



New Hire Assessment Schedule Example Guide

The following document provides six scenarios of how first year assessments will be assigned within StaffReady based on new hire and test system assignment period values, such as:

- Skillset (Test system) Assignment Window
- Assignment Period Start Date
- Employee Skillset Start Date (Hired date)

Key Terms

Here are some important definitions to be aware of before reviewing the new hire assessment schedule scenarios:

- **Skillset Assessment Period:** The Skillset Assessment Period by default runs from January 1 to December 31 every year for every skillset (test system).
- **Assignment Period Window:** An assignment period window is the period of time (start date through the due date) that a Requirement (competency assessment) is assigned to an employee for completion. There are two types of assignment windows within StaffReady: Specific Window or Skillset Start Date.
- **Specific Assignment Period Window:** Custom beginning and ending dates within the annual **Skillset Assessment Period** to ensure every skillset employee is scheduled to begin their competency assessment on the same date.
- **Skillset Start Date Assignment Period Window:** The Skillset Start Date Window bases the assignment start date for a Skillset Employee according to the employee's anniversary of the Skillset Start Date for a test system (assay). Assignment windows for competency assessment assignments within a given test system (assay) will differ from employee to employee.
- **Skillset Start Date:** The first date that a Skillset Employee begins (or began) training on a test system (assay).
- **Initial Training:** Skillset Employees who are new to a test system (assay) must complete initial training before they can be assessed for competency. Within StaffReady, an employee is assigned Initial Training immediately upon their Skillset Start Date.
- **First Six-Month Assessment:** According to [CLIA Brochure #10](#), within six months of completing initial training on a test system, employees must complete their first assessment in each of the six elements of competency. Within StaffReady, this is referred to as the First Six-Month Assessment.
- **Second Six-Month Assessment:** According to [CLIA Brochure #10](#), within six months of completing their first competency assessment (First Six-Month Assessment), employees must complete their second assessment in each of the six elements of competency. Within StaffReady, this is referred to as the Second Six-Month Assessment.

New Hire Scenario One

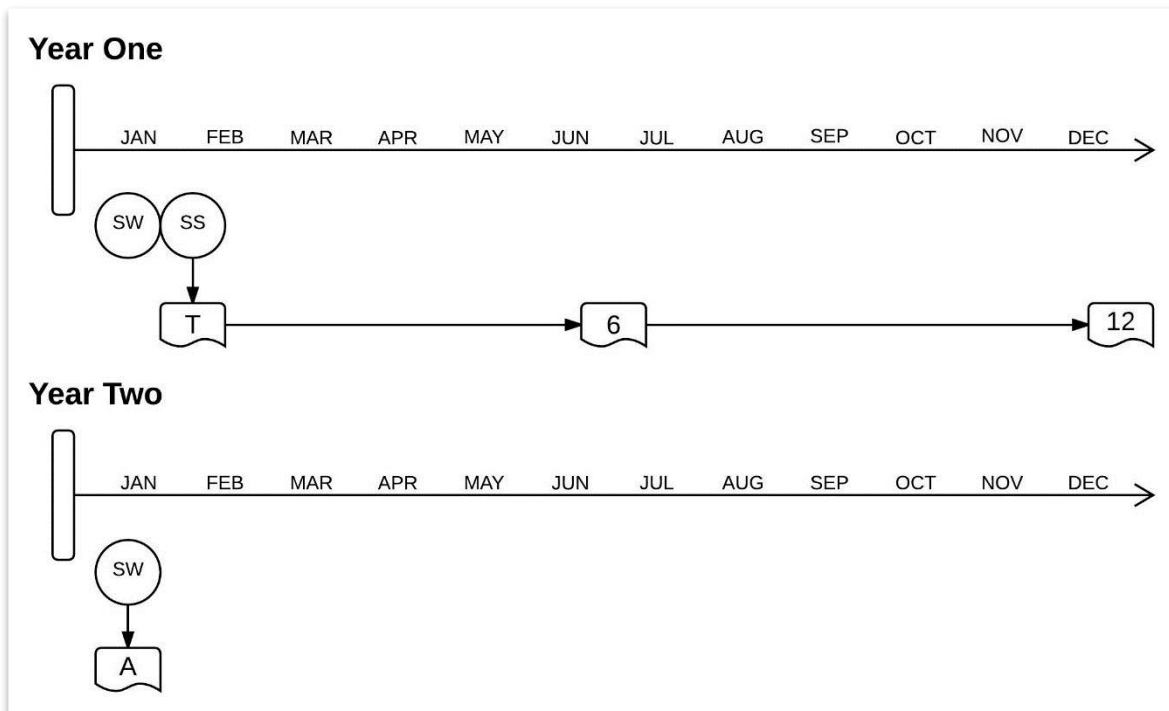
Assessment Period: January 1st – December 31st

Assignment Period Window: Specific Window

Assignment Period Begin Date: January 1st

Assignment Period End Date: January 31st

Skillset Start Date: January 15th



SW = Specific Window

SS = Skillset Start Date

T = Initial Training

6 = First Six-Month Assessment

12 = Second Six-Month Assessment

A = Annual Assessment

Explanation: An employee is hired on January 15th, shortly after the assessment start date of January 1st. The employee's initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, January 15th. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin with 30 days to be completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled. The following month, on January 1st, the employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Specific Assignment Period Window**. The **Specific Assignment Period Window** option dictates that every employee within a test system is assigned their annual assessment begin on the same date, regardless of their **Skillset Start Date** (or hire date anniversary). This ensures that every employee stays on the same schedule.

New Hire Scenario Two

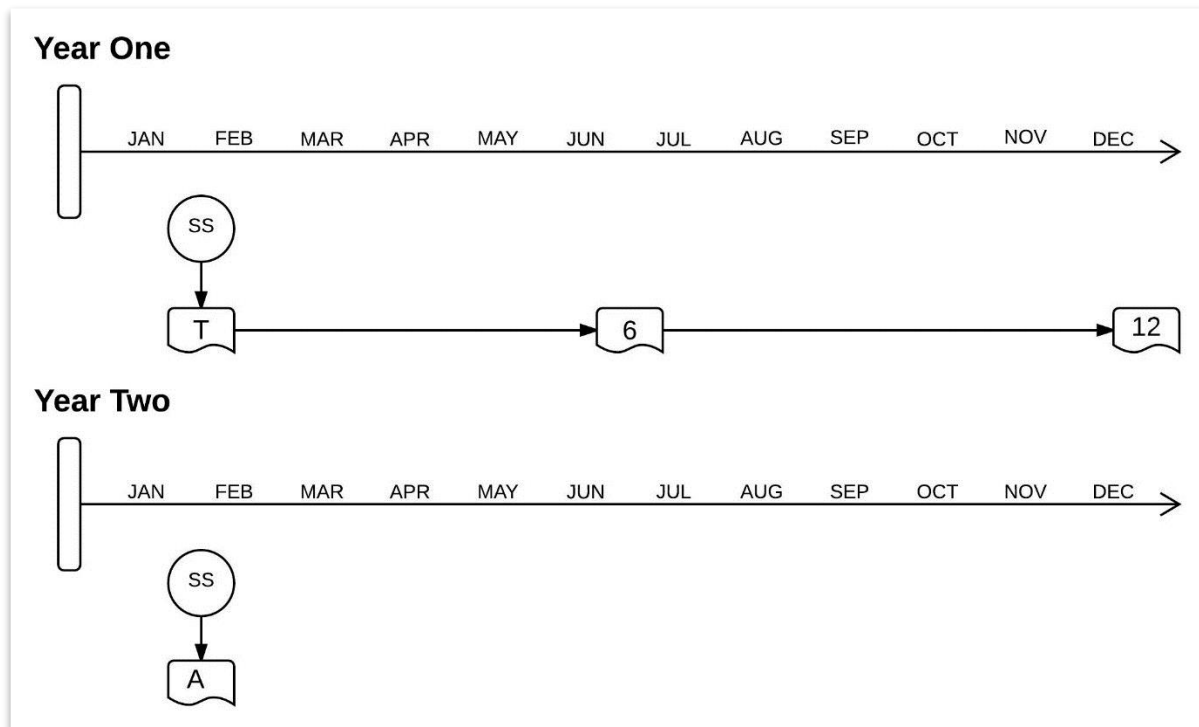
Assessment Period: January 1st – December 31st

Assignment Period Window: Skillset Start Date Window

Assignment Period Begin Date: January 15th, Skillset Start Date of employee in example

Assignment Period End Date: February 15th, 30 days after the Skillset Start Date

Skillset Start Date: January 15th



SW = Specific Window

SS = Skillset Start Date

T = Initial Training

6 = First Six-Month Assessment

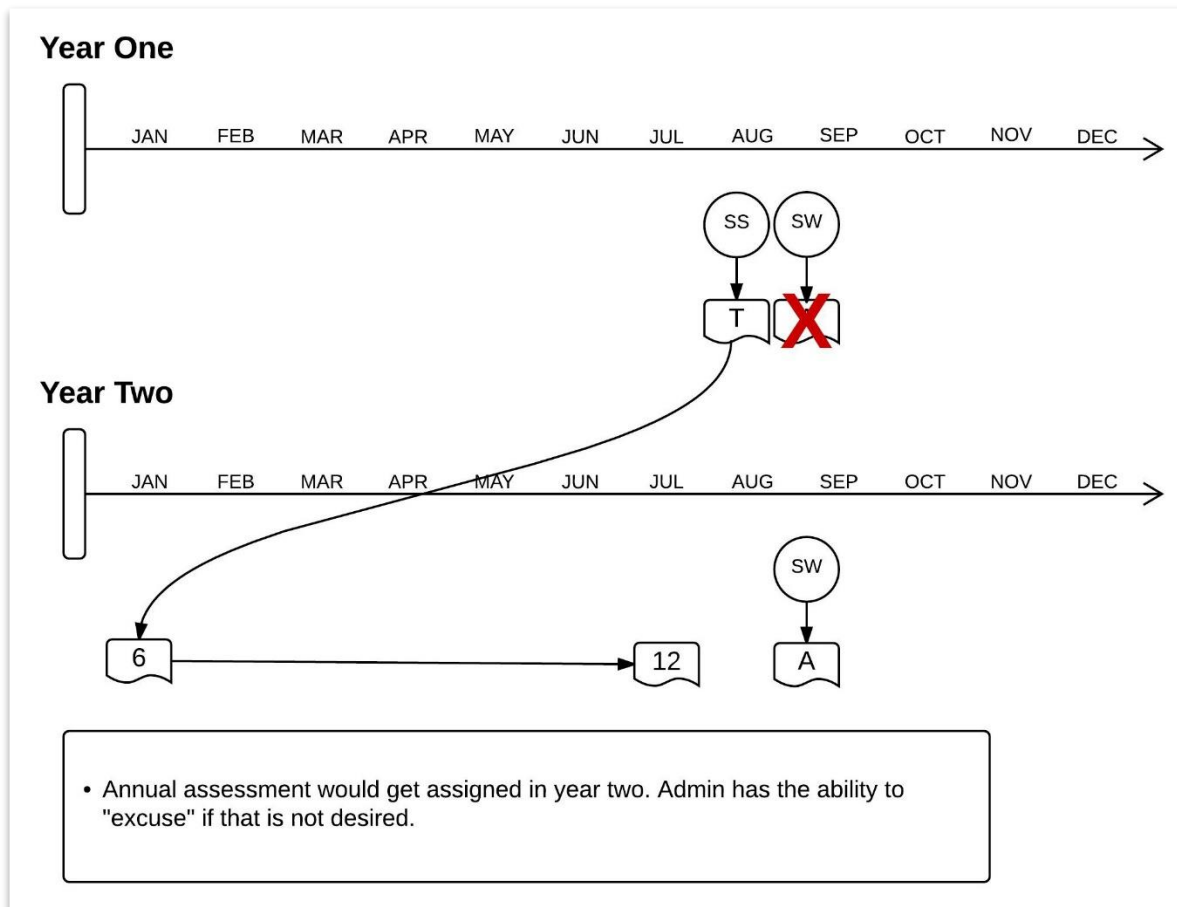
12 = Second Six-Month Assessment

A = Annual Assessment

Explanation: An employee is hired on January 15th. The employee's initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, January 15th. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin with 30 days to be completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled. The following month, on January 15th, the employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Skillset Start Date Assignment Period Window**. The **Skillset Start Date Assignment Period Window** dictates that every employee within a test system is assigned their annual assessment on different dates, according to each individual **Skillset Start Date** (or hire date anniversary). This does not keep every employee on the same assessment schedule.

New Hire Scenario Three

Assessment Period: January 1st – December 31st
Assignment Period Window: Specific Window
Assignment Period Begin Date: August 15th
Assignment Period End Date: September 15th
Skillset Start Date: August 1st



SW = Specific Window
SS = Skillset Start Date
T = Initial Training

6 = First Six-Month Assessment
12 = Second Six-Month Assessment
A = Annual Assessment

Explanation: An employee is hired on August 1st, shortly before the assessment start date of August 15th. The employee’s initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, August 1st. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin (January 1st) with 30 days to be completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled (July 1st). The following month, on August 15th, the employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Specific Assignment Period Window**.

New Hire Scenario Four

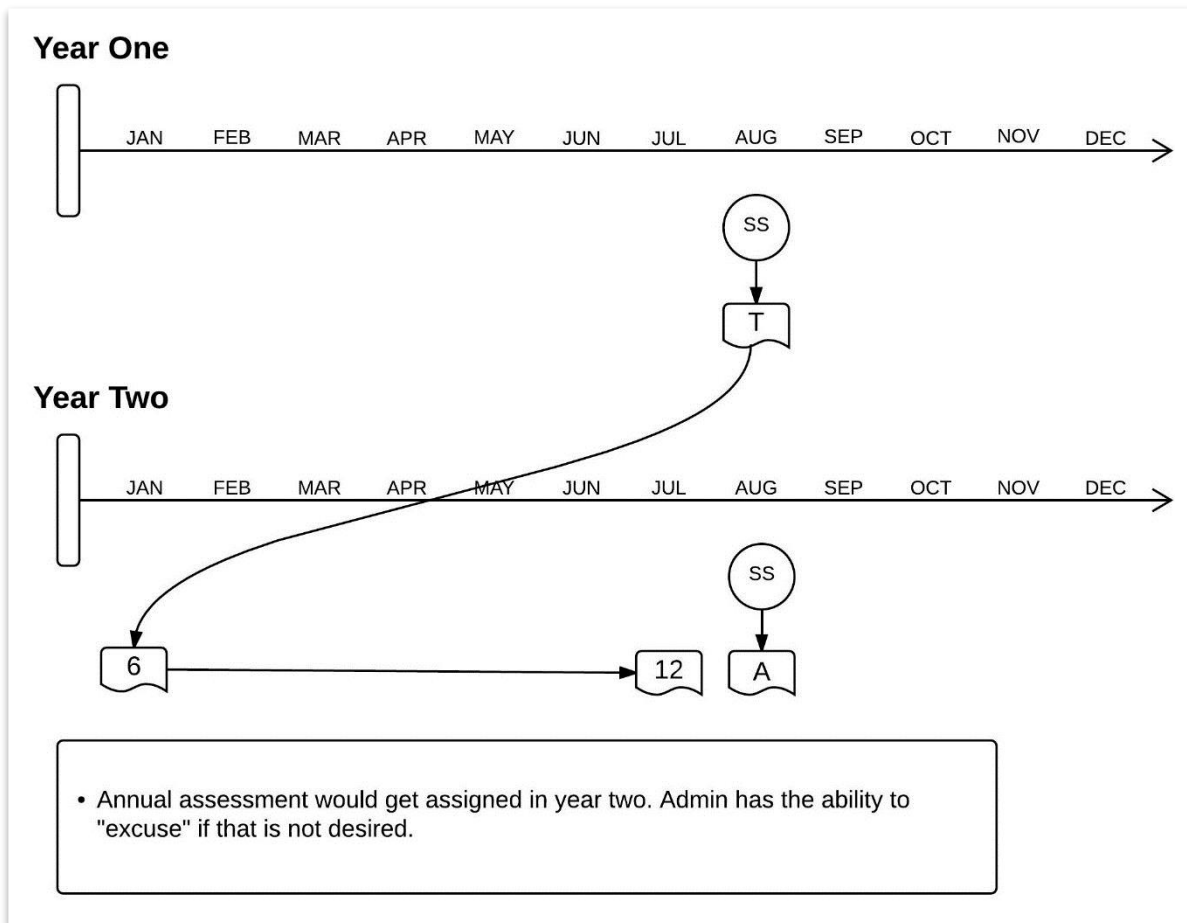
Assessment Period: January 1st – December 31st

Assignment Period Window: Skillset Start Date Window

Assignment Period Begin Date: August 1st, Skillset Start Date of employee in example

Assignment Period End Date: August 31st, 30 days after the Skillset Start Date

Skillset Start Date: August 1st



SW = Specific Window

SS = Skillset Start Date

T = Initial Training

6 = First Six-Month Assessment

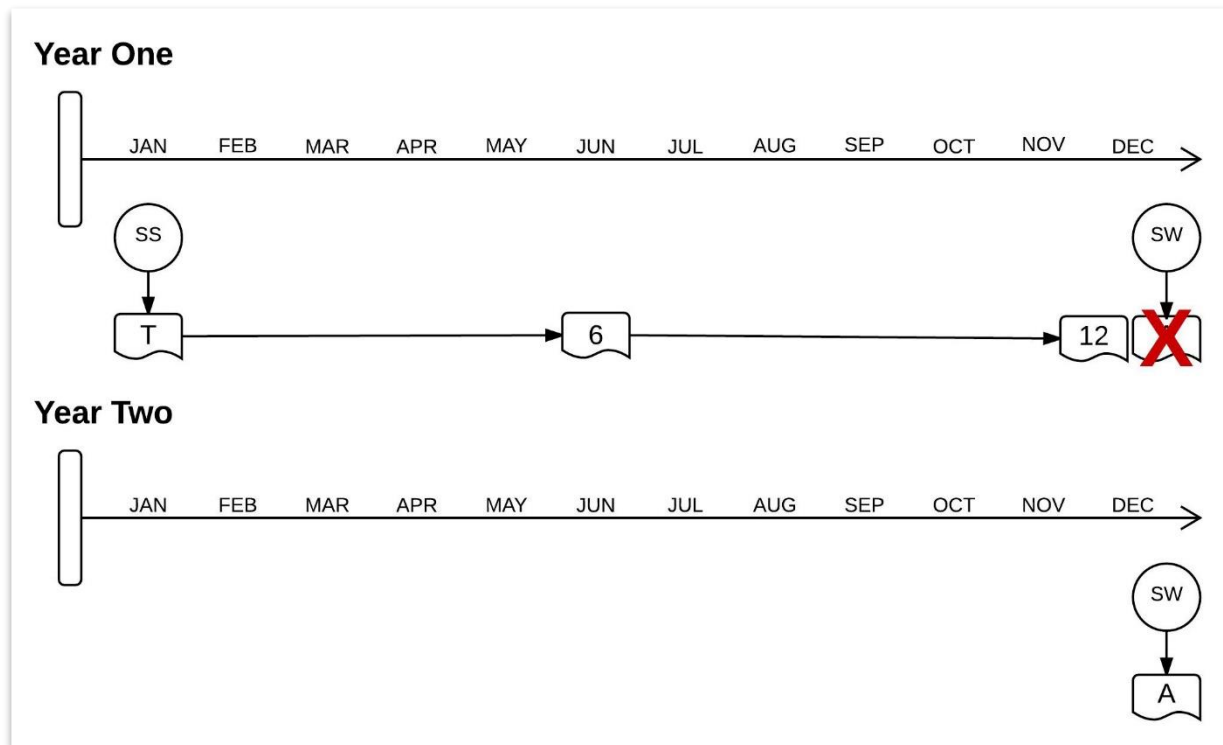
12 = Second Six-Month Assessment

A = Annual Assessment

Explanation: An employee is hired on August 1st. The employee’s initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, August 1st. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin (January 1st) with 30 days to be completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled (July 1st). The following month, on August 1st, the employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Skillset Start Date Assignment Period Window**.

New Hire Scenario Five

Assessment Period: January 1st – December 31st
Assignment Period Window: Specific Window
Assignment Period Begin Date: December 15th
Assignment Period End Date: January 15th
Skillset Start Date: January 1st



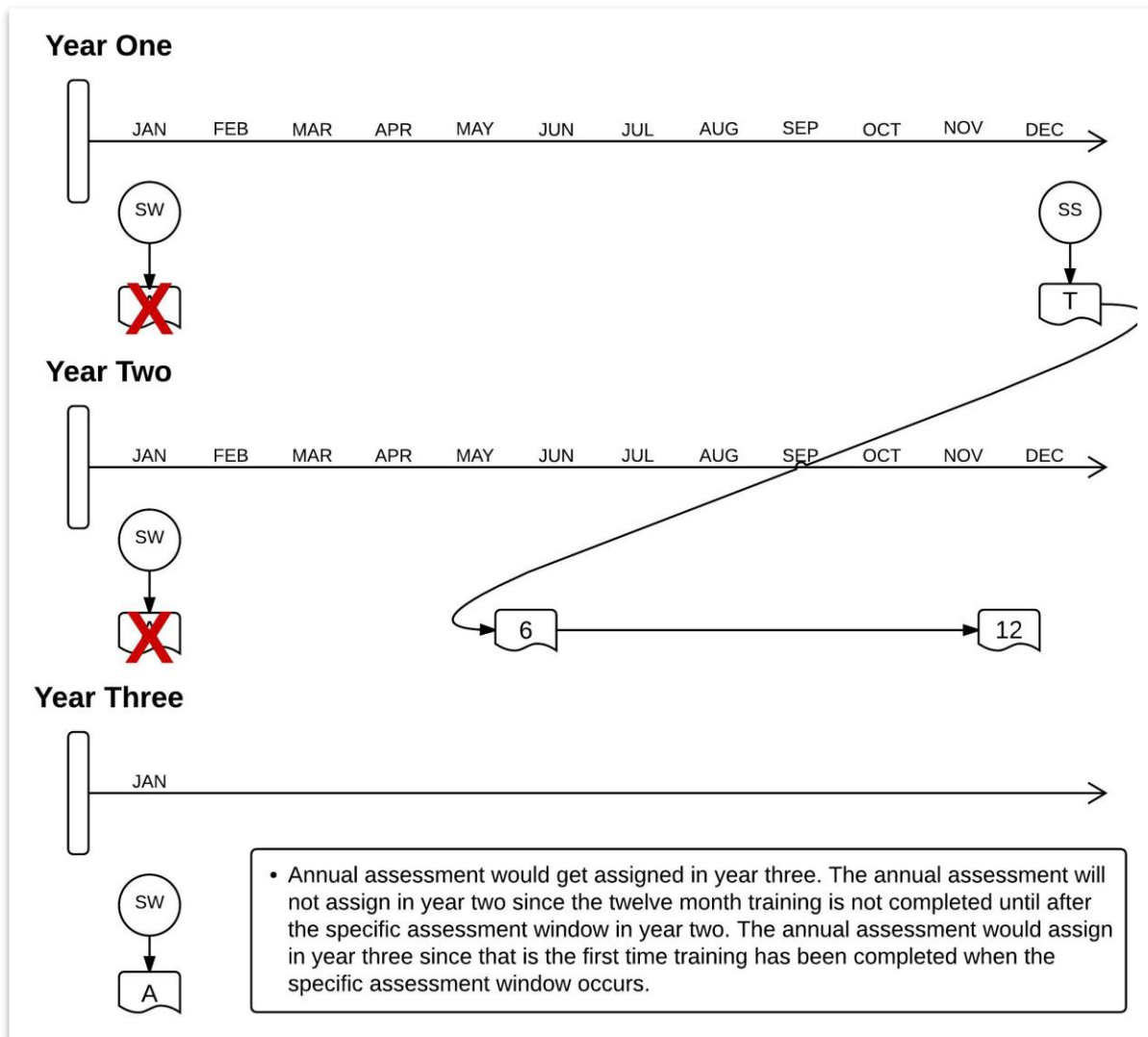
SW = Specific Window
SS = Skillset Start Date
T = Initial Training

6 = First Six-Month Assessment
12 = Second Six-Month Assessment
A = Annual Assessment

Explanation: An employee is hired on January 1st, shortly after the assessment start date of December 15th. The employee's initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, January 1st. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin (June 1st) with 30 days to be completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled (December 1st). That same month, on December 15th, every other employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Specific Assignment Period Window**. However, since the new hire employee just completed their Second Six-Month Assessment within the same calendar year, they will not be assigned the annual assessment within their first year. Instead, the new hire employee will be assigned their annual assessment in year two (on December 15th) along with every other employee for that test system.

New Hire Scenario Six

Assessment Period: January 1st – December 31st
Assignment Period Window: Specific Window
Assignment Period Begin Date: January 1st
Assignment Period End Date: January 31st
Skillset Start Date: December 15th



SW = Specific Window
SS = Skillset Start Date
T = Initial Training

6 = First Six-Month Assessment
12 = Second Six-Month Assessment
A = Annual Assessment

Explanation: An employee is hired on December 15th, shortly before the assessment start date of January 1st. The employee’s initial training is scheduled to begin on the same date as their **Skillset Start Date (SS)**, December 15th. Five months after the employees **Skillset Start Date**, the **First Six-Month Assessment (6)** is scheduled to begin (May 15th) with 30 days to be

completed. Six months after the start date of the **First Six-Month Assessment**, the **Second Six-Month Assessment (12)** is scheduled (November 15th). Two months later, on January 1st of the following year, the new hire employee is scheduled their annual assessment (**A**) for the test system since the annual assessment is scheduled based on the **Specific Assignment Period Window**.