**SKIMA Reference Sheet**

1. **Where is the SKIMA Link?**

*www.ASTRA-UAE.org -> ASFM HR -> SKIMA -> Login with ASTRA id -> Click on Image*

1. **Where to download SKIMA?**

*www.ASTRA-UAE.org -> ASFM HR -> SKIMA -> Login with ASTRA id -> below image download link*

1. **SKIMA portal covers**
   1. *English Communication*
   2. *Soft Skills*
   3. *Technical Skills*
2. **At present it is only for grading Helper, Asst. Tech, Technician and Sr. Technician.**
3. **Each section shows minimum criteria a designation should possess.**
4. **If an employee doesn’t possess that specific skill set, select “No Skill” or “Not Capable”**
5. **Selecting Basic / Intermediate / Advance Level:**

You need to select the level that an individual possesses 100%.

Example:

1. 100% Basic Skill & 80% Intermediate Skill = Basic Skill
2. 100% Basic Skill & 100% Intermediate Skill = Intermediate Skill + Basic Skill
3. 0% Basic Skill & 80% Intermediate Skill & 20% Advance Skill = No Skill
4. 100% Basic Skill & 50% Intermediate Skill & 70% Advance Skill = Basic Skill
5. **If Aggregate score is greater than 100, The employee will be re-evaluated by the respective manager of the team.**
6. **It is important to show the score and take signature of the respective employee**
7. **Don’t Assume…Ask**
8. Ask HR team for Correct Employee Details
9. Ask OPEX for Portal / ASTRA related queries
10. Ask the Employee to know his skill sets (interview him)
11. Ask team members to validate if he applies those skills during his job
12. Ask previous manager to get the details of a reliever deployed for less than 15 days

Manager Name: Signature

Date: