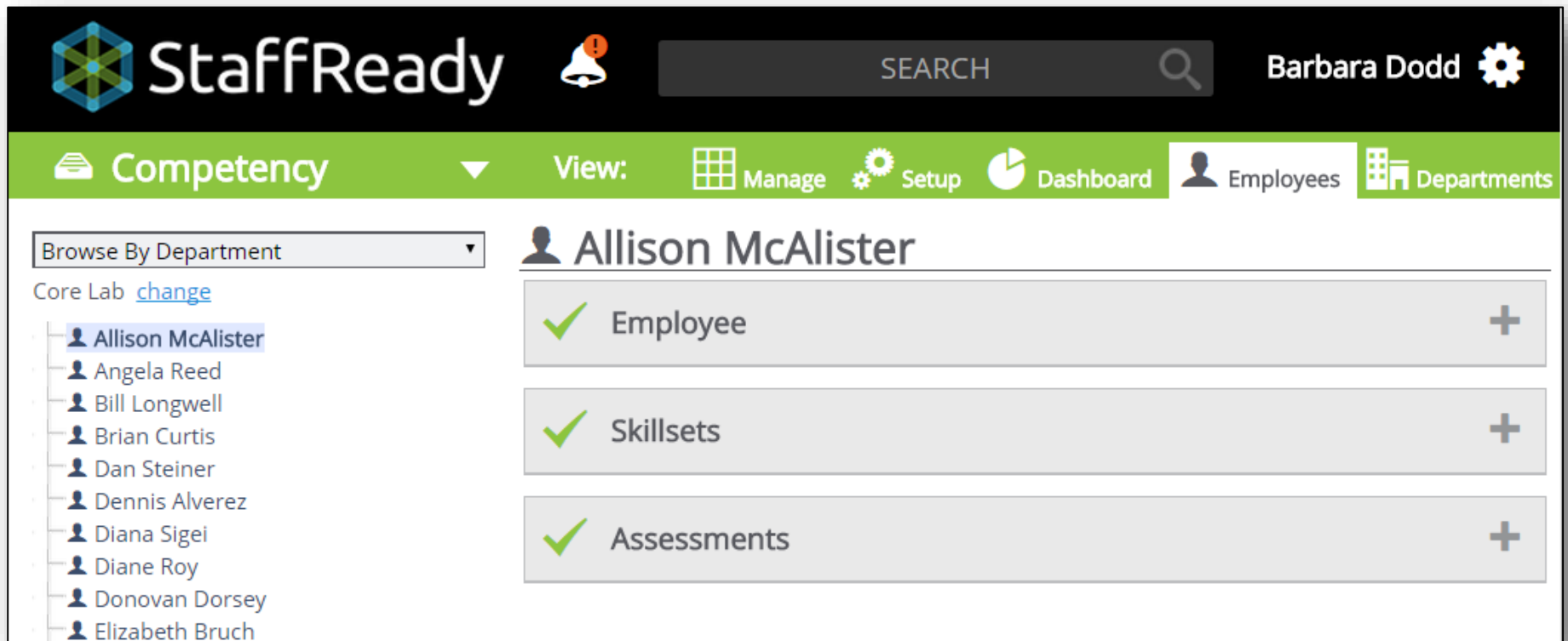


Employee View – Competency Module

Assessments colorbar

This reference guide provides an overview and process steps for the **Assessments** colorbar within the **Employee** view. The following process steps and instructional information are provided within this document:

- **Review Assessment History**
- **Review Completed Assessments**
- **Print/Export Assessment Report**



The screenshot displays the StaffReady interface. At the top, the StaffReady logo is on the left, a notification bell icon in the center, a search bar with the text "SEARCH" on the right, and the user name "Barbara Dodd" with a gear icon on the far right. Below this is a green navigation bar with "Competency" (with a dropdown arrow), "View:" followed by icons for "Manage", "Setup", "Dashboard", "Employees" (selected), and "Departments".

On the left side, there is a "Browse By Department" dropdown menu set to "Core Lab" with a "change" link. Below it is a list of employees: Allison McAlister (highlighted), Angela Reed, Bill Longwell, Brian Curtis, Dan Steiner, Dennis Alvarez, Diana Sigei, Diane Roy, Donovan Dorsey, and Elizabeth Bruch.

On the right side, the profile for "Allison McAlister" is shown. Below the name is a colorbar with three items, each with a green checkmark and a plus sign icon:

- Employee
- Skillsets
- Assessments

1 | Review Assessment History

Review Assessment History

- 1. Within **Employees** view, select employee to edit.
- 2. Click to open **Assessments** colorbar

The screenshot displays the StaffReady web application interface. At the top, the StaffReady logo is on the left, a search bar in the center, and the user name 'Barbara Dodd' with a settings gear on the right. Below this is a green navigation bar containing 'Competency', 'View:', 'Manage', 'Setup', 'Employees', and 'Departments'. An orange arrow points to the 'Employees' tab. Underneath, there's a 'Browse By Department' dropdown set to 'Core Lab' with a 'change' link. A list of employees follows, with 'Allison McAlister' highlighted. An orange arrow points to her name. To the right of the list is a profile card for Allison McAlister. It features three sections: 'Employee' with a green checkmark and a plus sign, 'Skillsets' with a green checkmark and a plus sign, and 'Assessments' with a green checkmark and a plus sign. An orange arrow points to the 'Assessments' section.

3. Click assessment [document](#)

Assessments

Feedback Help Export

Start Date 01/01/2014 End Date 12/31/2015 This Year This Month This Week Last Year

<< 1 >>

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
Search <input type="text" value="Subject"/>	<input type="text" value="Document"/>	<input type="text" value="Requirement"/>	<input type="text" value="Skillset"/>	Show All			
Allison McAlister	Problem Solving	Problem Solving	Cobas (C)	Not Passed (67%)	04/13/2015	05/07/2015	attempt(s)
Allison McAlister	Direct Observation	Direct Observation	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Monitoring Test Results	Monitoring Test Results	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Performance of Maintenance	Performance of Maintenance	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)

4. Click [Select Skillset](#)

Assessment Details

Assessment History Remedial Documents

Assessment History

Document
Direct Observation

Subject
Allison McAlister

Status	Date	Note
Completed	04/20/2015	
Process	04/20/2015	
Started	04/20/2015	
Not Started	04/20/2015	

2 | Review Completed Assessments

Review Completed Assessments

- 1. Within **Employees** view, select employee to edit.
- 2. Click to open **Assessments** colorbar

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and the user name 'Barbara Dodd'. Below this is a secondary navigation bar with 'Competency' selected, and options for 'View: Manage Setup' and 'Employees Departments'. The main content area shows a list of employees under the 'Core Lab' department. 'Allison McAlister' is selected, and her profile is displayed on the right. The 'Assessments' section of her profile is highlighted with an orange arrow, indicating the next step in the process.

Employee	Assessment Status
Allison McAlister	✓ Employee
Angela Reed	
Bill Longwell	
Brian Curtis	
Dan Steiner	
Dennis Alvarez	
Diana Sigei	
Diane Roy	

Assessment Category	Status
Employee	✓
Skillsets	✓
Assessments	✓

3. Click assessment [attempt\(s\)](#)

Assessments

Feedback Help Export

Start Date 01/01/2014 End Date 12/31/2015 This Year This Month This Week Last Year

<< 1 >>

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
Search <input type="text" value="Subject"/>	<input type="text" value="Document"/>	<input type="text" value="Requirement"/>	<input type="text" value="Skillset"/>	Show All			
Allison McAlister	Problem Solving	Problem Solving	Cobas (C)	Not Passed (67%)	04/13/2015		attempt(s)
Allison McAlister	Direct Observation	Direct Observation	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Monitoring Test Results	Monitoring Test Results	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Performance of Maintenance	Performance of Maintenance	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)

4. Click [Review Results](#)

Assessment Attempts

Document
Direct Observation

Subject
Allison McAlister

Assessment Attempts

Attempt #	Score	Earned Points	Points Needed	Total Points	Complete Date	
1	100%	10	8	10	04/20/2015	Review Results

5. Click **Review Exam**

Direct Observation

Exam Results: Direct Observation

Subject: Allison McAlister
Completed: 04/20/2015
Skillset: Cobas (CORE)
Requirement: Direct Observation

PASSED

[Review Exam](#)

100%

Missed (0)
Points(10)

Correct Questions	10
Scorable Questions	10
Earned Points	10 (100%)
Points to Pass	8 (80%)
Possible Points	

3 | Print/Export Assessment Report

Print/Export Assessment Report

- 1. Within **Employees** view, select employee to edit.
- 2. Click to open **Assessments** colorbar

The screenshot shows the StaffReady web application interface. At the top, the StaffReady logo is on the left, a search bar in the center, and the user name 'Barbara Dodd' with a settings gear on the right. Below this is a navigation bar with 'Competency' on the left, 'View:' in the center, and 'Employees' and 'Departments' on the right. An orange arrow points to the 'Employees' tab. Under 'View:', there are icons for 'Manage', 'Setup', and a pie chart. Below the navigation bar, there is a 'Browse By Department' dropdown menu set to 'Core Lab' with a 'change' link. A list of employees is shown, with 'Allison McAlister' highlighted. An orange arrow points to her name. To the right of the list, the profile for Allison McAlister is displayed, showing 'Employee', 'Skillsets', and 'Assessments' with green checkmarks and plus signs. An orange arrow points to the 'Assessments' section.

3. Click [Export](#)

Assessments

Feedback **Export**

Start Date End Date [This Year](#) [This Month](#) [This Week](#) [Last Year](#)

<< < > >>

Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
Allison McAlister	Problem Solving	Problem Solving	Cobas (C)	Not Passed (67%)	04/13/2015	05/07/2015	attempt(s)
Allison McAlister	Direct Observation	Direct Observation	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Monitoring Test Results	Monitoring Test Results	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Performance of Maintenance	Performance of Maintenance	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)

4. Click **Print or Excel**

Assessments

Feedback [Help](#) **Export**

Start Date End Date [This Year](#) [This](#)

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Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
Allison McAlister	Problem Solving	Problem Solving	Cobas (C)	Not Passed (67%)	04/13/2015	05/07/2015	attempt(s)
Allison McAlister	Direct Observation	Direct Observation	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)
Allison McAlister	Monitoring Test Results	Monitoring Test Results	Cobas (CORE)	Completed (100%)	04/13/2015	04/20/2015	attempt(s)