

## McGARVIN-MOBERLY CONSTRUCTION CO.

The skills matrix indicates employee level of proficiency in a particular area. Rate you employee from the table below.

**5- Expert:**

Indicates that I have mastered all of the basics and most of the advanced features in this area. I currently consult with multiple project teams, education, training, and managing others. Expect that I will create new and efficient areas of cross functional business development, that I will facilitate this skill as a corporate asset, and that I will continue to facilitate both my own experience with this skill as well as the experience of others, regardless of their skill level.

**4-Skilled:**

Indicates that I currently use this skill on a daily basis, and that I have mastered the basics and some of the more advance features. Expect that I will succeed as a team leader in this area, that I will investigate efficient ways to utilize this skill as both an individual and in a team environment, and that I will continue to advance my knowledge in this area further.

**3-Familiar:**

Indicates that I currently use this skill with a consistent and successful level of proficiency. Expect that I will use this skill to succeed both as an individual and as apart of a team and that, as I do so, my proficiency with this skill will advance further.

**2-Novice:**

Indicates that I am skilled in the area. I currently use this skill and have mastered the basics and some of the more advanced features.

**1-Cursory:**

Indicates that I have a superficial level of knowledge, contact, or understanding of the skill. While I have had some professional experience, I do not use it in my daily work life. A significant amount of education and training is required for me to perform proficiently with this skill.

**Retired:**

Indicates that I no longer use this skill. The number in this column represents the level at which I preformed with this kill when I last used it.

**EMPLOYEE NAME:** \_\_\_\_\_

| Skill                 | 1 – Cursory | 2 - Novice | 3 - Familiar | 4 - Skilled | 5 - Expert | Retired |
|-----------------------|-------------|------------|--------------|-------------|------------|---------|
| PROJECT MANAGER       |             |            |              |             |            |         |
| LAYDOWN FOREMAN       |             |            |              |             |            |         |
| HOTPLANT OPERATOR     |             |            |              |             |            |         |
| LOADER OPERATOR       |             |            |              |             |            |         |
| PAVER OPERATOR        |             |            |              |             |            |         |
| ROLLER OPERATOR       |             |            |              |             |            |         |
| BROOM OPERATOR        |             |            |              |             |            |         |
| BLADE OPERATOR        |             |            |              |             |            |         |
| LABOR                 |             |            |              |             |            |         |
| CRUSHER FOREMAN       |             |            |              |             |            |         |
| CRUSHER OPERATOR      |             |            |              |             |            |         |
| CRUSHER GRAVEL TESTER |             |            |              |             |            |         |
| DOZER OPERATOR        |             |            |              |             |            |         |
| SKIDSTEER OPERATOR    |             |            |              |             |            |         |
| WATER TRUCK DRIVER    |             |            |              |             |            |         |
| TRUCK DRIVER          |             |            |              |             |            |         |
| OILER                 |             |            |              |             |            |         |
| MECHANIC              |             |            |              |             |            |         |
| SCREED OPERATOR       |             |            |              |             |            |         |
| WELDER                |             |            |              |             |            |         |
| IRON FABRICATOR       |             |            |              |             |            |         |