**Skills Matrix**

Candidate Name: Date:

**LEVELS**

1. Received appropriate training
2. Limited practical experience
3. Solid practical experience
4. Well versed
5. Expert - extensive experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Applications** |   |   |   |   |   |
| Ability |   |   | SAP FI |   |   |
| AccPac |   |   | SAP CO |   |   |
| Atio |   |   | SAP SD |   |   |
| AutoCad |   |   | SAP other ….. |   |   |
| Baan |   |   | Turbo Cash |   |   |
| Batteleur |   |   | Turbo Project |   |   |
| Business Objects |   |   | Uniface |   |   |
| Callxpress 3 |   |   | UnifAce |   |   |
| CashFocus |   |   | UnifAce 6 |   |   |
| Cognos |   |   | Ventura |   |   |
| Datamart |   |   | VIP Payroll |   |   |
| Datastage |   |   | Visual Express |   |   |
| DTP |   |   | Walker  |   |   |
| Freehand |   |   | Paint Shop Pro |   |   |
| HOGAN |   |   | Pastel |   |   |
| IIS |   |   | Peoplesoft |   |   |
| Impact |   |   | Photoshop |   |   |
| JD Edwards |   |   | Q&A |   |   |
| MS Exchange Clients |   |   | Q-Pac |   |   |
| MS Publisher |   |   | Quattro Pro |   |   |
| MS Reportwriter |   |   | Pastel |   |   |
| MS Scheduler |   |   | Remedy |   |   |
| MS SNA |   |   | RightFax |   |   |
| MSS |   |   | Oracle Developer 2000 |   |   |
| Navision |   |   | Oracle Financials |   |   |
| Oracle Apps |   |   | Oracle HR |   |   |
| Oracle Developer |   |   | Rumba |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Databases** |  |  |  |  |  |
| Adabas |   |   | Essbase |   |   |
| Btrieve |   |   | Foxpro |   |   |
| Clipper |   |   | IDMS |   |   |
| Datacomm |   |   | IMS |   |   |
| Dataperfect |   |   | Informix |   |   |
| DB2 |   |   | Informix 4GL |   |   |
| Dbase  |   |   | Informix SQL |   |   |
| DBMS |   |   | Ingress |   |   |
| DL 1 |   |   | Interbase |   |   |
| ISAM |   |   | MS Access |   |   |
| MS SQL |   |   | MS SQL Server |   |   |
| Object Star |   |   | ODBMS |   |   |
| Oracle |   |   | Oracle 2000 |   |   |
| Oracle 8 |   |   | Oracle Apps |   |   |
| Oracle Express |   |   | Oracle Financial |   |   |
| Oracle Forms |   |   | Oracle HR |   |   |
| Oracle Reports |   |   | Paradox |   |   |
| Progress |   |   | RDBMS |   |   |
| Redbrick |   |   | Sapiens |   |   |
| SmallWorld |   |   | SQL |   |   |
| SQL Project |   |   | SQL Server |   |   |
| Sybase |   |   | Unix |   |   |
| Versant |   |   | VSAM |   |   |
| VTAM |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Knowledge Engineering** |  |  |  |  |  |
| ALMA Expert |   |   | Fuzzy CLIPS |   |   |
| Kappa |   |   | Knowledge Works |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Development Tools** |  |  |  |  |  |
| Active Template Library |   |   | Active X Controls |   |   |
| Active X Database Objects (ADO) |   |   | Cloverleaf Interface Engine ACU COBOL |   |   |
| Clarion |   |   | ACU COBOL |   |   |
| COBOL |   |   | Crystal Reports |   |   |
| DAO (Data Access Objects) |   |   | Designer |   |   |
| Designer 2000 |   |   | Developer |   |   |
| Developer 2000 |   |   | Developer Studio |   |   |
| DG Assembler |   |   | DL1 |   |   |
| Easytrieve |   |   | Fortran |   |   |
| HTML |   |   | IBM Assembler |   |   |
| Intel Assembler |   |   | Java |   |   |
| MAGIC |   |   | Magic 5.7 |   |   |
| Mantis 4GL |   |   | MicroFocus COBOL |   |   |
| MS Project |   |   | Natural |   |   |
| OLE DB |   |   | OO |   |   |
| PL1 |   |   | Power Designer |   |   |
| Powerhouse |   |   | Prolog |   |   |
| RPG/400 |   |   | SAS |   |   |
| SQL |   |   | Turbo Pascal |   |   |
| Visio |   |   | Visio Professional |   |   |
| Visual Age |   |   | Visual C++ |   |   |
| XML |   |   | Visual Sourcesafe |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Monitors/ Editors** |  |  |  |  |  |
| ADS/O |   |   | BNET |   |   |
| CDLC |   |   | CICS |   |   |
| CMS |   |   | Complete |   |   |
| DASD |   |   | Endeavour |   |   |
| IDD |   |   | IMS/DC |   |   |
| Novell Netware |   |   | Roscoe |   |   |
| TSO |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Hardware** |  |  |  |  |  |
| ACER |   |   | AS400 |   |   |
| Bull |   |   | CD ROMS |   |   |
| COMPAQ |   |   | CPU Fans |   |   |
| DELL |   |   | Hewlett Packard |   |   |
| Hubs |   |   | IBM |   |   |
| IBM Mainframes |   |   | ICL |   |   |
| ICL Midrange |   |   | INTEL Products  |   |   |
| LAN Cards |   |   | MERCER |   |   |
| Modems |   |   | NCR |   |   |
| Olivetti |   |   | PC Hardware |   |   |
| Printers |   |   | RAS |   |   |
| Scanners |   |   | Servers |   |   |
| Smartcards |   |   | Solaris |   |   |
| SUN Hardware |   |   | VideoCards |   |   |
| x.25 |   |   | x.400 |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Functional** |  |  |  |  |  |
| A+ |   |   | Architect |   |   |
| Auditing |   |   | Back up & Recovery |   |   |
| Business Analyst |   |   | Business Process Re-engineering |   |   |
| Cabling |   |   | Call Centre Management |   |   |
| Capacity Planning |   |   | CCA  |   |   |
| CCNA  |   |   | CIW  |   |   |
| Clarify |   |   | CNA  |   |   |
| CNC Programmer |   |   | CNE  |   |   |
| Cognos |   |   | Configuration |   |   |
| Contract Management |   |   | Certificate Authority |   |   |
| CRM |   |   | Customer Care Development |   |   |
| Data Conversions |   |   | Data Mining |   |   |
| Data Modelling |   |   | Data Processing |   |   |
| Data Processing Manager |   |   | Data Warehousing |   |   |
| Database Administrator |   |   | Database Analyst |   |   |
| Database Design |   |   | DHCP |   |   |
| DNS |   |   | EDMS |   |   |
| Engineer |   |   | ERP |   |   |
| Feasibility Study |   |   | Financial Systems |   |   |
| GIS |   |   | Graphic Designer |   |   |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Functional** *(Continue)* |  |  |  |  |  |
| Hardware Support |   |   | HR Systems  |   |   |
| Information Specialist |   |   | Interfacing |   |   |
| Integration |   |   | IT Manager |   |   |
| JAD |   |   | Knowledge Management |   |   |
| LAN Administrator |   |   | LAN Design |   |   |
| Logis |   |   | Logistic Systems |   |   |
| Marketing |   |   | MBA |   |   |
| MCDBA  |   |   | MCP |   |   |
| MCSD |   |   | MCSE |   |   |
| MIS |   |   | N+ |   |   |
| Network Administrator |   |   | Network Configuration  |   |   |
| Network Controller |   |   | Network Design |   |   |
| Network Installations  |   |   | Network Management |   |   |
| Network Planning  |   |   | Network NT Domain administration  |   |   |
| OAD  |   |   | OCD  |   |   |
| OCP |   |   | Operations Manager |   |   |
| Operator |   |   | Performance Tuning |   |   |
| Persal Systems |   |   | Product Support Manager |   |   |
| Production Manager |   |   | Project Administrator |   |   |
| Project Co-ordinator |   |   | Project Management |   |   |
| Quality Assurance |   |   | Quality assurance Manager |   |   |
| Research and Development |   |   | Resource Requirement Planning |   |   |
| SARS |   |   | Switching |   |   |
| SDLC |   |   | Security |   |   |
| Senior Programmer |   |   | SNA |   |   |
| Project Leader |   |   | Software Support |   |   |
| System Administrator |   |   | Systems Builder |   |   |
| Systems Manager |   |   | System Programmer |   |   |
| Systems Support |   |   | TCP/IP |   |   |
| Technical Support |   |   | Technical Writer |   |   |
| Technician |   |   | Telecommunications |   |   |
| Training |   |   | User Support |   |   |
| Web Development |   |   | Web Page Design |   |   |
| Web Publishing |   |   | WINS |   |   |
| Workflow |   |   | Y2K |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Internet Development** |  |  |  |  |  |
| Active X |   |   | ASP |   |   |
| Basic |   |   | CGI |   |   |
| CGI Script  |   |   | Client Builder |   |   |
| COM |   |   | DCOM |   |   |
| Delphi |   |   | Desktop Publishing |   |   |
| DHTML |   |   | Dreamweaver |   |   |
| EDI |   |   | Firewall |   |   |
| Flash |   |   | Fireworks |   |   |
| Flash |   |   | HTML |   |   |
| Java |   |   | Java Applets |   |   |
| Macromedia |   |   | Macromedia |   |   |
| MS Interdev |   |   | MS Interdev |   |   |
| NSAPI |   |   | NSAPI |   |   |
| Page Maker |   |   | Page Maker |   |   |
| Perl Script |   |   | Power Builder |   |   |
| Site Server |   |   | Small Talk |   |   |
| Visual Age |   |   | Visual Basic Script |   |   |
| Visual C++ |   |   | Visual Café |   |   |
| Visual Interdev |   |   | Visual Source Safe |   |   |
| WAP |   |   | XML |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Protocols** |  |  |  |  |  |
| ATM |   |   | BNET |   |   |
| Ethernet |   |   | NetBeui |   |   |
| NetBIOS |   |   | SDLC |   |   |
| SNA |   |   | TCP/IP |   |   |
| Token Ring |   |   | Other … |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Methodologies/ Case Tools** |  |  |  |  |  |
| ABC Flow |   |   | Booch |   |   |
| Bachmann |   |   | Construct |   |   |
| CRC |   |   | Design |   |   |
| EDS SLC |   |   | Explorer |   |   |
| Flexgen |   |   | IDEF |   |   |
| IDEFO |   |   | IDMS/Architect |   |   |
| IED |   |   | IEM |   |   |
| IEW |   |   | Infomet |   |   |
| ISE |   |   | Jacobson (Objectory) |   |   |
| KADS |   |   | Method 1 |   |   |
| Mosaic |   |   | MSF (MS Solution Framework) |   |   |
| Navigator |   |   | OCR Software |   |   |
| OO |   |   | Platinum |   |   |
| PMBOK |   |   | Predict |   |   |
| Process Modelling Tools |   |   | Ptech |   |   |
| RAD |   |   | Rational Rose |   |   |
| Rational Rose UML |   |   | S-Designer |   |   |
| Tetrarch |   |   | UML |   |   |
| X-Pert Project Management |   |   | X-Pert Methodology |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Utilities** |  |  |  |  |  |
| COM |   |   | Corba |   |   |
| DCOM |   |   | MS Message Queue Server |   |   |
| MS Transaction Server |   |   | MS Visual Studio Tools |   |   |
| RMI (Remote Method Innovation) |   |   | RMI/IIOP (RMI Internet Inter Orb Protocol) |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Networking** |  |  |  |  |  |
| 3COM |   |   | Apache Web Server  |   |   |
| ARS |   |   | Banyon |   |   |
| Bay Routers |   |   | Bridges |   |   |
| Cat Cabling |   |   | Cisco Routers |   |   |
| Citrix |   |   | DecNet |   |   |
| EDI |   |   | Ethernet |   |   |
| Exchange Server |   |   | Frame Relay |   |   |
| HP Openview |   |   | HP Server |   |   |
| Hubs |   |   | IPX/SPX |   |   |
| ISDN |   |   | LAN |   |   |
| LAN Architecture |   |   | LAN Operations  |   |   |
| Leased Lines |   |   | Mail Server |   |   |
| MS BackOffice |   |   | MS Proxy Server |   |   |
| MS Terminal Server |   |   | Multiplexors |   |   |
| Netscape |   |   | Netscape Communicator |   |   |
| Netscape Navigator |   |   | Netscape Object Web-site Design |   |   |
| Netview |   |   | Netware |   |   |
| Network Cards |   |   | Network health |   |   |
| Novell |   |   | NT |   |   |
| NT Essentials |   |   | NT Server |   |   |
| NT Workstation  |   |   | OSI |   |   |
| Oracle Express Server |   |   | Remedy |   |   |
| Routers |   |   | Site Server |   |   |
| SNA |   |   | Switches |   |   |
| SNA |   |   | TCP/IP |   |   |
| Voyager |   |   | VPN |   |   |
| WAN |   |   | Web Server |   |   |
| WINS |   |   | Winsock |   |   |
| Wireless |   |   | Other ….. |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Office/E-mail Packages** |  |  |  |  |  |
| Acrobat Exchange |   |   | Adobe |   |   |
| Aris – Business Modelling |   |   | CC:Mail |   |   |
| Corel |   |   | Corel Draw |   |   |
| Corel Office |   |   | Corel Photopaint |   |   |
| Corel Presentations |   |   | Corel Quattro Pro |   |   |
| Corel Suite |   |   | Corel WordPerfect |   |   |
| Desktop publishing  |   |   | Draw Perfect |   |   |
| Goldmine |   |   | Groupwise |   |   |
| Harvard Graphics |   |   | Lotus |   |   |
| Lotus 1-2-3 |   |   | Lotus Approach |   |   |
| Lotus Freelance |   |   | Lotus Manuscript |   |   |
| Lotus Micro |   |   | Lotus Notes |   |   |
| Lotus Smartsuite |   |   | Lotus Spreadsheet |   |   |
| Lotus Symphony |   |   | Lotus Word Pro |   |   |
| MedSolve  |   |   | MS Email |   |   |
| MS Excel |   |   | MS Exchange |   |   |
| MS Exchange Server |   |   | MS Office |   |   |
| MS Outlook |   |   | MS Outlook Explorer |   |   |
| MS Outlook Express |   |   | MS Power point |   |   |
| MS Presentation |   |   | MS Winword |   |   |
| MS Word |   |   | MS Works |   |   |
| Multimate |   |   | Netscape Mail |   |   |
| Netscape Messenger |   |   | Pegasus Mail |   |   |
| Winzip |   |   | Word Star |   |   |
| Word Perfect |   |   | Word Perfect Advanced |   |   |
| WordPerfect for Windows |   |   | Word Perfect Office |   |   |
| WordPro |   |   | Other …. |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Operating Systems** |  |  |  |  |  |
| AIX |   |   | AIX UNIX |   |   |
| Apache |   |   | AS 400 |   |   |
| BC2000 |   |   | CICS |   |   |
| C-TOS |   |   | DOS |   |   |
| ESA |   |   | HP |   |   |
| HP Unix |   |   | HP UX |   |   |
| Linux |   |   | Mac |   |   |
| MS Windows |   |   | Ms Windows 2000 |   |   |
| MS Windows 2000 Professional |   |   | MS Windows 2000 Server |   |   |
| MS Windows 3.0 |   |   | MS Windows 3.1 |   |   |
| MS Windows 3.11 |   |   | MS Windows 3.51 |   |   |
| MS Windows 3.x |   |   | MS Windows 95 |   |   |
| MS Windows 97 |   |   | MS Windows 98 |   |   |
| MS Windows for Workgroups |   |   | MS Windows ME |   |   |
| MS Windows NT |   |   | MS Windows NT 3.5 |   |   |
| MS Windows NT 4.0 |   |   | MS Windows NT Administration  |   |   |
| MS Windows Core Technologies |   |   | MS Windows NT Server |   |   |
| MS Windows NT Server/Ent |   |   | MS Windows NT Workstation |   |   |
| MVS |   |   | MVS/ESA |   |   |
| Netlan |   |   | Novell |   |   |
| Novell Netware |   |   | OS/1 MS Dos |   |   |
| OS/400 |   |   | OS/VS2 |   |   |
| OS2/Warp |   |   | OS – MVS |   |   |
| Primos |   |   | SCO Unix |   |   |
| Solaris |   |   | Unisys CTOS |   |   |
| Unix |   |   | Unix Scripting |   |   |
| Unix Ingress (SQL) |   |   | Unixware 7 |   |   |
| VM |   |   | VM-CMS |   |   |
| VME |   |   | VMS |   |   |
| VSE |   |   |   |   |   |
| ABAP |   |   | ADA |   |   |
| ADO |   |   | ADSO |   |   |
| AS |   |   | Assembler  |   |   |
| Basic |   |   | C |   |   |
| C++ |   |   | C++ Builder |   |   |
| CICS |   |   | CHIP |   |   |
| Clarion |   |   | Clipper |   |   |
| Cobol |   |   | Cobol Microfocus |   |   |
|  |  |  |  |  |  |
| **Skill** | **Level** | **Months Experience** | **Skills** | **Level** | **Months Experience** |
| **Operating Systems** *(Continue)* |  |  |  |  |  |
| Cobol VS |   |   | Construct |   |   |
| Crystal Reports |   |   | CSP |   |   |
| DB2 |   |   | Dbase |   |   |
| Delphi |   |   | DL1 |   |   |
| Easytrieve |   |   | Flexgen |   |   |
| Focus |   |   | Forms |   |   |
| Forte |   |   | Fortran |   |   |
| Hogan |   |   | Huron Object Star |   |   |
| Ideal |   |   | Ideal 4GL |   |   |
| IDMS |   |   | IMS |   |   |
| Informix |   |   | Ingress |   |   |
| Java |   |   | Java Script  |   |   |
| Java Applets |   |   | JCL |   |   |
| LINC |   |   | Lotus Script |   |   |
| Magic |   |   | Mantis |   |   |
| Metacobol |   |   | Microfocus Cobol |   |   |
| MS SQL 6.5/7 |   |   | MS Visual J++ |   |   |
| Natural |   |   | Natural Construct |   |   |
| Natural DB2 |   |   | Object Star |   |   |
| OO C ++ |   |   | Oracle |   |   |
| Oracle 2000 |   |   | Oracle Developer 2000 |   |   |
| Oracle Forms |   |   | Oracle PL/SQL |   |   |
| Oracle Reportwriter |   |   | Oracle SQL |   |   |
| Pascal |   |   | PC Focus |   |   |
| PL SQL |   |   | PL/1 |   |   |
| Powerbuilder |   |   | Power House |   |   |
| Predict |   |   | Prolog |   |   |
| QBasic |   |   | Reports |   |   |
| Reportwriter |   |   | REXX |   |   |
| RPF |   |   | RPG |   |   |
| Sapiens |   |   | SAS |   |   |
| Shell Scripting |   |   | SQL |   |   |
| SQL Server |   |   | Sybase |   |   |
| Synon |   |   | Turbo Assembler  |   |   |
| Turbo C |   |   | Turbo C++ |   |   |
| Turbo Pascal |   |   | Visual basic  |   |   |
| VBA |   |   | Visual C++ |   |   |
| XML |   |   | Other … |   |  |