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# Staff Competency Matrix Template

## What is Staff Competency Matrix Template?

A Staff Competency Matrix (SCM) is a tool used in human resources management to assess and evaluate the skills, knowledge, and abilities of employees within an organization. It is a matrix that categorizes job roles into specific competencies or skills required for each position.

The SCM template typically consists of the following components:

1. **Job Roles:** A list of all job roles within the organization, including their corresponding titles and descriptions.
2. **Competencies:** A set of predefined competencies or skills that are essential for each job role. These can include technical skills, soft skills, leadership skills, communication skills, problem-solving skills, etc.
3. **Level 1 Competency:** The foundation level of each competency, which outlines the minimum requirements for each skill.
4. **Level 2 Competency:** The advanced level of each competency, which outlines the desired level of proficiency for each skill.
5. **Rating Scale:** A rating scale is used to assess the level of competence of each employee in each competency.

Here's an example of what a Staff Competency Matrix Template might look like:

Job Role	Competency	Level 1	Level 2
—	—	—	—
Software Developer	Programming Skills	Basic understanding of programming languages (e.g., Java, Python)	Proficient in multiple programming languages and frameworks (e.g., Java, Python, React)
Marketing Manager	Communication Skills	Effective written and verbal communication	Strong presentation skills with ability to engage audiences
Operations Manager	Problem-Solving Skills	Identifies and resolves routine problems	Analyzes complex problems and develops effective solutions

The Staff Competency Matrix Template is a powerful tool for:

1. **Job Description Development:** Helps create accurate job descriptions by identifying the essential competencies required for each role.
2. **Employee Performance Evaluation:** Provides a framework for evaluating employee performance, focusing on specific skills and competencies.
3. **Career Development Planning:** Enables employees to identify areas of strength and weakness, creating personalized career development plans.
4. **Talent Acquisition:** Helps in identifying the right candidates for job openings by ensuring that they possess the required competencies.
5. **Training and Development:** Identifies training needs and provides a framework for developing employee skills.

By using a Staff Competency Matrix Template, organizations can ensure that employees have the necessary skills to perform their jobs effectively, improve overall performance, and drive business results.

[hr](#), [scm](#), [it](#), [talent](#), [otd](#)

# Staff Competency Matrix

## Organization Information

- **Organization Name:**
- **Department:**
- **Date:**

## Competency Definitions

- **Technical Skills:** Specific knowledge and abilities required for the job.
- **Soft Skills:** Interpersonal skills like communication and teamwork.
- **Leadership Skills:** Abilities related to guiding teams and making decisions.

## Staff Competency Assessment

John Doe	Developer	Advanced	Intermediate	N/A	High
Jane Smith	Project Manager	Intermediate	Advanced	Advanced	High
Mike Brown	Sales Associate	Basic	Advanced	N/A	Medium

## Competency Levels

- **Basic:** Fundamental awareness (basic knowledge).
- **Intermediate:** Working experience (applies the knowledge).
- **Advanced:** Deep expertise (advises on the knowledge).

## Development Plan

John Doe	Advanced Java Course	Q3 2024	Enhance technical skills
Jane Smith	Leadership Workshop	Q4 2024	Improve decision-making skills
Mike Brown	Sales Strategy Training	Q1 2025	Increase sales proficiency

## Notes

- **[Date]:** Note or update on staff competency status or changes.

# Approval

- **Approved by:**
- **Signature:**
- **Date:**



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## Related:

- [Project management](#)

## External links:

- [How to Create a Competency Matrix + FREE Template](#) —*cloudassess.com*
  - Use our free competency matrix template to keep track of your employees' knowledge and abilities before you face a skills shortage.
- [Competency matrix example | Lucidchart](#) —*lucidchart.com*

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