

Building Skillsets Context

Overview: In this training module, you will learn how to build and edit skillsets. Skillsets are 1 of the 3 items (Documents, Requirements, and **Skillsets**) that need to be built for employees to receive assessments. There are three types of skillsets (CLIA, Working Task, and One Time). Requirements are associated to skillsets.

What to expect: Training PDFs, New Hire Assessment Schedule Example, and Walk-Thru's

What you should learn:

- How to Navigate to the Browse Skillsets perspective in the setup tab
- The different types of skillsets and what they are used for
- How to create a skillset
- How to setup the Employees, Requirements, Managers, and Messages
- How to manage a published skillset
- How New Hire Assessments work in StaffReady

Level: System Admin

Useful Walk-Thru's:

- Skillset Setup
- Add Employee - Competency Module
- Add Employee to Skillset
- Remove Employee from Skillset
- Create New Skillset
- Add Requirements to Skillset
- Create New Skillset Folder
- Add Skillset Manager
- Turn On/Off Skillset Messages
- Clone Skillset
- Adjust Individual Manager Emails - Competency
- Edit Requirement Settings
- Restart an Assessment Period