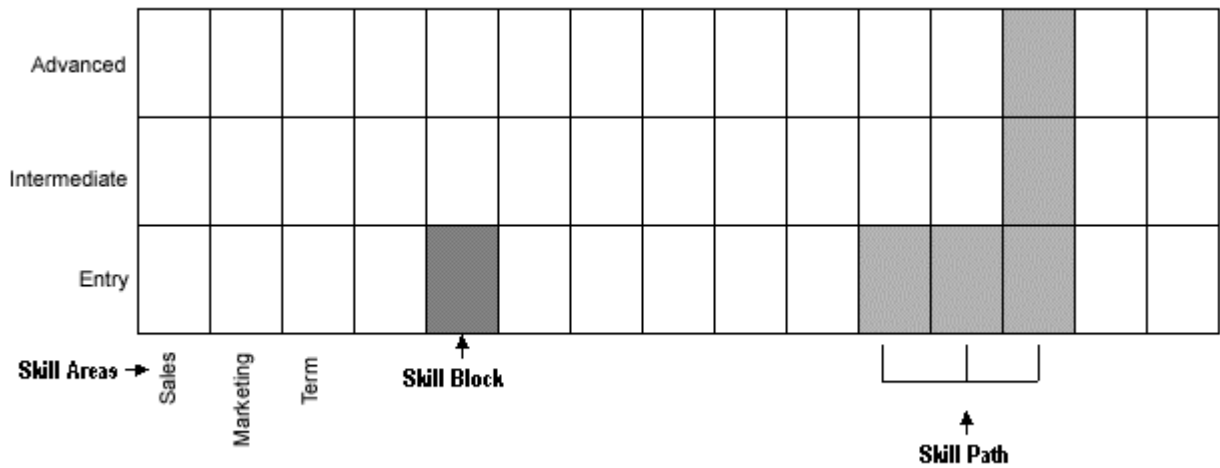


# Skill Based Matrix

A Skill Based Matrix provides a pictorial summary of the skill areas in which employees are expected to cross-train. Each column represents a process (or step in a process) and each row is a level of difficulty. Each "square" is called a skill block. A group of skill blocks provide the employee with a skill path to follow.



SOURCE: [hrVillage.com](http://hrVillage.com)

# Skill Blocks

For each skill block the following information should be defined:

<b>Knowledge Required</b>	<b>Activities</b>	<b>Standards / Certifications</b>
<p>Provides information on the knowledge required to perform the activities of the skill block.</p> <p>Examples:</p> <ul style="list-style-type: none"><li>• Knowledge of new account development technique.</li><li>• Knowledge of company products and services.</li></ul>	<p>Provides information on the activities performed in the skill block.</p> <p>Examples:</p> <ul style="list-style-type: none"><li>• Make sales calls.</li><li>• Represent company at trade shows.</li></ul>	<p>Provides standards/certifications that will result when an employee has the appropriate knowledge and successfully performs the activities in the skill block. Whenever possible this should provide quantitative information.</p> <p>Examples:</p> <ul style="list-style-type: none"><li>• Five sales calls completed every month.</li><li>• One closed sale account each quarter.</li></ul>

SOURCE: [hrVillage.com](http://hrVillage.com)