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What is a skills matrix?

A skills matrix is a conceptual tool for matching people with projects in the way that makes the most sense. It's a graphical layout of the personnel you have available along with their known interests and competencies. Every person is different, and everybody brings their own strengths and shortcomings to every project. By visually mapping out each of these factors, you can plan a successful project from the first personnel assignments and even improve morale by consistently matching employees with the projects that interest them most.

To develop your first skills matrix, which you may have heard referred to as a competencies matrix or skills map, simply draw up a grid. A [common spreadsheet](#) will do for this. In Column A, list the names of all the people you're considering for a given project. Along Row 1, list the vital skills or tasks the project will likely call for. Where the rows and columns intersect, input a numeric rating for how well each employee is qualified for that specific task along with how much interest they have shown for it. By the end of the process, you should have a fully filled out grid of names and a fairly easy lookup table for which skills they bring to the table. You should also have a clear picture of where the weak points are and which skills you need to recruit for.

The skills matrix template

A description of skills matrices is good, but it helps to see an example. Using the scheduling project as a guide, you can develop a template to see how it's done:

Scheduling Project	Project requirements:				
	Scheduling app	Payroll app	Union liaison	Report writing	Labor relations



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Employee names:	E x p e r i e n c e	I n t e r e s t	E x p e r i e n c e	I n t e r e s t	E x p e r i e n c e	I n t e r e s t	E x p e r i e n c e	I n t e r e s t	E x p e r i e n c e	I n t e r e s t
John	10	7	5	5	1	3	6	4	2	4
Elaine	1	3	3	4	2	3	8	6	10	10
Steve	1	9	2	7	3	6	4	2	3	1

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