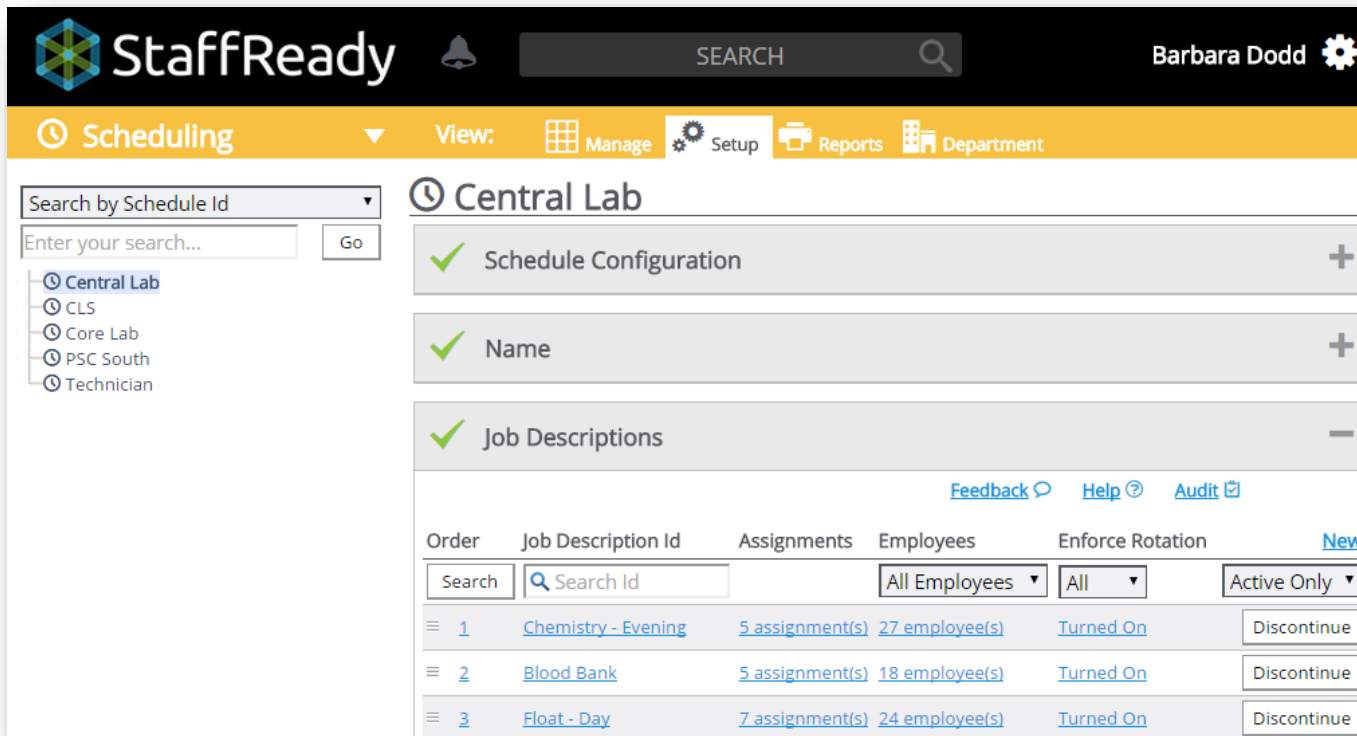


Setup View – Job Description Color Bar

Assign Job Descriptions to Qualified Employees

This reference guide provides a process overview of how to **Assign Job Descriptions to Qualified Employees** within the **Job Description** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Add qualified employees to newly created job descriptions
- Increase employee availability within the job description menu



The screenshot displays the StaffReady Scheduling module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. The main navigation menu shows 'Scheduling' as the active section, with sub-options for 'View: Manage', 'Setup', 'Reports', and 'Department'. The 'Setup' view is selected, showing a search bar for 'Search by Schedule Id' and a list of departments: 'Central Lab', 'CLS', 'Core Lab', 'PSC South', and 'Technician'. The 'Central Lab' section is expanded, showing 'Schedule Configuration', 'Name', and 'Job Descriptions'. The 'Job Descriptions' section is active, displaying a table with columns for 'Order', 'Job Description Id', 'Assignments', 'Employees', 'Enforce Rotation', and 'New'. The table lists three job descriptions: 'Chemistry - Evening', 'Blood Bank', and 'Float - Day'. Each row includes a 'Discontinue' button.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Chemistry - Evening	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	Blood Bank	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	Turned On	Discontinue

Add Employees to Newly Created Job Descriptions

Add Employees to Newly Created Job Descriptions

1. Click the **Job Description** color bar.

View: Manage Setup Department

5East

Name

Job Descriptions

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	IV2	5 assignment(s)	4 employee(s)	Off	Active Only
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

2. Click on **0 employee(s)**.

5 BB1 0 assignment(s) 0 employee(s)

3. For each employee who is eligible to be scheduled for the job description, on the **Skill Level** menu, click the appropriate level.

4. Click **Save Changes**.

Employees

Save Changes

Job Description: BB1




Assigned Employees: 0 employee(s) view

Employee	Skill Level
Bob Martin	Medium
Mike Thompson	Not Qualified
Josh Hartman	Low
Jim Bob	Medium-Low
Andy Kopf	Medium
	Medium-High
	High
	Not Qualified

Save Changes

Increase Availability within the Job Description Menu

After you have set each employee's skill level for a job description, the system will alert you to days where qualified employees' availability does not match the shift assignments.

-  The employee's availability will not allow the shift assignment to be schedule during the system build.
-  There are some days within the employee's availability pattern that the employee can be scheduled for the shift assignment.
-  The employee is available for the shift assignment on all days.

You can adjust an employee's availability on a particular day to include the starting time and/or ending time of the shift assignment. If multiple days of availability need to be updated, use the **Edit Available Times** menu for the employee. See the reference guide on **Editing Employee Available Times** for more information.









Increasing Availability within the Job Description Menu

- For the employee whose availability you wish to increase, click the corresponding **shift assignment link**.

The shift assignments with starting and/or ending times **outside** the current availability of the employee are **red**.




The shift assignments with starting and/or ending times **inside** the current availability of the employee are **blue**.

- For the shift you wish to alter the employee's availability, click **Assign**.

Employee	Skill Level	Consecutive Days	Sun	Mon	Tue
Bob Martin	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)
Mike Thompson	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)
Josh Hartman	Low	N/A		 BB1 (8:00)	 BB1 (8:00)
Jim Bob	Not Qualified	N/A			
Andy Kopf	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)

Save Changes

Compare Mondays in Pattern

Availability	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Current Availability	Cancel																							
New Availability	Save																							
Shifts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
3M Pharmacy																								
IV3																								
IV2																								
BB1																								

3. To finish updating the change to availability, click **Save**.

or

4. To undo the change to availability, click **Cancel**.

[Compare Mondays in Pattern](#)

Availability	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Current Availability <input type="button" value="Cancel"/>																								
New Availability <input type="button" value="Save"/>																								
Shifts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
3M Pharmacy <input checked="" type="checkbox"/>																								
IV3 <input checked="" type="checkbox"/>																								
IV2 Assign																								
BB1 Assign																								