

Company Logo

[Here]

From : [Nov 10]

To : [Nov 11]

[ROLE] Capabilities Matrix

RED indicates a development need not an admission of failure or disqualification to do the job.

Key

Not Applicable

Area for Development – Needs assistance

Good Knowledge / Skill / Ability

Exceptional Knowledge & Ability – Expert (could train others)

Capabilities are clear, concise and represent what GOOD looks like here

Each capability has an agreed concise definition which becomes a measure of performance

Comments box for individuals to elaborate on their rating (if applicable)

Role Profile is what the organisation expects of the Individual at that level

Time Management
Prioritising in order to maximise quantity of time and resources allocated to achieving objectives.

Professional Approach
Ability to relate and communicate with a wide variety of people. Open, honest and takes pride in appearance and conduct.

The matrix identifies areas of most importance and priority, where most individuals have rated **RED**

Comments.....

Doesn't always lead by example and talks at people occasionally, especially when under pressure

Great mentor and is happy to share knowledge and skills and experience. I've learned a lot so far !

GREEN rated individuals could assist those with development requirements

There shouldn't be any **RED** indicated in the role profile also the profile would not consist of entirely **GREEN** expectations either

Role Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual two	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual three	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual four	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company Logo

[Here]

Capabilities Matrix

Key

- Not Applicable
- Area for Development – Needs assistance
- Good Knowledge / Skill / Ability
- Exceptional Knowledge & Ability – Expert (could train others)

From :

To :

--	--	--	--	--	--	--	--	--	--	--

Role Profile										

Comments.....