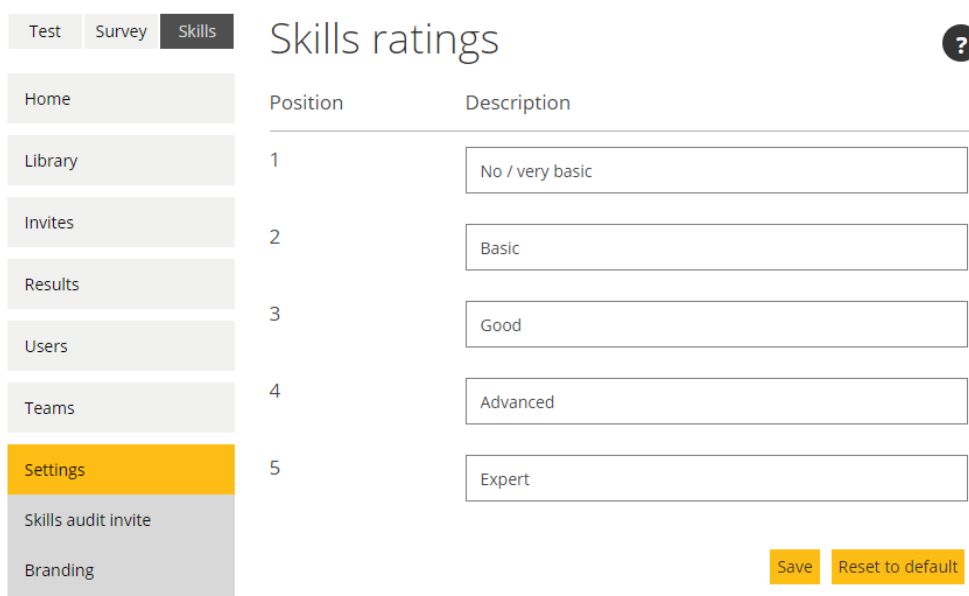# SKILLS RATINGS

Go to the **Settings > Skills ratings** area of the admin dashboard to create custom Skills rating descriptions for your Skills audits.

Skills ratings are 5 levels of Knowledge, Skill or Ability (KSA) which may be selected for a specific topic or personal attribute. The default ratings within KnowledgeSmart are:
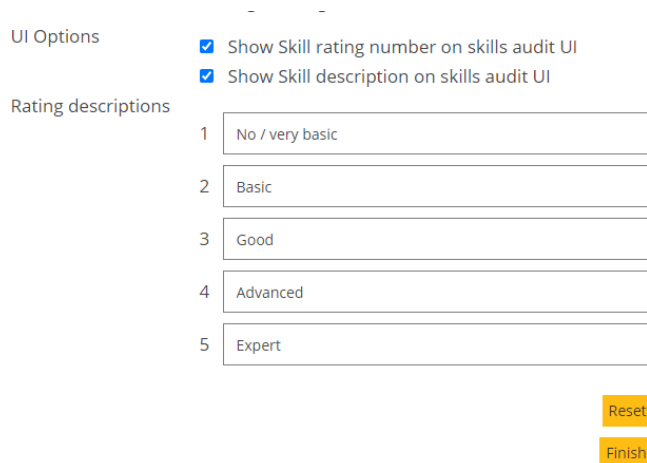

It is possible to edit the text for each rating, so that it more closely matches the way that questions are posed. It is also possible to reverse the order, such that a rating of 1 is at the top end of KSA and a rating of 5 is at the lower end of KSA.

These skills ratings can be edited on a per Skills audit basis, on edit Skills audit step 3.

(Refer to the help sheet, **Skills Audit Content Management** for more information on editing Skills audits in your library).

Initial Skills Audit

The rating is selected by the User when answering the question for the first time in a Skills audit.

Editing a User Skills Rating

The rating may be edited by the User in their own User page. This change of rating will usually be to reflect increased experience, knowledge, or training. It allows the User to keep their personal Skills profile up to date. It also ensures that when a firm is searching for Skills for project resourcing, it is filtering up-to-date capability records.

(Refer to the help sheet, **Individual User pages** for more information on User Skills ratings data).

Manager Skills Rating

When a User is part of a Team then the Team Manager has the option to add their own rating alongside that of the User. This rating is only visible to the Manager and the KnowledgeSmart Administrators. It is not visible to the User. Managers may add their own ratings by accessing their own User page.

(Refer to the help sheet, **Manager User pages** for more information on Manager Skills ratings data).

Average and Difference

KnowledgeSmart calculates the average of User and Manager ratings and the difference between the two.

Skill	User rating	Manager rating	Difference	Average
AIR's	2	2	0	2
Analytical Thinking	2	3	1	2.5
AutoCAD	3	4	1	3.5
BEP's	3	2	-1	2.5
Bluebeam	2	2	0	2

Skills Ratings in Power BI

The User and Manager Skills ratings, averages and differences and the accompanying rating descriptions are exported as part of the Power BI export file from the Skills Home page.

The rating number also dictates the colour chosen when displaying in a Heat Map in the Skills Matrix Power BI report.

This file is exported by choosing the green 'Run Export' button at the bottom of the page.

DATA EXPORT

Accounts: | Accounts (All) ▾ | | Run Export | Power BI Template |

(Refer to the help sheet, **Skills Power BI Template** for more information on visual presentation of Skills ratings data).