**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

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| **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 |  |  |

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| **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 |  |  |  |  |  |

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

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| **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 |  |  |

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| **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 |  |  |  |  |  |

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| **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 |  |  |

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| **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 |  |  |

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| **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 |  |  |

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

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| **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 |  |  |

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| **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) |  |  |

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| **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 ….. |  |  |

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| **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 …. |  |  |

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| **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 |  |  |
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| **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 … |  |  |