table:** Maps required skills to specific projects.

- - **Match Request Table:** Stores match attempts, justification, and status.

- **User Interface (Power Apps UX & Screens):**

  - **My Profile & Skills:** Where users add skills and set proficiency/availability.

  - **Match Screen:** The core swipe-right/left interface for reviewing opportunities.

  - **Match Rationale:** A 'Why this match?' button that explains the AI's suggestion.

  - **My Matches Dashboard:** A central hub to track all requests and approvals.

- **Intelligence Layer (Copilot & AI Integration):**

  - **AI Builder:** Scans project descriptions to identify and recommend required skills.

  - **Semantic Formulas:** Identify best-fit employees based on a deep understanding of skill relationships.

  - **Copilot Integration:** Provides natural language explanations for matches (e.g., *'Yousef is a great match for the Data Insights project due to his skills in Power BI and strong interest in analytics.'*).

- **Automation (Power Automate Flows):**

  - **New Match Notification:** Sends an adaptive card to the project lead or mentor upon a new match.

  - **Status Update Handler:** Tracks and reflects approvals or rejections in the system.

  - **Weekly Digest:** Emails employees their top 3 unseen matches.

Visual Mockups & UI Screens

Below are the core app screens illustrated in both light and dark themes, reflecting the Power Apps experience:

Power BI and strong interest in analytics.'

Power Automate Flows

- **New Match Notification:** Sends adaptive card to project lead or mentor.
- **Status Update Handler:** Tracks and reflects approvals/rejections.
- **Weekly Digest:** Sends top 3 unseen matches to employees via email.
- **Match Explanation:** Uses OpenAI prompt to generate match justification.

Visual Mockups & UI Screens

Below are the core app screens illustrated in both light and dark themes, reflecting the Power Apps experience:
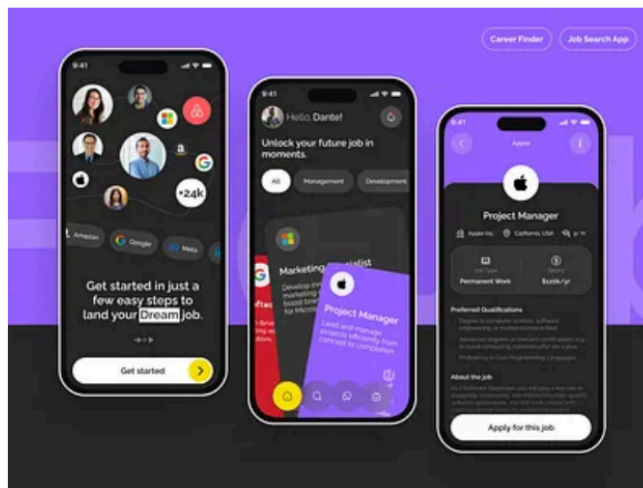
Success Metrics & KPIs

Measuring Success

The success of the SkillMatch AI initiative will be measured against a clear set of Key Performance Indicators (KPIs) focused on adoption, engagement, and business impact.

- **Adoption & Engagement:**

  - **Profile Completion Rate:** Percentage of employees who have completed their skill profile within the first 3 months. (Target: 75%)

  - **Active Users:** Number of weekly active users interacting with the platform.

  - **Matches Made:** Total number of successful connections (project or mentorship) facilitated per quarter.

- **Business Impact & Efficiency:**

  - **Time-to-Fill for Internal Roles:** Average reduction in time taken to staff internal projects. (Target: 30% reduction)

  - **Internal Mobility Rate:** Percentage of roles filled by internal candidates versus external hires.

  - **Project Success Rate:** Correlation between projects staffed via SkillMatch AI and on-time, on-budget project completion.

- **User Satisfaction:**

  - **Net Promoter Score (NPS):** Regular surveys to measure satisfaction among both employees and project leaders. (Target: +40)

Project Roadmap & Next Steps

Roadmap & Next Steps

We propose a phased rollout for SkillMatch AI to ensure a smooth implementation, gather user feedback, and maximize its impact across the organization.

Phase 1: Pilot Program (Q3 2025) * **Scope:** Launch within the Technology and Marketing departments. * **Goals:** Validate the core functionality, gather qualitative feedback, and measure initial KPIs. * **Outcome:** A refined and tested platform ready for wider deployment.

Phase 2: Company-Wide Rollout (Q4 2025) * **Scope:** Make SkillMatch AI available to all employees. * **Goals:** Drive broad adoption through an internal marketing campaign. Integrate feedback from the pilot phase. * **Outcome:** A fully operational internal talent marketplace.

Phase 3: Future Enhancements (2026 and beyond) * **Advanced Analytics Dashboard:** Provide leadership with insights into the organization's skill landscape and gaps. * **HRIS Integration:** Sync with our core HR systems for seamless employee data management. * **Learning & Development Integration:** Automatically recommend training courses based on an employee's desired career path and skill gaps.

Call to Action

We are confident that SkillMatch AI will be a transformative tool for our company. We are seeking executive approval and the necessary resources to proceed with **Phase 1: The Pilot Program**.