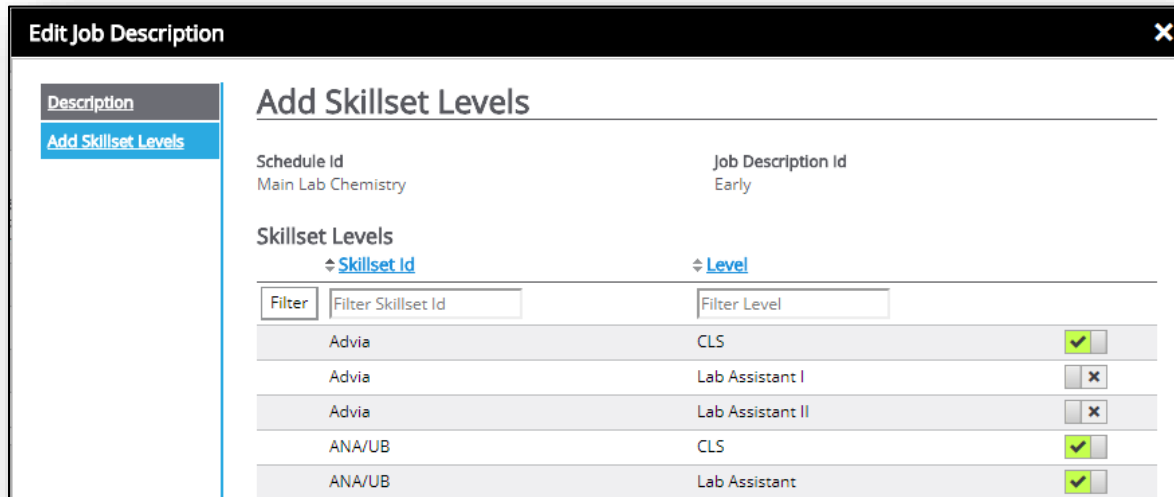


Setup View – Skillsets Perspective

Link Job Description to Skillset Levels

This reference guide provides an overview of the process for Linking Schedules to Skillsets within StaffReady. The following process steps and instructional information are provided within this document:

- Associate Skillset Levels to Job Description
- Remove Skillset Levels Job from Descriptions



Edit Job Description

Add Skillset Levels

Schedule Id: Main Lab Chemistry Job Description Id: Early

Skillset Levels

Filter Skillset Id: Filter Level:

Skillset Id	Level	
Advia	CLS	<input checked="" type="checkbox"/>
Advia	Lab Assistant I	<input type="checkbox"/>
Advia	Lab Assistant II	<input type="checkbox"/>
ANA/UB	CLS	<input checked="" type="checkbox"/>
ANA/UB	Lab Assistant	<input checked="" type="checkbox"/>

1 | Associate Skillset Levels to Job Descriptions

This requires the **Competency Module**. Associating a **Skillset Level** to a **Job Description** ensures that an employee will cease being scheduled shift assignments associated to a **Job Description** if they become overdue or fail a competency assessment.

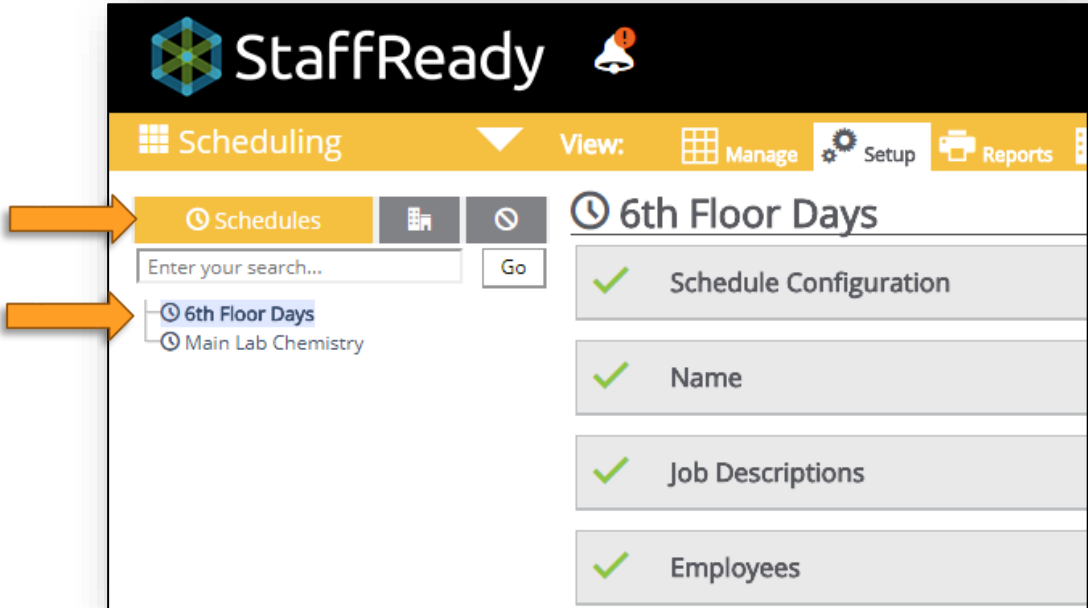
Associate Job Descriptions to Levels

1. Select **Schedules** perspective.

2. Select a **Schedule**.

3. Open **Job Description** colorbar.

4. Click [Job Description Id link](#).



Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	AM Shifts	3.assignment(s)	16.employees(s)	Off	Discontinue
2	PM Shifts	3.assignment(s)	16.employees(s)	Off	Discontinue
3	Night Shifts	3.assignment(s)	16.employees(s)	Off	Discontinue
4	Day Shifts	0.assignment(s)	16.employees(s)	Off	Discontinue

6. Click **Add Skillset Levels**.



Edit Job Description

Description

Add Skillset Levels

Job Description Id*
AM Shifts

Responsibility
No

Save Changes

7. Filter your search by **Skillset Id** and/or **Level** to reduce your return.



Edit Job Description

Add Skillset Levels


Schedule Id: 6th Floor Days | Job Description Id: AM Shifts

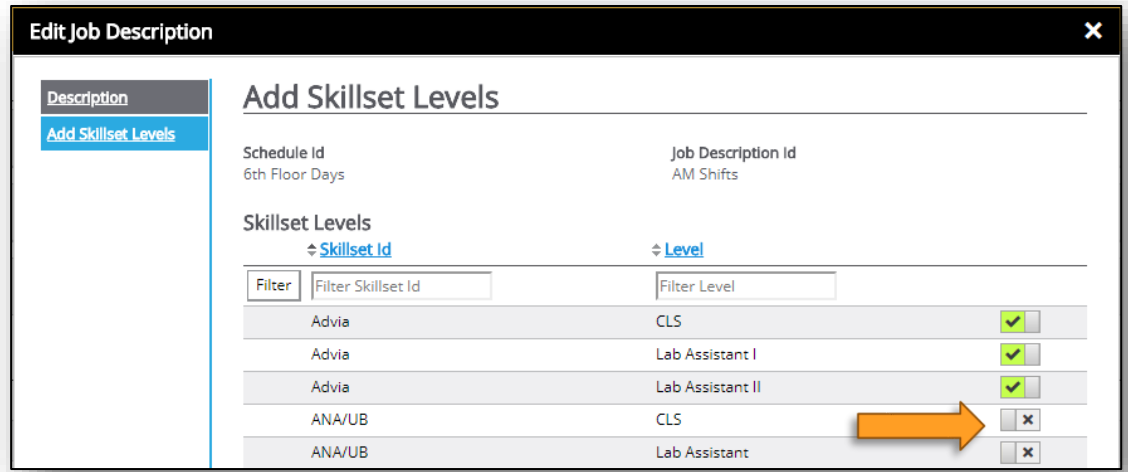
Skillset Levels

Filter Skillset Id | Filter Level

Skillset Id	Level	
Advia	CLS	<input checked="" type="checkbox"/>
Advia	Lab Assistant I	<input checked="" type="checkbox"/>
Advia	Lab Assistant II	<input checked="" type="checkbox"/>
ANA/UB	CLS	<input type="checkbox"/>
ANA/UB	Lab Assistant	<input type="checkbox"/>

8. Click **Filter**.

9. Click  to associate a **Skillset Level** to the **Job Description**.

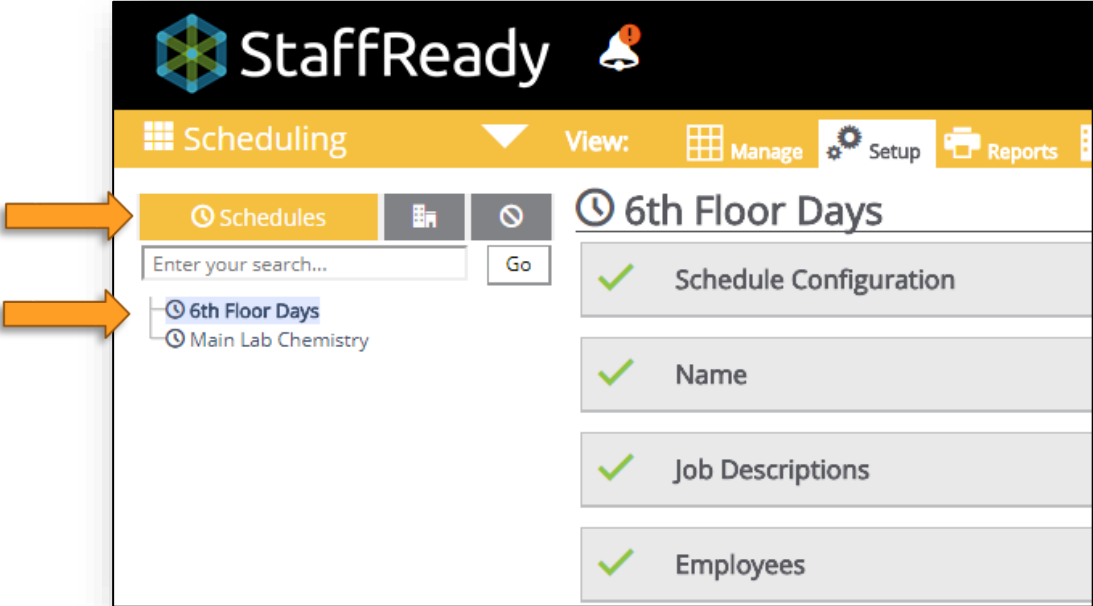


Skillset Levels		
↕ Skillset Id	↕ Level	
Filter	Filter Skillset Id	Filter Level
Advia	CLS	<input checked="" type="checkbox"/>
Advia	Lab Assistant I	<input checked="" type="checkbox"/>
Advia	Lab Assistant II	<input checked="" type="checkbox"/>
ANA/UB	CLS	<input type="checkbox"/>
ANA/UB	Lab Assistant	<input type="checkbox"/>

2 | Remove Skillset Levels from Job Descriptions

Remove Job Descriptions from Levels

- 1. Select **Schedules** perspective.
- 2. Select a **Schedule**.




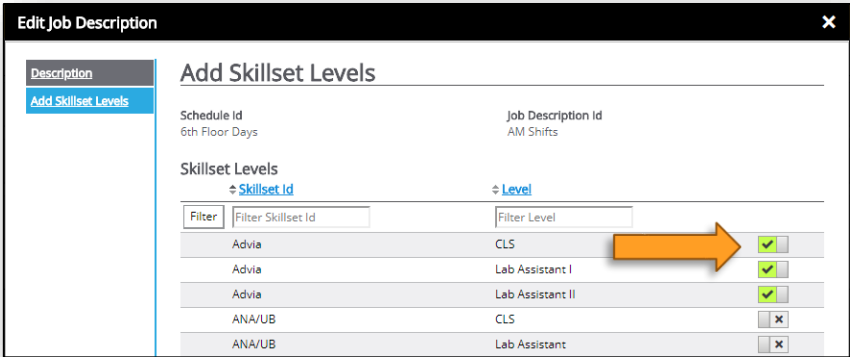
- 3. Open **Job Description** colorbar.

The screenshot shows a table titled 'Job Descriptions'. It has columns for 'Order', 'Job Description Id', 'Assignments', 'Employees', and 'Enforce Rotation'. There is a search bar and a dropdown menu for 'All Employees'. An orange arrow points to the 'Job Description Id' column header.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
	<input type="text" value="Search Id"/>		<input type="text" value="All Employees"/>	<input type="text" value="All"/>	<input type="text" value="Active Only"/>
	AM Shifts	5 assignment(s)	16 employee(s)	Off	Discontinue
2	PM Shifts	5 assignment(s)	16 employee(s)	Off	Discontinue
3	Night Shifts	5 assignment(s)	16 employee(s)	Off	Discontinue
4	Day Shifts	0 assignment(s)	16 employee(s)	Off	Discontinue

- 4. Click [Job Description Id](#).

6. Click  to disassociate **Skillset Level** a from a **Job Description**.



The screenshot shows a software interface titled "Edit Job Description". On the left, there is a sidebar with "Description" and "Add Skillset Levels" (the latter is highlighted in blue). The main area is titled "Add Skillset Levels" and contains the following information:

- Schedule Id: 6th Floor Days
- Job Description Id: AM Shifts

Below this is a section for "Skillset Levels" with two filter boxes: "Filter Skillset Id" and "Filter Level". A table lists several skillset levels with checkboxes for association:

Filter Skillset Id	Filter Level	Association
Advia	CLS	<input checked="" type="checkbox"/>
Advia	Lab Assistant I	<input checked="" type="checkbox"/>
Advia	Lab Assistant II	<input checked="" type="checkbox"/>
ANA/UB	CLS	<input type="checkbox"/>
ANA/UB	Lab Assistant	<input type="checkbox"/>

An orange arrow points to the checkmark in the first row of the table.