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Your Blueprint for Becoming a Skills Based Enterprise

Your Roadmap for Building a Scalable Skills Framework

Why This Matters Now

The World Economic Forum's Future of Jobs Report 2025 makes it clear why skills-first organizations succeed: by 2030, 39% of workers' current skills will be outdated. Skills gaps block business transformation for 63% of employers.

Organizations still tied to job titles can't see the capabilities sitting right in front of them. That creates an agility gap — especially as 22% of jobs shift and 59 out of 100 workers need reskilling (11 won't get it). Rigid roles block rapid talent reallocation to priorities like AI or supply chain shifts.

Skills-based companies are getting it right. They're 57% more likely to respond effectively to change. The question for you: Can your talent strategy answer, "Do we have what it takes?"

What Defines a Skills-Based Organization: 3 Core Building Blocks

1. A Shared Skills Language

Everyone across your organization describes and evaluates skills the same way, including proficiency levels. A shared vocabulary enables consistent talent decisions across hiring, development, internal mobility, and more.

Benchmark Your Progress:

- [ ] Terms consistent across teams?
- [ ] Proficiency levels defined?

2. Skills Profiles for Every Employee

Profiles aggregate data from learning systems, performance reviews, and project work to show what people can actually do, not just their job titles. This makes capabilities visible and actionable for reallocating talent when priorities shift.

Benchmark Your Progress:

- [ ] Skills data from multiple sources?
- [ ] Profiles used in real decisions?

3. Skills-Aware Talent Processes

Hiring, development, and internal mobility decisions rely on shared skills data rather than just roles, tenure, or gut feel. This ensures skills visibility drives real outcomes.

Benchmark Your Progress:

- [ ] At least one process runs on skills data?
- [ ] Mangers check profiles regularly?

The Business Case: 3 Measurable Impacts

Skills pay off in three clear ways: agility, cost savings, and retention. The benefits are no doubt why 78% of employers already prioritize experience over degrees.

Use the table to run your own numbers. See exactly what this shift could mean for your organization and how ClearCompany makes it happen.

Impact	Skills-First Orgs	How It Works	ClearCo Advantage	Your Baseline	Target
Agility	57% faster response to change (Deloitte)	See skills across workforce. Reallocate fast to new priorities or pivots.	Real-time skills view from recruiting through performance	Last priority req staffed in: _____ days	_____days
Cost	15+x larger talent pools (LinkedIn)	Hire for potential + skills. Ditch degree barriers and agency premiums.	AI sourcing from 800M profiles by exact skills criteria	Agency spend last year: $. Cost/hire: $	Cut_____%
Retention	1.5x more likely to retain key talent (WTW)	Link learning to visible paths. Employees pursue internal roles based on skills built.	Learning paths tie directly to career opportunities	High-performer exits: _____	Target ____% drop

Your 90-Day Implementation Roadmap

Break your skills transformation into three phases: Start small. Win fast. Scale with proof. You don't need to start with a multi-year overhaul. Work in phases to deliver measurable results that sell the next step to executives and teams.

Phase 1: Skills Audit (Days 1-30)

Map gaps against your 2026 priorities. Get leadership buy-in with hard numbers.

Pick 3-5 priority business initiatives (e.g., AI rollout, supply chain fixes, market expansion). List the skills each initiative needs at specific proficiency levels. Compare against what your people already have.

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Org Priority	Key Skills Needed	Proficiency	Current Count	Your Baseline	$ Risk if Unfilled
AI Rollout	AI basics, prompt engineering	Basic	4	3	$1.5M

Key Questions:

- Which priority stalls without these skills today?
- Where do current employees have them (unused)?
- What's the cost of an external hire vs. an internal shift?

Action Steps

- ☐ Select strategic initiatives based on business impact and urgency.
- ☐ Work with department leaders to define required skills and proficiency levels.
- ☐ Inventory existing capabilities through performance data, learning records, and manager input.
- ☐ Quantify gaps with specific numbers (e.g., "Need 15 people with advanced data analysis skills; have 7").
- ☐ Present findings to executive leadership with cost implications of gaps.

Expected Outcome: Executive greenlight + baseline metrics established.

How ClearCo Powers Phase 1

One platform = instant gap visibility. No manual spreadsheets. No tracking down data.

ClearCo Advantage	What It Does	Your Win
Performance Data	Tracks skills used in real work (reviews, goals)	See hidden capabilities already in place
Learning Records	Logs course completions + skills gained	Quantify developed talent vs. gaps
ClearInsights	AI-enhanced analytics dashboard	Spot patterns: 12 employees with AI skills in finance (unused)

Phase 2: Pilot Test (Days 31-60)

Pilot skills-based hiring or internal mobility. Your goal: one clear, defensible success story.

Choose one high-visibility area where leaders already feel the pain of skills gaps. You'll test-run that area on skills-first criteria and compare it to your baseline.

Step 1: Choose Your Pilot

Sketch your pilot options with a table like this one:

Org Priority	Pilot Type	Why This Area?	Decision (Y/N)
Hard-to-fill role	Skills-based external hiring	Chronic agency use, long time-to-fill	
Growth role	Internal mobility pilot	Strong internal candidates, no path	
Strategic project	Skills-based project staffing	Cross-functional skills needed	

Step 2: Define Success Before You Start

Understand your key success metrics and where you're starting. Adjust the length of your pilot program as needed. Keep track of your progress.

Metric	Week 1 | Baseline	Week 2	Week 3	Week 4	% Improvement
Time-to-fill	_____days	_____	_____	_____	_____%
Qualified applicants	_____	_____		_____	_____X
Internal matches	_____%	_____%	_____%	_____	_____$
Manager satisfaction score (1-10)					

Step 3: Run a Skills-First Pilot

For hiring:

- Rewrite the job to emphasize skills, outcomes, and proficiency, rather than degrees and years of experience.
- Align interview questions to those skills. Capture real evidence, not first impressions.

For internal mobility:

- Start by searching your existing people: who already demonstrates the skills you need?
- Invite qualified employees to express interest, then compare their skills profiles to the role or project needs.

Weekly Pilot Log

Use a log like this to keep the team honest about whether your pilot is working:

Week	New Candidates	Internal Candidates	Time-to-Shortlist	Notes/Learning
1				
2				
3				
4				

At the end of your pilot, you should have a one-page summary showing what changed when you led with skills.

Expected Outcome:
A concrete story like: "We cut time-to-fill by 30%, grew our qualified pool 3x, and filled 40% of roles internally."
That's the kind of proof that earns budget and support for Phase 3.

How ClearCo Powers Phase 2

End-to-end skills proof without disconnected tools. See exactly which hires deliver on skills promises.

ClearCo Advantage	How You Use It in the Pilot	Why It Matters to Execs
AI Sourcing Engine	Search 800M+ profiles using your skills criteria instead of keywords and titles	Demonstrates 5–10x larger, more relevant talent pools
Skills-Based Matching	Match current employees' skills to open roles and projects	Shows real internal mobility potential and lower hiring costs
Interview Intelligence	Capture skills evidence during interviews in a consistent format	Gives managers confidence that "skills-first" still protects quality of hire

Phase 3: Infrastructure (Days 61-90)

Step 1: Establish a Common Skills Language

Turn one successful pilot into a repeatable practice. This phase accomplishes two things: a shared language for skills and a basic technical backbone for using that language across your talent processes.

You don't need the "perfect" taxonomy. You need a clear, usable v1 for your most critical roles.

Your Taxonomy Rules:

Before building your skills list, write your 3 rules here:

1. Start with _____ (e.g., top 5 roles)
2. Limit to _____ skills (e.g., 20 to start)
3. Update how often? _____ (e.g., every quarter)

Example: Focus on revenue-generating roles. 25 skills max. Review after each pilot.

Starter Taxonomy Worksheet

Here's an example of how to define skills and proficiency levels.

Role Family	Critical Skill	Basic	Proficient	Advanced
Data / Analytics	Data analysis	Can build basic reports	Independently analyzes trends	Builds predictive models and advises strategy
People Leaders	Coaching	Gives feedback occasionally	Holds regular coaching conversations	Develops other leaders and mentors across teams

Don't forget to consider where this taxonomy will show up first — performance reviews, job descriptions, learning paths, etc.

Action Steps

- ☐ Gather a small design group: HR, 2–3 business leaders, and 2–3 employees who will actually use this.
- ☐ Draft skill definitions and levels for your pilot roles.
- ☐ Test with one department: ask managers, "Can you rate your team with this?"
- ☐ Refine based on what confused them, not on abstract debates.

Step 2: Align Your Tech & Data Around Skills

Here, the goal is not to rebuild your stack. It's to make sure skills data doesn't die in a spreadsheet or slide deck.

Systems Checklist

For each system, mark what it can do today and what needs to change:

System	Can Store Skills? (Y/N)	Can Update Easily? (Y/N)	Surfaces Skills to Managers? (Y/N)	Notes/Gaps
ATS				
HRIS				
LMS				
Performance				

Minimum Integration Requirements

By the end of Phase 3, aim to support at least:

- A single, visible place where managers can see skills profiles for their team.
- A link between learning activities and specific skills (e.g., "this course builds X skill").
- Performance reviews that capture skills demonstrated, not just ratings or goals.
- A basic analytics view that shows "skills we have" vs. "skills we need" for your key priorities.

Action Steps

- ☐ Audit where skills data already lives: applications, reviews, learning records, ad hoc spreadsheets, etc.
- ☐ Decide which system will be the source of truth for skills profiles.
- ☐ Map simple data flows: where does skills data originate, and where should it show up?
- ☐ Set a cadence for updating profiles (e.g., after each review cycle or project).

Expected Outcome

By Day 90, you have:

1. A v1 skills language used in at least one business unit.
2. Skills appearing in real manager workflows (reviews, staffing, development planning).
3. A basic dashboard or report that shows your skills gaps for at least one strategic initiative.

How ClearCo Powers Phase 3

ClearCo Advantage	What It Enables	How You Use It in 90 Days
Performance Management	Embeds your skills language into goals and reviews	Managers rate and comment on specific skills, not just overall performance
Learning Management	Connects courses to the skills in your taxonomy	Employees see which courses build the skills tied to new roles or projects
ClearInsights Dashboards	Visualizes skills supply and demand across teams	Leaders see where critical skills sit, and where gaps block priorities

Your 12-Month Vision: Full Skills Integration

Take your 90-day wins company-wide. Adopt a skills-first talent platform by Month 6 to unify everything.

Months 4-6: Scale Skills Hiring

Take skills-first from pilot to 5+ roles across functions.

Milestones Checklist:

- ☐ Train all hiring managers on skills evaluation
- ☐ Rewrite job descriptions: capabilities over degrees/tenure
- ☐ Track time-to-fill, cost-per-hire, quality-of-hire vs. baseline
- ☐ Select skills-first talent platform — must flow skills data from recruiting → performance → learning

Platform Requirements (check what you need):

- ☐ Single skills profile per employee
- ☐ Skills-based candidate/employee matching
- ☐ Manager dashboards: team skills + gaps
- ☐ Learning paths tied to specific skills

Months 7-9: Launch Internal Talent Marketplace

Employees see opportunities matching their skills. Managers search for talent by capability.

Milestones Checklist:

- ☐ Make skills profiles discoverable company-wide
- ☐ Build a skills search for project staffing
- ☐ Employees self-select into stretch roles/projects
- ☐ Measure: internal fill rate, retention lift from mobility

Months 10-12: Succession by Skills

Replace tenure-based planning with skills trajectories.

Milestones Checklist:

- ☐ Map C-suite + critical roles to required skills
- ☐ Build development plans: "AI leadership gap = these 3 courses"
- ☐ Create talent pools by skills potential, not current title
- ☐ Board-ready succession report: "8 AI-ready leaders by 2027"

Ongoing: Live Skills Taxonomy

Maintenance Checklist (run quarterly):

- ☐ Remove skills never used in hiring/mobility
- ☐ Add skills from new job reqs + strategic shifts
- ☐ Survey managers: "Does this language work?"
- ☐ Assign taxonomy owner: _____

ClearCo Platform Role

One platform powers all 12 months — no integrations:

- Recruiting → builds initial skills profiles
- Performance → validates skills in real work
- Learning → grows skills with trackable paths
- Analytics → proves ROI across hiring, mobility, succession

Month 12 Success Metrics

Target Checklist:

- ☐ 50%+ roles filled using skills criteria
- ☐ 25%+ internal mobility rate
- ☐ Succession plans cover all critical roles
- ☐ Platform is live across full talent lifecycle

Implementation Traps to Avoid

Don't let common mistakes kill skills initiatives.

Trap #1: Building a Perfect Taxonomy Before Taking Action

Months of debate over the "right" skill definitions delay real progress.

Fix: Build rough v1 for your pilot. Refine it based on what managers actually use. Target two weeks, not two months.

Trap #2: Creating Skills Profiles No One Uses

Profiles end up in binders or dashboards that leaders never check. They become shelfware instead of decision tools.

Fix: Embed skills into daily workflows. Managers see team capabilities during staffing conversations. Recruiters score candidates by skills frameworks.

Trap #3: Treating Skills as HR-Only Initiative

Business leaders see skills as HR's program rather than a company priority. No budget or adoption follows.

Fix: Frame it as a business transformation. Department heads define which skills are critical to their goals. They co-own the pilots and metrics.

Trap #4: Underestimating Change Management

Managers worry that skills expose weaknesses. Employees fear losing title-based identity. Resistance kills momentum.

Fix: Lead with opportunity stories. "Sarah's data skills qualify her for three projects." Share pilot wins early to build confidence.

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How ClearCo Powers Skills Transformation

One platform connects skills across the full talent lifecycle.

Skills Flow End-to-End

A candidate shows AI skills in recruiting interviews. That data flows into their employee profile. Learning paths update themselves when they complete courses. Performance reviews validate skills in real work. Every module feeds the same single view of capabilities — trusted by 3,000+ organizations managing 1.8M employees.

AI Skills Matching That Works

The AI Sourcing Engine scans 800M+ profiles using your exact skills criteria, not resume keywords. Need prompt engineering or warehouse management? It finds people who've demonstrated the skills you're looking for.

Learning Connected to Career Progression

ClearCo's Learning Management System includes 9,000+ courses tied to skills employees can see. They answer: "Which three skills open that director role?" Managers track: "Is Sarah ready for project lead?" This visibility cuts turnover. Employees stay when they see clear internal paths.

Real-Time Strategic Dashboards

ClearInsights dashboards show skills supply and demand across your organization. You can answer questions like:

- Do we have the capabilities required for this strategic initiative?
- Where are critical skills concentrated, and what happens if those people leave?
- Which skills gaps represent the highest risk to business objectives?
- Are our learning investments building capabilities we actually need?

Leaders answer, "Do we have what it takes?" in 60 seconds.

Built to Scale

Pilot today, company-wide tomorrow. Add skills to your taxonomy, roll skills-first to more roles, build sophisticated analytics — all without switching vendors. ClearCo grows with your organization.

Platform Checklist:

☐ Skills auto-update across modules

☐ AI matches candidates + employees to needs

☐ Learning tied to specific career skills

☐ Gap dashboards for every leader

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Your First Three Conversations

Before detailed planning, align your three key stakeholders. Take cues from these scripts to get them on board.

For Your CEO: "Execute Strategy Faster"

Opening: "Your [AI rollout/market expansion] priority can't move at full speed. We organize by job titles, not actual capabilities."

Case: "Skills visibility gives a real-time workforce capability view. When priorities shift, we know exactly who delivers — 57% agility advantage over title-based orgs."

Ask: "Approve 90-day pilot on [your initiative]. We'll track time, cost, and quality gains."

> **Customize:**
>
> CEO's top 2026 priority: _____
> Risk without skills view: $ _____

For Your CFO: "Cut Talent Costs + Prove ROI"

Opening: "We're spending $[X] on recruiting, losing [Y] people yearly, with learning ROI unclear. Title-matching shrinks pools drives agency bills."

Case: "Skills-first hiring expands pools 15x by matching capabilities over degrees. Internal mobility cuts replacement costs — makes org 1.5x more likely to retain key talent."

Ask: "$[budget] for 90-day pilot. Weekly cost-per-hire + filltime tracking before expansion."

> **Customize:**
>
> Your recruiting spend: $ _____
> Annual turnover cost: $ _____

For Your Leadership Team: "How We'll Solve Your Skills Gaps Constraints"

Opening: "When you need [data analysis/AI literacy], how do you find talent? Guessing by titles misses internal capability."

Case: "Skills profiles show who's ready across the org. Staff projects right, connect learning to your actual needs, keep top performers via clear growth paths."

Ask: "Name your top 3 skills gaps. Co-own pilot in your area — we'll measure your wins."

> **Customize:**
>
> Biggest team gap: _____
> Impact on your goals: _____

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Measuring Success: Your Scorecard

Track these metrics quarterly and prove value at a glance.

Category	Metric	Baseline	90-Day Target	Q1 Actual	Q2 Actual
Agility	Time-to-fill priority roles	_____days	30 days	_____	_____
	% internal staffing	_____%	40%	_____	_____
Cost	Cost-per-hire	$_____	-25%	_____	_____
	Agency spend	$_____	-30%	_____	_____
Retention	Internal mobility rate	_____%	25%	_____	_____
	High-performer retention	_____%	+10 pts	_____	_____
Visibility	% complete skills profiles	0%	50%	_____	_____

What Success Looks Like in 2027

Imagine skills clarity at your organization.

Your CEO announces an AI pivot across three departments. You open the skills dashboard and learn:

- 47 employees have foundational AI skills (side projects, prior roles, learning)
- 12 have advanced skills, ready to lead implementation
- Exact locations, capacity, and interest level are all visible

You staff the initiative that week. Managers get notifications. Employees see matching opportunities. Learning suggests next-level courses.

3 Months Later

- The project launches on time.
- "No growth path" exit interviews drop 40%.
- AI role hire costs fall 60% (internal vs. external premium).

Skills mean you can answer, "Do we have what it takes?" instantly. That's your 2027 reality.

Take Action: Your First Week

Start your journey to becoming a skills-based organization.

☐ **Day 1: Secure Executive Conversation**

Schedule a 30-minute meeting with your CEO using the conversation framework above. Come prepared with one strategic priority where skills visibility would demonstrably help.

☐ **Day 2: Quantify Current State**

Pull data on cost-per-hire, time-to-fill, turnover rates, and learning investment for baseline metrics. Identify 2-3 recent situations where you lacked visibility into workforce capabilities.

☐ **Day 3: Select Pilot Initiative**

Choose one high-visibility area to test the skills-based approach. Criteria: engaged leader, measurable baseline, strategic importance, manageable scope for 90 days.

☐ **Day 4: Map Required Skills**

Work with the pilot leader to define 10-15 critical skills needed for success. What does proficiency look like at different levels? What's the gap between what you need and what you have?

☐ **Day 5: Assess Technology Readiness**

Evaluate whether your current systems can support a skills-based approach or whether you need a unified platform like ClearCo that integrates skills across talent processes.

Ready to rewire your people strategy around skills?

Schedule a demo

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