

Employee Skills Tracking

Employees are your most important asset. And the skills that they apply on the job make the difference between success and failure. The Employee Skills Tracking (EST) Template from Texas Instruments supports you in identifying, upgrading and successfully using those vital occupational skills and talents.

Developed as an Information Engineering Facility™ (IEF™) application, the EST Template takes full advantage of the IEF's integrated computer-aided software engineering (I-CASE) features. The I-CASE benefits coupled with the skills tracking functionality of this Template help you apply valuable employee skills to the right assignments.

Features

The EST Template supports many features that provide advanced capabilities:

- Creation of a skills inventory needed for your business
- Identification and updating of the present skill levels of your employees
- Management of training courses to upgrade employee skills
- Anticipation of the skills required to staff future projects

Create Skills Inventory: The EST Template supports the use of your own meaningful abbreviations to define the skills that are most critical to the performance of specific jobs within your company's industry. This direct job-skill correlation allows you to maintain valuable skill information as well as the skill proficiency levels needed for each job. Attaining the

specified skill levels then becomes the goal for each employee assigned to the job.

Update Employee Information: Once the skills are defined, the current expertise of an employee can be determined and immediately updated online. You can then see how your existing labor force compares to the requirements for each job. This and other online information can be easily customized to meet your unique needs.

Manage Training Courses: While analyzing employee skill information online, you have the option to schedule employees for courses which will upgrade their most critical skills. The course results can then be used to update the individual employee records with their newly acquired skills. The net effect is to raise the skill level of all employees and make them more successful on the job. You also channel your training dollars into the areas of greatest payback.

Anticipate Skill Needs: Information about upcoming projects can be recorded so that you can immediately begin identifying employees with the required skills. A search feature allows you to display all employees who meet the specified criteria—quickly identifying potential candidates for the job. Subsequent hiring, training and other organization actions can then be oriented towards satisfying the requirements of these future projects.



Benefits

Using critical employee skills in the most effective manner is essential in today's highly competitive business environment. Each of the following benefits allows you to adjust the EST Template rapidly to meet new requirements, giving you a competitive edge.

Customized Solution: The EST Template is provided in the form of an IEF model which can be easily tailored to meet the unique needs of your business. You make modifications at the diagram level, with consistency enforced by IEF software, instead of applying the changes to source code. This simplified approach gets you up and running more quickly with a system that satisfies your skills tracking requirements.

Ease of Maintenance: Maintaining systems used to mean adding, changing and deleting lines of code—a very tedious and time-consuming process. Now you can maximize maintenance productivity because IEF diagrams are modified, not code.

Multiple Platforms: If you have changes to the Template, you only make them once. You may then run the same application in multiple execution environments.



Build on the extensive foundation of the Employee Skills Tracking Template to direct workforce talents into competitive job skills required for your projects.

The Employee Skills Tracking Package

Components of the EST Template include the following:

- IEF model that can be customized
- Development guide
- Online interactive help at the field level

The IEF model contains 17 entity types and 48 on-line transactions and can be customized to meet your specific needs. There are no batch transactions.

The development guide is a clearly written manual that is easy to follow. It contains detailed definitions of terms used throughout the Template and examples of every online screen.

Required Skills Equal Success

Extend the power of the IEF to your most important asset—people. With the Employee Skills Tracking Template, you can immediately begin to track and manage effectively the job skills of your employees. And you'll be able to identify rapidly the employees with the expertise required to make your next project successful!

Technical Requirements:

Contact your Texas Instruments representative concerning technical requirements for using this Template.

IEF Sales and Marketing
Texas Instruments
6550 Chase Oaks Boulevard
MS 8474
Plano, Texas 75023
800 527-3500

