

Setup View – Employee Color Bar

Qualify Employees to Job Descriptions

This reference guide provides a process overview of how to **Qualify Employees for Job Descriptions** within the **Employee Color Bar** in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Qualify employees to job descriptions
- Increase availability within the job description menu

View: Manage Setup Department

5East

✓ Name +

✓ Job Descriptions +

✓ Employees -

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Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup New
Search	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>	<input type="text" value="Show All"/>	<input type="text" value="Show All"/>	<input type="text" value="Hide Removed"/>	
1	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30	Remove
2	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30	Remove
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30	Remove
4	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30	Remove
5	Andy Kopf	1.00	1 assigned	Two weeks	8:00-16:30	Remove
6	Shift Bids					

Qualify Employees to Job Descriptions

Skill levels act as a schedule build preference setting. Higher skill levels increase the likelihood of an employee being scheduled. Select Medium for shifts to be scheduled to qualified employees in a fair and equitable manner.

Qualify Employees to Job Descriptions

1. Click the **Employees** color bar.
2. In the row of the employee you wish to qualify to job descriptions, click **assigned** link.
3. In the row of the appropriate job description, on the **Skill Level** menu, click the appropriate skill level.
4. Click **Save Changes**.

✓ Employees			
Order	Name On Schedule	FTE	Job Descriptions
<input type="text" value="Search"/>	<input type="text" value="Search Name"/>	<input type="text" value="Min"/>	<input type="text" value="Show All"/>
1	Bob Martin	1.00	5 assigned
2	Mike Thompson	1.00	5 assigned

6	Rhonda King	1.00	0 assigned
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Edit Job Descriptions




Name On Schedule: Rhonda King

Assigned To: 2 Job Descriptions [view](#)

Job Description	Skill Level	Consecutive Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat
3M Pharmacy	Low	N/A		3M Pharmacy (7:00)	3M Pharmacy (7:00)	3M Pharmacy (7:00)	3M Pharmacy (7:00)	3M Pharmacy (7:00)	
IV3	Medium	N/A		IV3 (7:00)	IV3 (7:00)	IV3 (7:00)	IV3 (7:00)	IV3 (7:00)	
D2	Not Qualified	N/A							
IV2	Low	N/A							
	Medium-Low	N/A							
	Medium	N/A							
	Medium-High	N/A							
BB1	High	N/A							

Increase Availability within the Employee Color Bar

After you have set each employee's skill level for a job description, the system will alert you to days where qualified employees' availability does not match the shift assignments.

-  The employee's availability will not allow the shift assignment to be schedule during the system build.
-  There are some days within the employee's availability pattern that the employee can be scheduled for the shift assignment.
-  The employee is available for the shift assignment on all days.

You can adjust an employee's availability on a particular day to include the starting time and/or ending time of the shift assignment. If multiple days of availability need to be updated, use the **Edit Available Times** menu for the employee. See the reference guide on **Editing Employee Available Times** for more information.









Increasing Availability within the Job Description Menu

- For the employee whose availability you wish to increase, click the corresponding **shift assignment link**.

The shift assignments with starting and/or ending times **outside** the current availability of the employee are **red**.




The shift assignments with starting and/or ending times **inside** the current availability of the employee are **blue**.

- For the shift you wish to alter the employee's availability, click **Assign**.

Employee	Skill Level	Consecutive Days	Sun	Mon	Tue
Bob Martin	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)
Mike Thompson	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)
Josh Hartman	Low	N/A		 BB1 (8:00)	 BB1 (8:00)
Jim Bob	Not Qualified	N/A			
Andy Kopf	Medium	N/A		 BB1 (8:00)	 BB1 (8:00)

Save Changes

Compare Mondays in Pattern

Availability	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Current Availability <input type="button" value="Cancel"/>																								
New Availability <input type="button" value="Save"/>																								
Shifts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
3M Pharmacy 																								
IV3 																								
IV2  Assign																								
BB1 Assign																								

3. To finish updating the change to availability, click **Save**.

or

4. To undo the change to availability, click **Cancel**.

[Compare Mondays in Pattern](#)

Availability	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Current Availability																								
New Availability																								
Shifts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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