

Start Here: A 7-Step Checklist To Activate Skills Intelligence

Step 1: Diagnose skills and tasks with real-time insights

- ☐ Run continuous, AI-powered skills assessments (not one-off surveys).
- ☐ Map workforce capabilities down to the task level to spot automation potential.
- ☐ Identify adjacent skills and underused talent through dynamic skills intelligence.

Top Tip: Use a platform that infers skills and task data from existing data sources: job descriptions, resumes, and learning history.

Step 2: Create a unified, skills-based data ecosystem

- ☐ Break down silos between your HRIS, ATS, LMS, and planning tools.
- ☐ Standardize skills taxonomies across hiring, learning, and workforce planning.
- ☐ Centralize data in a connected layer that supports AI insights and workflows.

Top Tip: Integrate a skills intelligence layer that plugs directly into Workday, SAP, and your talent marketplace.

Step 3: Shift from static roles to dynamic tasks and skills

- ☐ Reframe jobs as collections of tasks and evolving skill sets.
- ☐ Identify which tasks can be automated, outsourced, or redistributed internally.
- ☐ Design flexible job architectures that adapt to AI-driven work design.

Top Tip: Use AI to deconstruct roles, spot patterns, and recommend smarter, more agile work structures.

Step 4: Rewire hiring with skills-based, AI-assisted talent acquisition

- ☐ Redesign job descriptions to prioritize core skills, inferred proficiency, and adjacent skills.
- ☐ Use AI-matching to find overlooked candidates and close hidden gaps faster.
- ☐ Expand pipelines to include freelancers, bootcamp grads, and gig workers.

Tip: Implement explainable, bias-audited AI to surface talent based on skills and potential, not past job titles.

Step 5: Personalize upskilling and mobility at scale

- ☐ Offer modular, skills-aligned learning paths linked to actual task needs.
- ☐ Match people to stretch opportunities (projects, gigs, and mentoring) via AI.
- ☐ Make mobility data-driven: map internal movement based on emerging demand.

Top Tip: Let AI suggest the next best role or learning step for each employee based on your skills ontology.

Step 6: Automate planning and reduce talent risk with real-time insights

- ☐ Continuously model workforce scenarios using internal and market skills data.
- ☐ Automate succession and workforce planning around critical skills and roles.
- ☐ Anticipate AI's impact: which roles are evolving, which skills are rising, and where the gaps will grow.

Top Tip: Use task- and skill-level forecasting tools to plan, not guess, your workforce needs.

Step 7: Embed governance, trust, and ethical AI from the start

- ☐ Build trust by explaining how skills and performance data is used.
- ☐ Apply role-based permissions, auditing, and data minimization across systems.
- ☐ Monitor and mitigate bias in AI models to ensure fair, inclusive decisions.

Top Tip: Choose a vendor that offers explainable AI, strong compliance controls, and ongoing governance support.
