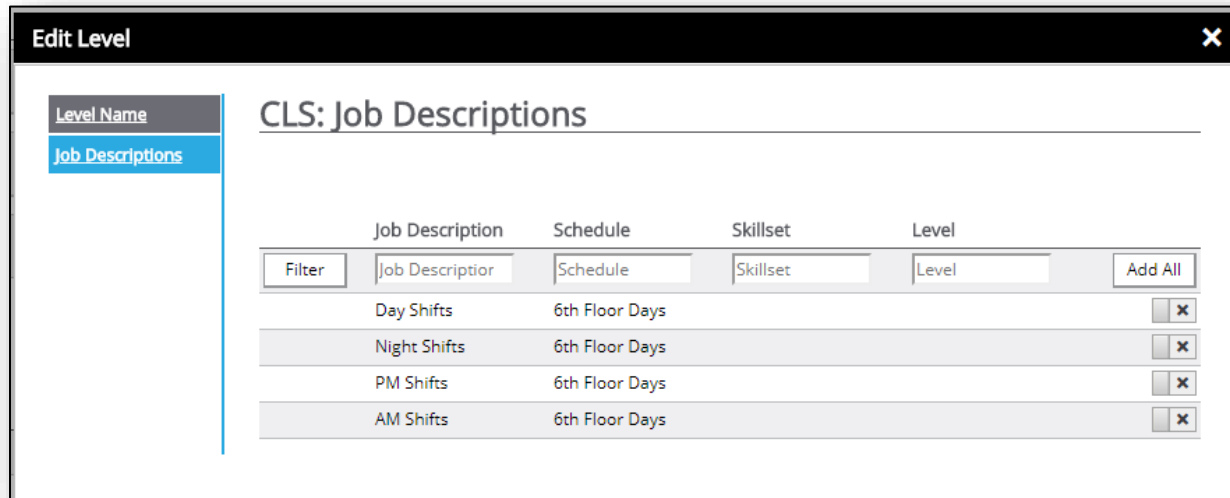


## Setup View – Skillsets Perspective

### Link Schedules to Skillsets

This reference guide provides an overview of the process for Linking Job Descriptions from a Schedule to a Skillset(s) within StaffReady. The following process steps and instructional information are provided within this document:

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



Job Description	Schedule	Skillset	Level
Day Shifts	6th Floor Days		
Night Shifts	6th Floor Days		
PM Shifts	6th Floor Days		
AM Shifts	6th Floor Days		

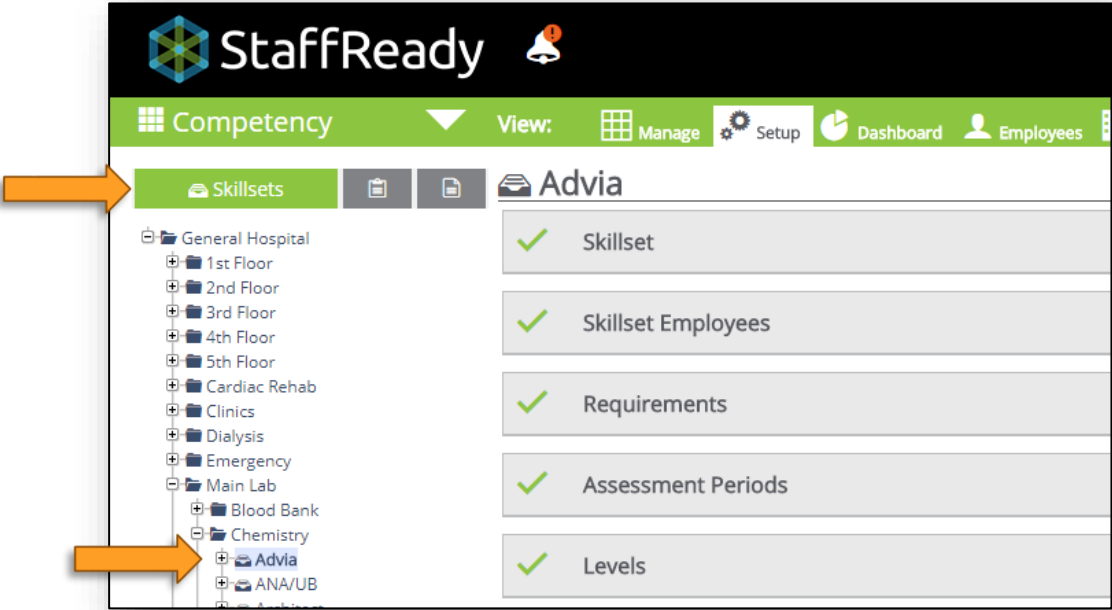
# 1 | Associate Job Descriptions to Levels

This requires the **Schedule Module**. Associating a schedule's **Job Description** to a **Level** ensures that an employee that is qualified to an associated **Job Description** will automatically be added to the associated **Skillset Level**. If an employee is **Removed** from an associated **Job Description**, they will be automatically removed from the **Skillset Level**. Adding or removing an individual from a **Skillset Level** will automatically remove the employee from the associated **Job Description** upon the next **Assessment Period**, whether that is the beginning of the next year or a manual restart occurs.

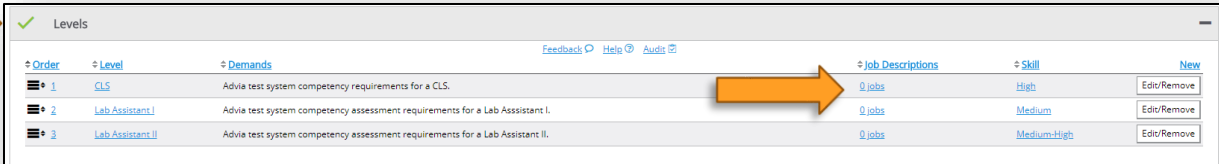
## Associate Job Descriptions to Levels

1. Select **Skillsets** perspective.

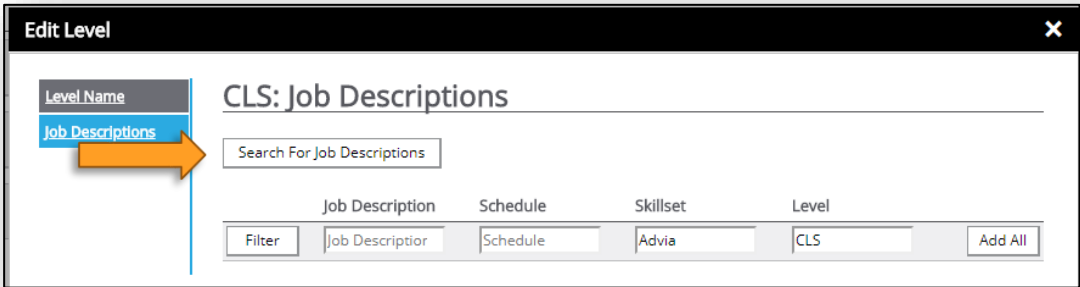
2. Select a **Skillset**.



- 3. Open **Levels** colorbar.
- 4. Click the [jobs link](#).
- 5. Click **Search For Job Descriptions**.



Order	Level	Demands	Job Descriptions	Skill	
1	CLS	Advia test system competency requirements for a CLS.	<a href="#">0 jobs</a>	High	Edit/Remove
2	Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	<a href="#">0 jobs</a>	Medium	Edit/Remove
3	Lab Assistant II	Advia test system competency assessment requirements for a Lab Assistant II.	<a href="#">0 jobs</a>	Medium:High	Edit/Remove



**Edit Level** [X]

Level Name: CLS: Job Descriptions


[Job Descriptions](#)

Search For Job Descriptions

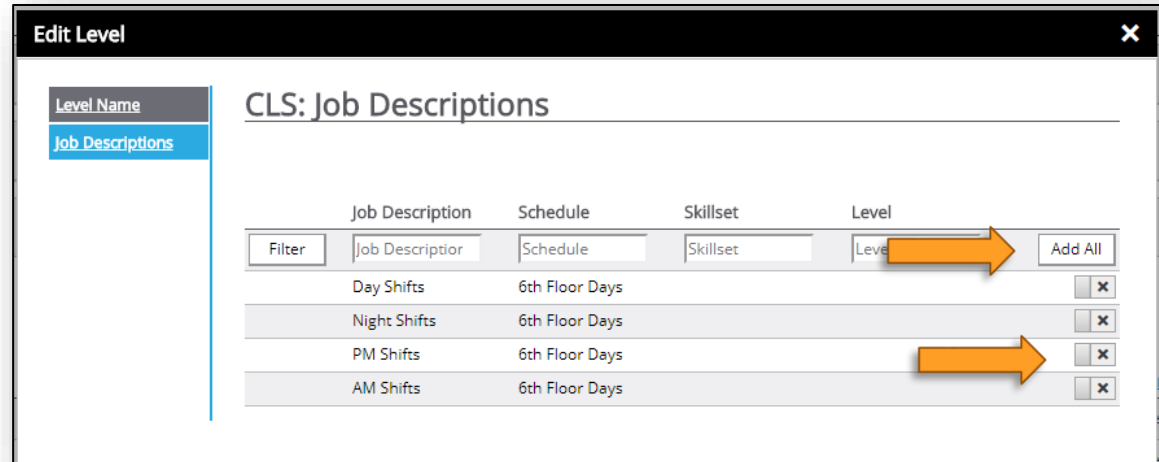
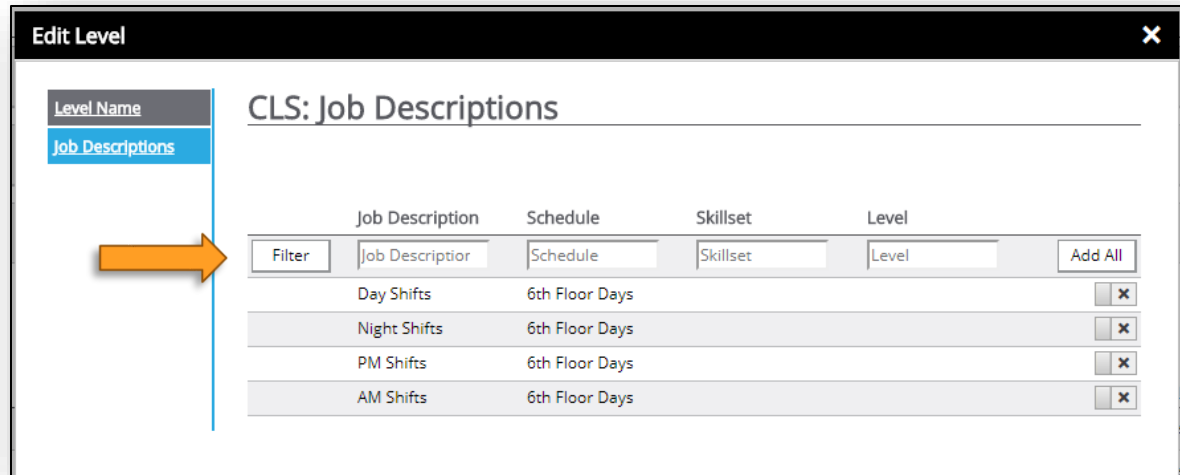
Job Description	Schedule	Skillset	Level		
Filter	Job Descripor	Schedule	Advia	CLS	Add All

6. Filter your search by **Job Description** and/or **Schedules** to reduce your return.

7. Click **Filter**.

8. Click  to associate a **Job Description** to the **Level**.

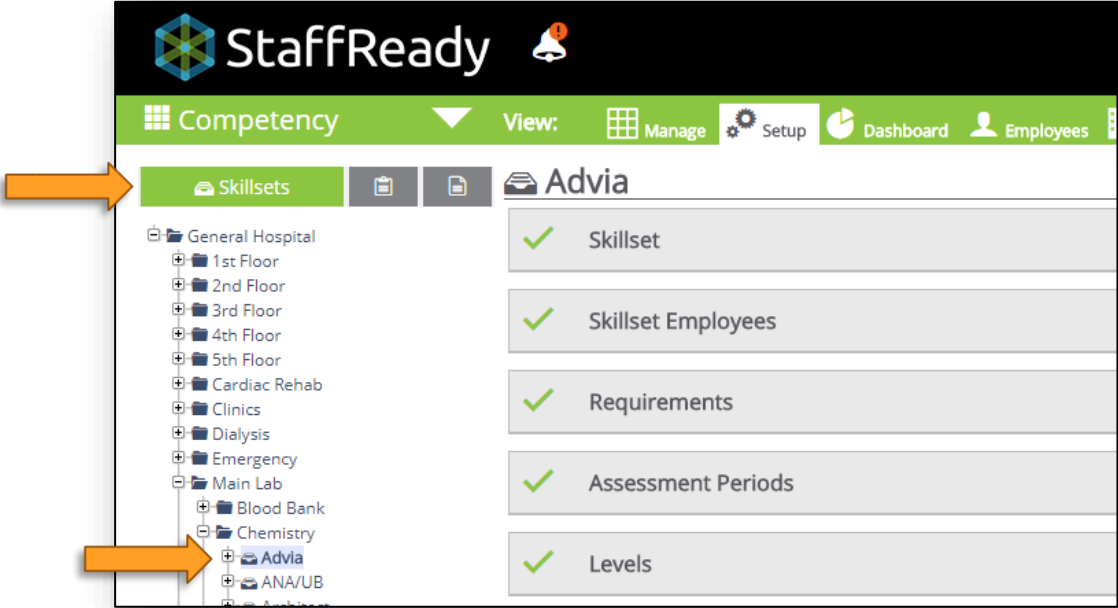
9. Click **Add All** to associate every **Job Description** in the list to the **Level**.



## 2 | Remove Job Descriptions from Levels

### Remove Job Descriptions from Levels

- 1. Select **Skillsets** perspective.
- 2. Select a **Skillset**.




- 3. Open **Levels** colorbar.

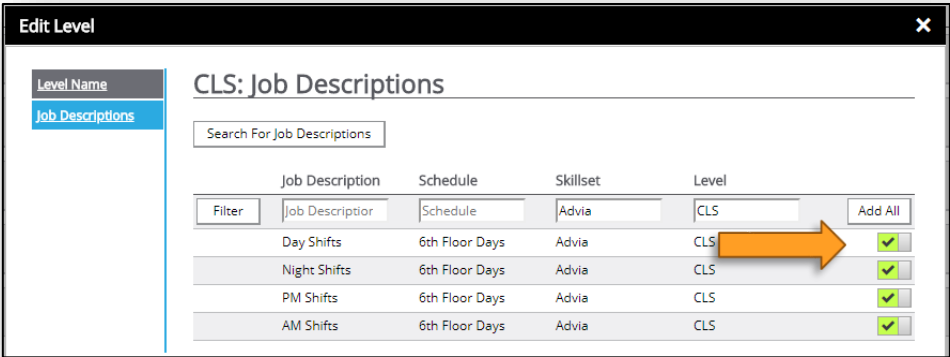


The screenshot shows the 'Levels' colorbar in the StaffReady application. The colorbar is open, and a table of job descriptions is displayed. The table has columns for 'Order', 'Level', 'Demands', 'Job Descriptions', 'Skill', and 'New'. The 'Job Descriptions' column is highlighted, and an orange arrow points to the '4 jobs' link in the first row.

Order	Level	Demands	Job Descriptions	Skill	New
1	CLS	Advia test system competency requirements for a CLS.	<a href="#">4 jobs</a>	High	Edit/Remove
2	Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	<a href="#">0 jobs</a>	Medium	Edit/Remove
3	Lab Assistant II	Advia test system competency assessment requirements for a Lab Assistant II.	<a href="#">0 jobs</a>	Medium-High	Edit/Remove

- 4. Click [jobs](#).

5. Click  to disassociate a **Job Description** from a **Level**.



The screenshot shows a window titled "Edit Level" with a close button in the top right corner. On the left, there is a sidebar with two tabs: "Level Name" (selected) and "Job Descriptions". The main area is titled "CLS: Job Descriptions" and contains a search box labeled "Search For Job Descriptions". Below the search box is a table with columns: "Job Description", "Schedule", "Skillset", and "Level". Each row in the table has a checkbox in the rightmost column. An orange arrow points to the checkbox for the first row, which is currently checked. The table data is as follows:

Job Description	Schedule	Skillset	Level	
Day Shifts	6th Floor Days	Advia	CLS	<input checked="" type="checkbox"/>
Night Shifts	6th Floor Days	Advia	CLS	<input checked="" type="checkbox"/>
PM Shifts	6th Floor Days	Advia	CLS	<input checked="" type="checkbox"/>
AM Shifts	6th Floor Days	Advia	CLS	<input checked="" type="checkbox"/>