

Building Competency Documents Context

Overview: In this training module, you will learn how to build and edit competency documents. Competency documents are 1 of the 3 items (**Documents**, Requirements, and Skillsets) that need to be built for employees to receive assessments. There are multiple document types as well as question types available for exams.

What to expect: Training PDFs, Training Video, and Walk-Thru's

What you should learn:

- The different question types and what they are used for
- The different types of documents and what they are used for
- How to Navigate to the Browse Competency Documents perspective in the setup tab
- How to create a document

Level: System Admin

Useful Walk-Thru's:

- Create Competency Checklist
- Create Problem Solving Exam: Employee Takes Quiz
- Create Problem Solving Exam: Graded by Supervisor
- Add Qualified Personnel Electronic Signature
- Add Testing Personnel Electronic Signature
- Create New Document Folder