



# Skills Matrix Excel Template

Free!

**Employee Skills in 2024**

**Individual** | **Training Priority** | **Department/Category** | **Employee** | **Years** | **Department** | **Status**

**Advanced** | **Intermediate** | **Basic** | **Beginner**

**Skills Matrix**

| Skills                    | Employee  | Advanced  | Intermediate | Basic     | Beginner  |
|---------------------------|-----------|-----------|--------------|-----------|-----------|
| Technical ability         | 20        | 5         | 10           | 5         | 5         |
| Proactive performance     | 20        | 5         | 5            | 5         | 5         |
| Occupational ability      | 20        | 5         | 5            | 5         | 5         |
| Soft skills and Reporting | 20        | 5         | 5            | 10        | 5         |
| Marketing plan            | 20        | 5         | 5            | 5         | 5         |
| <b>Employee Skills</b>    | <b>40</b> | <b>20</b> | <b>40</b>    | <b>40</b> | <b>40</b> |

**Skills Matrix**

| Skills                                     | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills | Employee Skills |
|--------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Technical ability                          | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Proactive performance                      | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Occupational ability                       | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Soft skills and Reporting                  | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Marketing plan                             | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Managerial position                        | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Strategic corporate digital marketing      | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Quality assurance, compliance, and control | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Financial                                  | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| Fundamentals of sales                      | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               | 5               |
| <b>Skills</b>                              | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       | <b>20</b>       |

**Legend**

| Skills       | Advanced | Intermediate | Basic | Beginner |
|--------------|----------|--------------|-------|----------|
| Advanced     | 5        | 5            | 5     | 5        |
| Intermediate | 5        | 5            | 5     | 5        |
| Basic        | 5        | 5            | 5     | 5        |
| Beginner     | 5        | 5            | 5     | 5        |

# Skill Check Professional Excel 20answers

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