

Competency Analysis

Introduction

Competency analysis is a significant area of study and analysis for any manpower planner and this page introduces you to a competency analysis model we have created by using Excel 2007.

This page describes how our competency analysis model allows you to create a database of employees by listing their name, work team, department and competency score. Moreover, the model takes your database and, with no further inputs from the user once the database and links have been established, will produce the analyses and charts that follow here.

Database

Whether you generate your employee competency database from scratch or by copying and pasting from elsewhere doesn't matter. You should expect to create something like this, however:

	A	B	C	D	E	F
1	Analysis of Competency					
2						
3	Inputs			Competency (%)		
4	Year	Name	Team	Dept	Organisation	Score
5	1981	Sarah	Duncan	Accounting		65
6	1982	Duncan	Tony	Accounting		64
7	1983	Tony	John	Marketing		70
8	1984	Ali	John	Research		69
9	1985	Ken	Duncan	Research		72
10	1986	Carol	Tony	Accounting		78
11	1987	Susan	John	Production		79
12	1988	George	Tony	Research		81
13	1989	Neville	Duncan	Accounting		80
14	1990	Malcolm	Tony	Production		81
15	1991	Mariam	John	Production		70
16	1992	Robert	Duncan	Marketing		82
17	1993	Robin	Tony	Accounting		80
18	1994	Robyn	Tony	Production		78
19	1994	John	Duncan	Engineering		77

Of course, if you want to add further details, you are perfectly free to do so! You may also, for example, change the column headed year to being a test or quiz number or any other marker you like. Similarly you might only have departments and no teams, so leave the team blank or delete it completely.

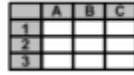
In the competency model being discussed here, you will see that we create

- some instant, graphics free, formula based charts
- a Pivot Table
- a Pivot Chart
- a population pyramid style chart
- an XY (Scatter) chart

What follows now are screenshots of all of the above analyses together with a brief description of them.

Some Instant, Graphics Free, Formula Based Charts

We have programmed two complementary but different analyses here:

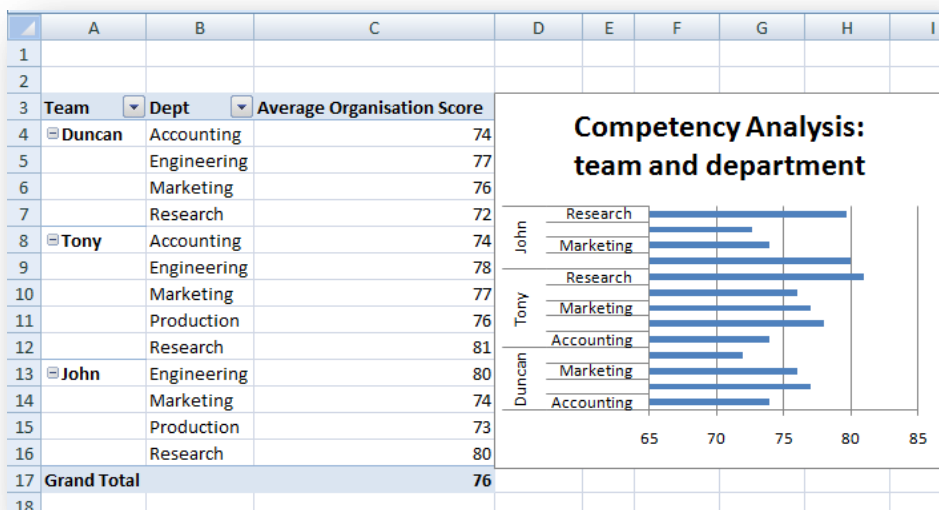


	F	G	H	I	J	K
4						
5		Enter your choices by typing them in the coloured cells				Error Messages
6		Name			Average Score	
7		Sarah			65.0	
8		Team				
9		Tony			76.3	
10		Dept				
11		Research			75.4	
12		Team	Dept			
13		Duncan	Accounting		74.0	
14		Name	Team	Dept		Geoff and Duncan and Research don't mix
15		Geoff	Duncan	Research		
16						
17		Enter your choices by using the drop down boxes in column H				Error Messages
18		Select a Name	Rachel		■■■■■■■	
19						
20		Select Team	Tony		■■■■■■■	
21						
22		Select Department	Research		■■■■■■■	
23						
24		Select a Team	Duncan			Duncan and Production don't mix
25		Select a Department	Production			

As you can see from cells G5 and G17, all you have to do to generate analyses here is to either type in your choices, top section or chose your selections by using drop down boxes, bottom section. If you make an invalid selection, you can see a warning in the error message column.

A Pivot Table and a Pivot Chart

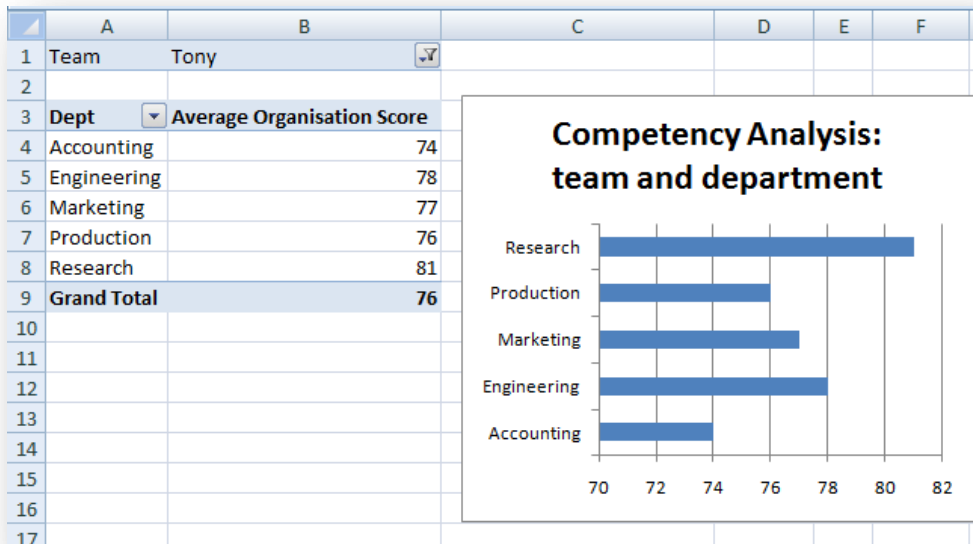
The following screenshot shows a Pivot Table and Pivot Chart that has been generated from the database we have created.



Because we are dealing with Pivot Tables and Pivot Charts here, things could hardly be simpler to change. If you change your database, simply tell the Pivot Table icons what you have done and it will update your Pivot Table and your Pivot Chart automatically.

You can make changes to the Pivot Table directly, too: for example, the following Table and Chart relate only to Tony but are created almost effortlessly from the above primary Table and Chart:

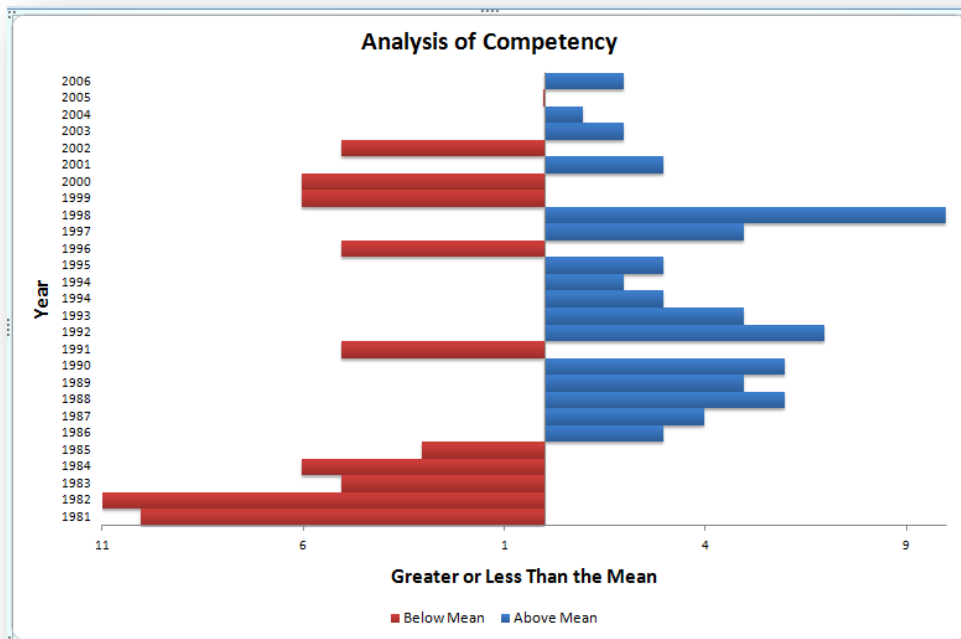
	A	B	C
1			
2			
3			



We won't demonstrate it here but rather than Tony, we could have chosen any team or any department or any combination of team and department ... we can also prepare an individual Table and Chart from every one of our selections.

A Population Pyramid Style Chart

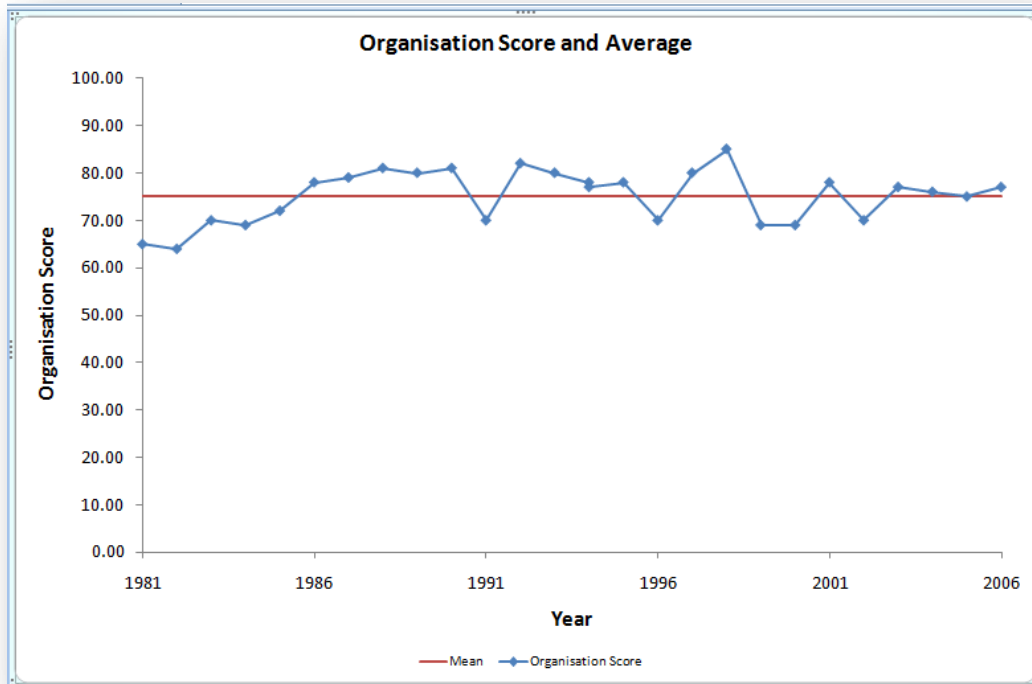
The following population pyramid style charts are not built into Excel 2007 but they are a very effective way of presenting certain kinds of data. In this example what we have done is to ask Excel 2007 to generate the overall average score for the organisation and then show each employee's score in relation to the average. We show whether an employee's score is higher or lower than average.



	A	B	C
1			
2			
3			

An XY (Scatter) chart

Finally, we show a more conventional XY (Scatter) chart that Excel 2007 can do without further programming:



Conclusions

By buying this competency analysis model programmed in Excel 2007 you can see the wealth of value adding relationships and information that can be unlocked from your competency database. The programming we have already done for you takes all of the heartache away from you and your colleagues: this model is essentially plug and play!

What you get when you buy

When you buy this competency analysis module this is what you will receive:

- the full and complete Excel 2007 version of the file competency.xlsx
- an electronic copy of this introduction to the software
- email based support to help you to set up and run your customised version of the work book

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