Job Performance Matrices
& Training Metrics Resources

As you gather data to determine training needs and approaches, it can be useful to have methods that allow you to organize and group your information so that you can find and refer to it easily later on. Following are resources for developing and maintaining job performance and training matrices.

Sample Matrices

Training & Skills Matrix is most commonly used as a way to define and measure the skills and training that your people have vs. the skills and training they need. This tool was originally designed as a Project Training Plan to identify who needs what training for a specific project and can also be used as a Hiring Skills Matrix to compare the strengths and weaknesses of job candidates. This product is sold by Systems2win, with a free sample demo available.

People Performance Potential Model is a simple group-profiling matrix tool for teams and organizations. Its precise origins are not clear. The model appears in different formats, with different terminology—and no doubt different titles of the model itself—although by implication the basic structure is constant, relying on a four-part 2 x 2 matrix, which is a common method of classification in management and beyond. A short description of this model can be accessed at **Business Balls**.

Human Concepts defines performance metrics as tools that communicate individual employee performance as well as aggregates performance metrics and trends for each department, division, and line manager. They provide sample matrices.

Performance Management Handbook

Performance Management Practitioner Series is a handbook for measuring employee performance put out by the U.S. Office of Personnel Management Workforce Compensation and Performance Service (January 2001). It covers a variety of topics ranging from distinguishing activities from accomplishments to determining measures and developing standards or types of learning aids along with offering a wide variety of matrices, metrics, and exercises that help you determine what is needed.

Performance Management Articles & Exercises

Performance Matrix Questions is an article by Pay Scale for Employers that covers topics such as how to offer meaningful employee rewards on a tight budget, how to train managers on pay for performance, and how to talk to employees who have reached the top of their pay range.

The Performance Matrix is an article by David Chinsky and Doug Schneider featured by EzineArticles, discusses how Performance Matrix can be applied periodically (semi-annually or annually) as the basis for recruiting, performance assessment, and talent reviews.

Wisconsin Center for Education Research provides a rating tool to develop job performance expectations that can also be used to create performance matrices.

Books for Purchase

Evaluating training programs: the four levels is a book by Donald L. Kirkpatrick, James D. Kirkpatrick (2008) that covers topics such as 'Reasons for Evaluating,' Evaluating Reaction, 'Evaluating Learning,' 'Evaluating Behavior,' 'Managing Change,' among other topics.

Competency-based performance improvement: a strategy for organizational change is a book by David D. Dubois (1993) that covers topics, including 'Introduction to Competency-Based Performance Improvement,' 'Model for Creating Competency-Based Performance Improvement in Organizations,' 'Concepts and Methods for Developing Competency Models,' and 'Tracking the Performance of the Subsystems: The Evaluation Subsystem.'