



Skills Matching

Your employees are your most valuable resource.

Make the most out of the talent you have with skills matching in BigTime.

When you hire a new employee, you make sure their skills and experience match the requirements of the role. But what do you do later on, when you need to figure out which employees to place on any given project based on who excels in what?

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Skills Updated By : Mary Pat Holtrop on 2021-12-07

Add Multiple Skills

Skill Name	Industry	Category	Type	Rating	Date Added	Expire Date
HTML	General	Technical	Language	★★★★☆	2021-12-07	
Project Management	General	Management	Skill	★★★★★	2021-12-07	
QuickBooks Pro Advisor	General	General	Certification		2021-12-07	5/14/22
Masters Degree	General	General	Certification		2021-12-07	
Photoshop	General	Design	Skill	★★★☆☆	2021-12-07	
QA	General	Analysis	Skill	★★★★★	2021-12-07	
Data Analysis	General	Analysis	Skill	★★★★★	2021-12-07	



Searchable

Search your staff list based on their skills, including the ability to search multiple skills at once.



Organized

Sort your skill list however makes the most sense for your business with multiple fields to help order and categorize.



Convenient

Keep track of all your staff's skills in one place, whether you're starting from scratch or importing existing skills into BigTime.

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Configure

Within BigTime, there are core skills associated with certain roles that require them. On top of that, you're able to apply additional skills individually to each staffer.



Search

When searching your staff list based on skill criteria, you can create a clear view of the results by using the on-screen filter to display only relevant fields.



Match

With the option to rate your staffer's skills on a scale of 1-5, you have the opportunity to get more granular with who is most proficient at what and match the right person to the right project.



Report

Any report type that contains Staff Details has a new field for the Skill List, so you can see everything on one screen. When you add this field, it will provide a comma-separated list of all the skills assigned to the staffer in question.



Protect

Admins have the ability to give "view" (read-only) or "view and manage" permissions to certain staffers who need to be able to search and/or rate skills, such as staff managers. To maintain privacy, staffers will not be able to view each other's skills and skill ratings unless specifically given one of these permissions.



Plan

Having skills information at your fingertips will enable you to execute on resource management and planning without leaving BigTime. With the ability to see where you have potential resource gaps, you will have the opportunity to self-correct and ensure you have the right people to execute on jobs.