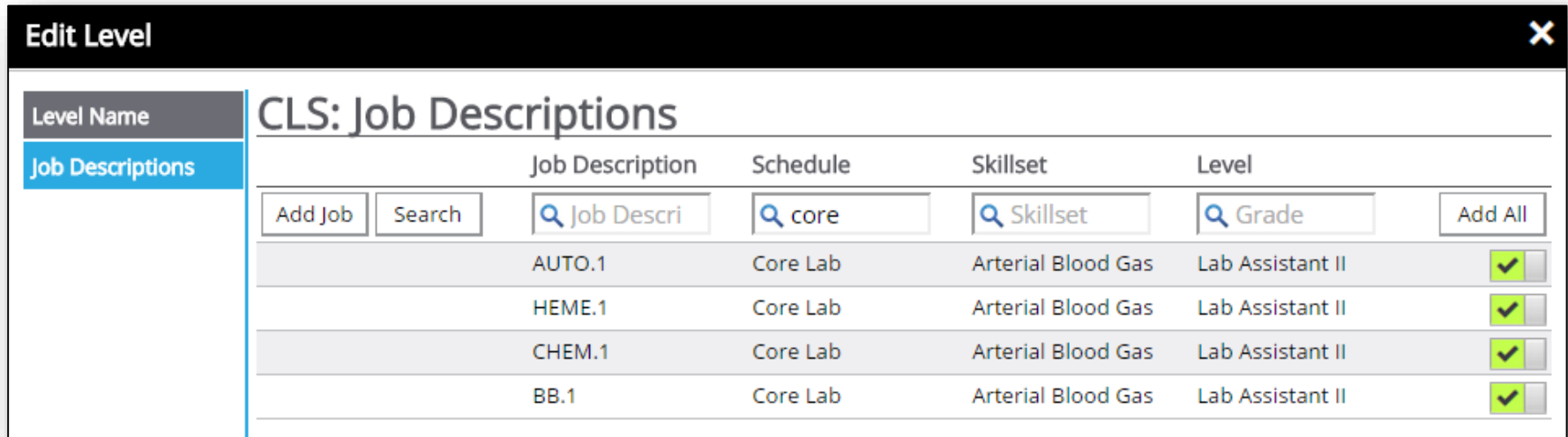


Setup View – Browse Skillsets Perspective

Link Schedules to Skillsets

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 Job Descriptions to Levels
- Remove Job Descriptions from Levels



Job Description	Schedule	Skillset	Level	
AUTO.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>
HEME.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>
CHEM.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>
BB.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>

1 | Associate Job Descriptions to Levels

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

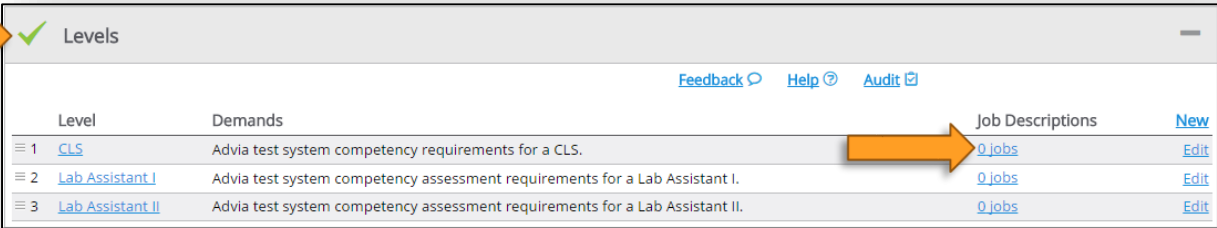
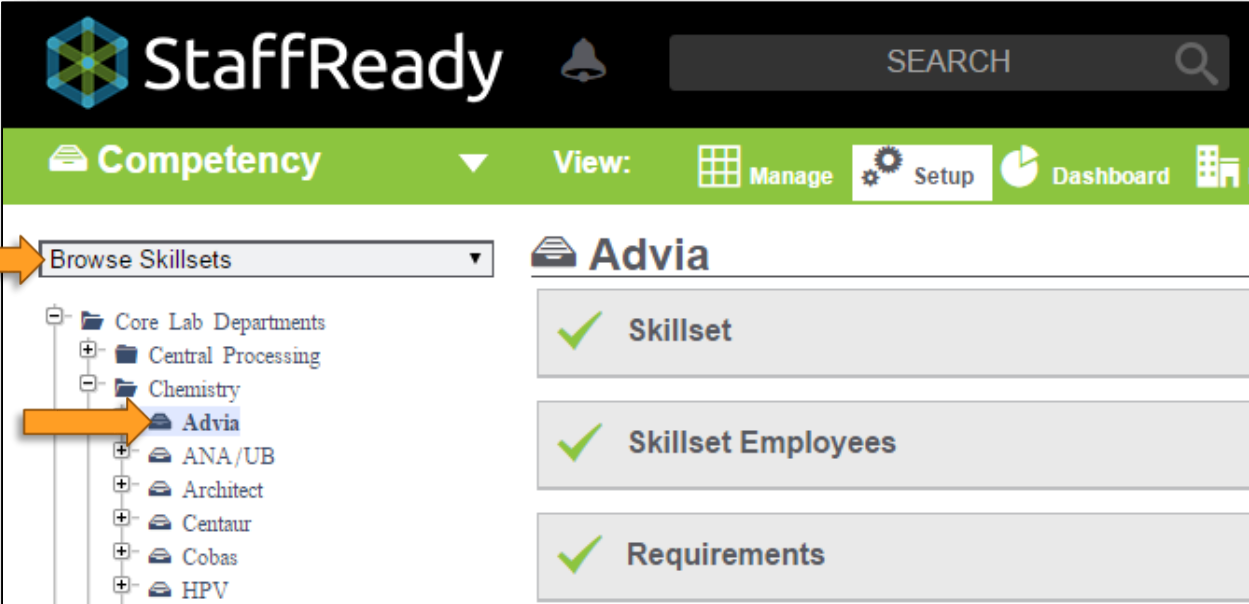
Associate Job Descriptions to Levels

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Levels** colorbar.

4. Click [jobs](#).



6. Click **Add Job**.

Edit Level

Level Name: Lab Assistant II: Job Descriptions

Job Descriptions | Job Description | Schedule | Skillset

Add Job | Search | Job Descri | Schedule | Arterial Bl

7. Enter **Job Descriptions** and/or **Schedules** to search.

Edit Level


Level Name: Lab Assistant II: Job Descriptions

Job Descriptions | Job Description | Schedule

A | Search | Job De | core

Job Description	Schedule
AUTO.1	Core Lab
HEME.1	Core Lab
CHEM.1	Core Lab
BB.1	Core Lab

8. Click **Search**.

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

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

CLS: Job Descriptions				
	Job Description	Schedule	Skillset	Grade
<input type="button" value="Add Job"/>	<input type="button" value="Search"/>	<input type="text" value="Q Job Descri"/>	<input type="text" value="Q core lab"/>	<input type="text" value="Q Skillset"/>
			<input type="text" value="Q Grade"/>	<input type="button" value="Add All"/>
	AUTO.1	Core Lab Departments		<input type="checkbox"/>
	HEME.1	Core Lab Departments		<input type="checkbox"/>
	CHEM.1	Core Lab Departments		<input type="checkbox"/>
	BB.1	Core Lab Departments		<input type="checkbox"/>

2 | Remove Job Descriptions from Levels

Remove Job Descriptions from Levels

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Levels** colorbar.

4. Click [jobs](#).

The screenshot shows the StaffReady application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below the navigation bar, there is a 'View:' section with options for 'Manage', 'Setup', and 'Dashboard'. The main content area is divided into two sections. On the left, there is a tree view of skillsets under the 'Browse Skillsets' dropdown. The 'Advia' skillset is selected and highlighted. On the right, there is a summary for the 'Advia' skillset, showing a green checkmark next to 'Skillset', 'Skillset Employees', and 'Requirements'.

The screenshot shows the 'Levels' colorbar for the 'Advia' skillset. It contains a table with the following data:

Level	Demands	Job Descriptions	
1	CLS	Advia test system competency requirements for a CLS.	0 jobs Edit
2	Lab Assistant I	Advia test system competency assessment requirements for a Lab Assistant I.	0 jobs Edit
3	Lab Assistant II	Advia test system competency assessment requirements for a Lab Assistant II.	4 jobs Edit

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

The screenshot shows a software window titled "Edit Level" with a close button in the top right corner. The window content is titled "CLS: Job Descriptions". On the left side, there is a sidebar with two tabs: "Level Name" (selected) and "Job Descriptions". The main area contains a table with the following columns: "Job Description", "Schedule", "Skillset", and "Level". Below the table header, there are search filters for "Job Descri", "core", "Skillset", and "Grade", along with "Add Job", "Search", and "Add All" buttons. The table lists four job descriptions, each with a green checkmark in a box on the right side, indicating they are associated with the level. An orange arrow points to the first checkmark.

Job Description	Schedule	Skillset	Level	
AUTO.1	Core Lab	Arterial Blood Gas	Lab Assistant	<input checked="" type="checkbox"/>
HEME.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>
CHEM.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>
BB.1	Core Lab	Arterial Blood Gas	Lab Assistant II	<input checked="" type="checkbox"/>