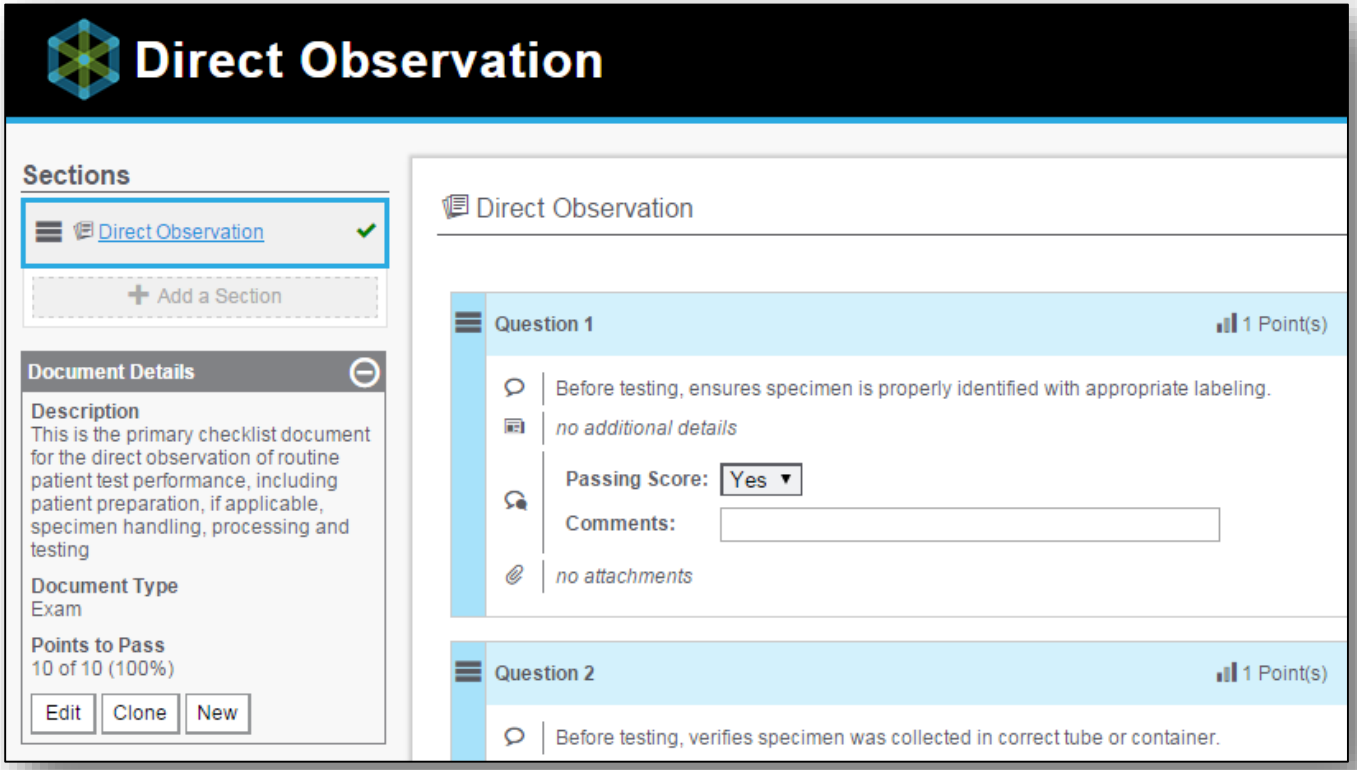
StaffReady

Setup View – Browse Requirements Perspective
Build Competency Checklists

This reference guide provides an overview of the process for Building Competency Checklists within StaffReady. The following process steps and instructional information are provided within this document:

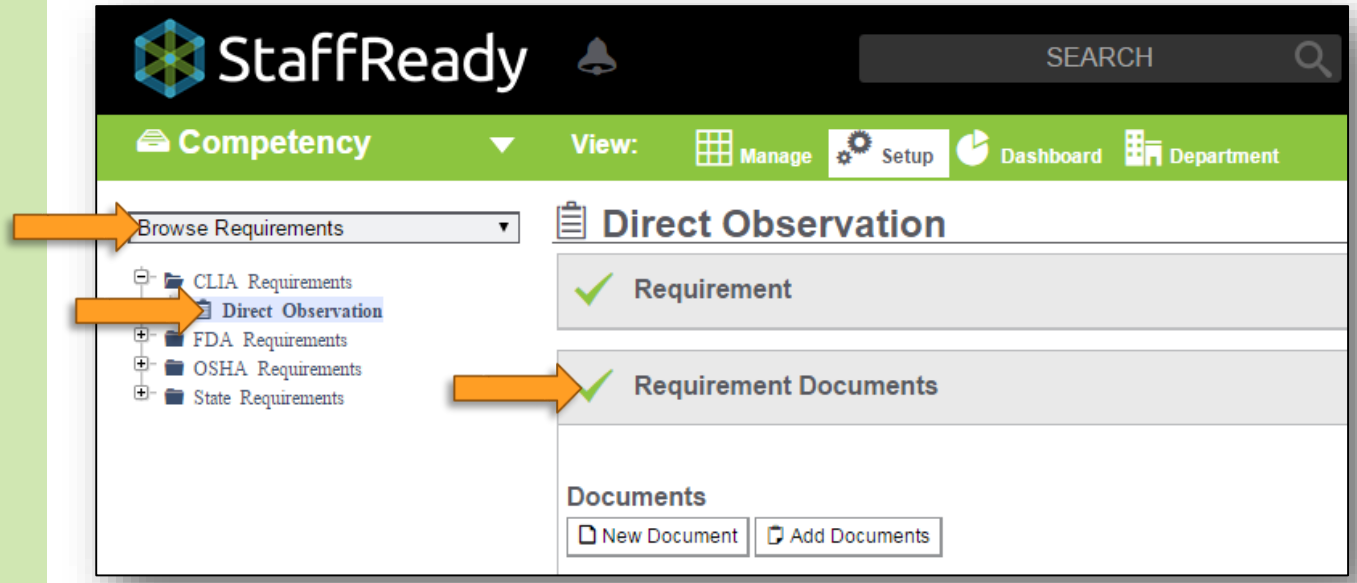
- **Build Problem Solving Exams**
- **Edit Questions**
- **Copy Questions**
- **Delete Questions**

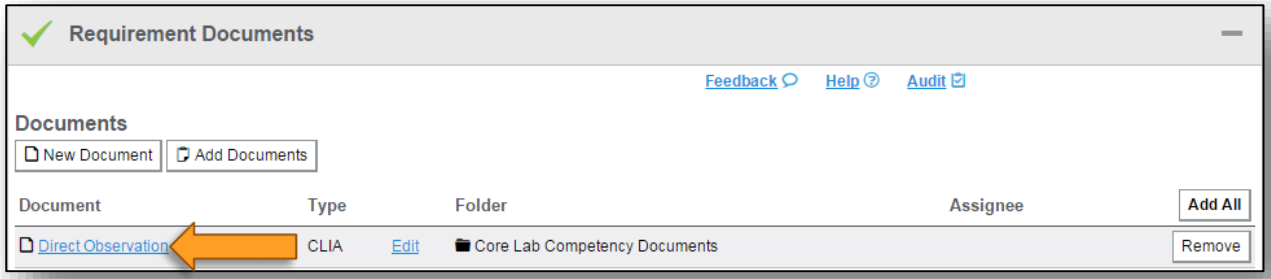


1 | Build Competency Checklists

Build Competency Checklists

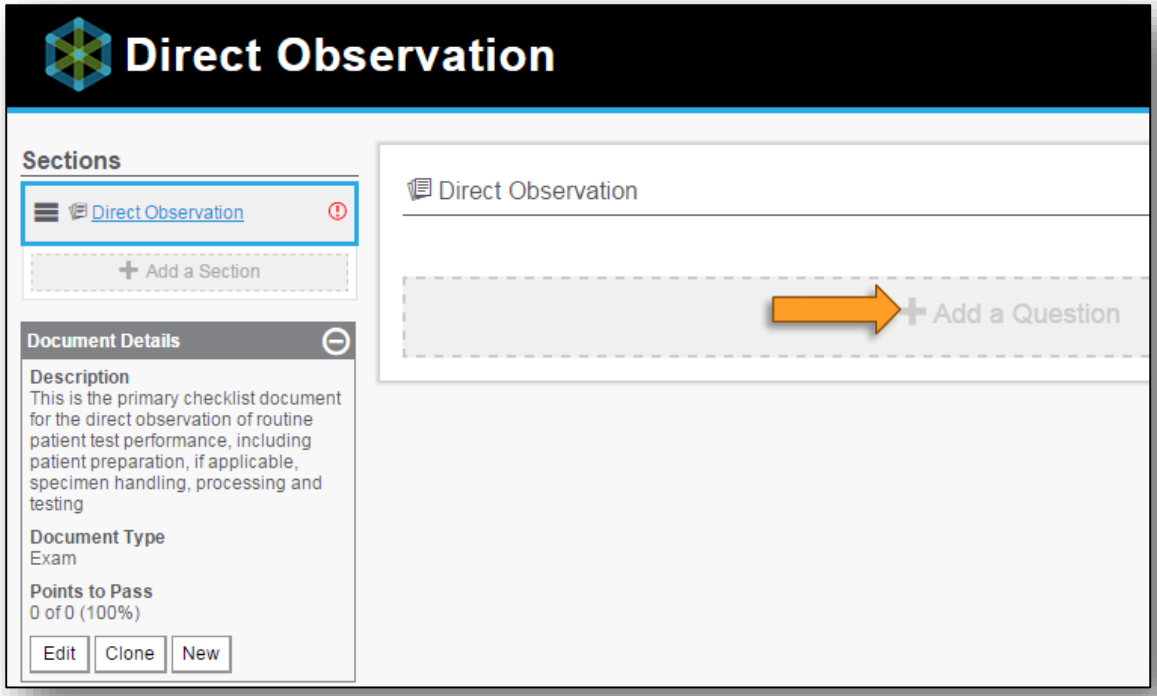
1. Select **Browse Requirements** perspective.
2. Select **Requirement**.
3. Click to open **Requirement Documents** colorbar.
4. Click Requirement Document.





©2014 StaffReady. All rights reserved.

5. Click **Add a Question.**



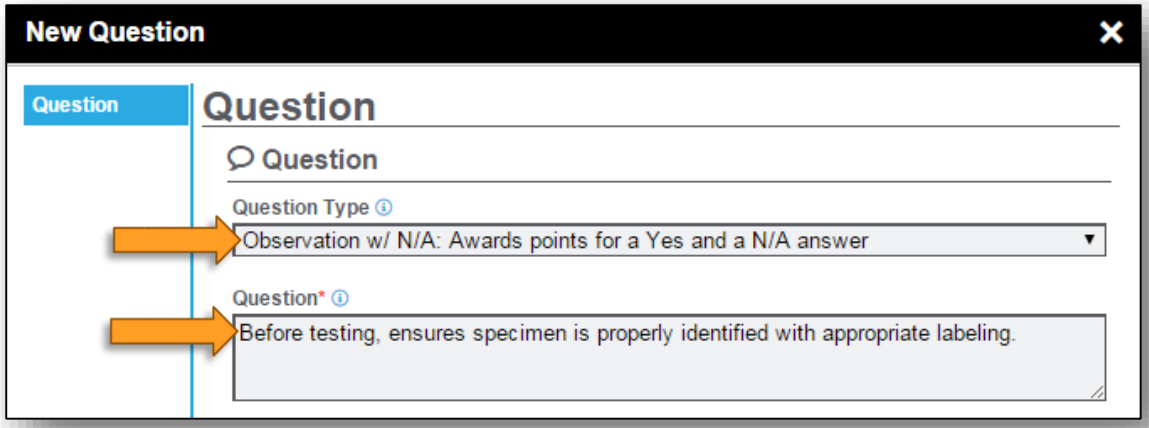
©2014 StaffReady. All rights reserved.

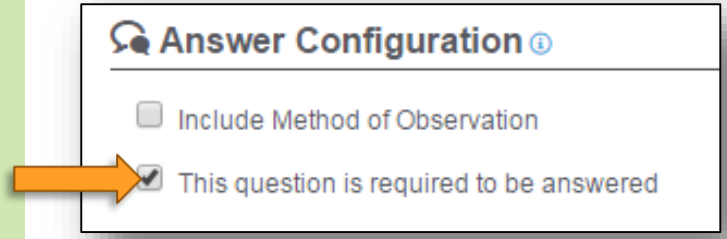
6. Select **Observation w/ N/A…** for **Question Type**.

7. Enter **Question**.

8. Leave **This question is required…** checked if required.

Note: Check **Include Method** if you require this to be documented and will be utilizing observation methods other than direct observation.



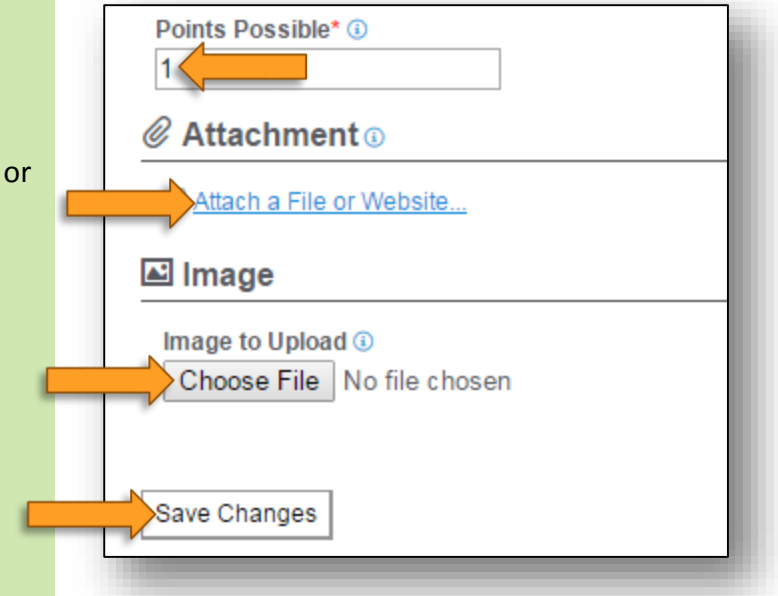


©2014 StaffReady. All rights reserved.

9. Enter **Points Possible**.

10. Click Attach a File or Website or select **Choose File** to attach SOPs, URLs, or .jpg images.

11. Click **Save Changes**.

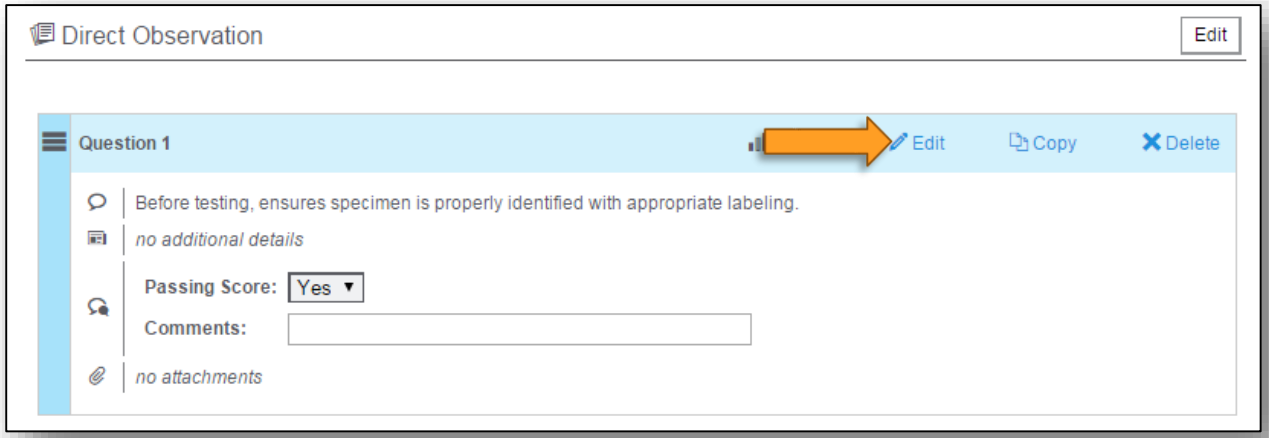


©2014 StaffReady. All rights reserved.

2 | Edit Questions

Edit Questions

1. Click Edit.

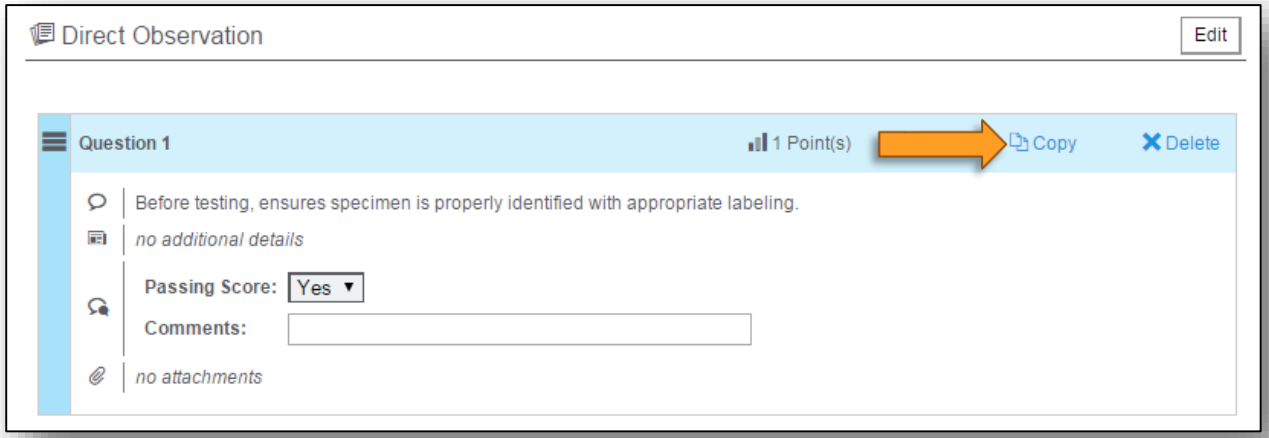


©2014 StaffReady. All rights reserved.

3 | Copy Questions

Copy Questions

1. Click Copy.

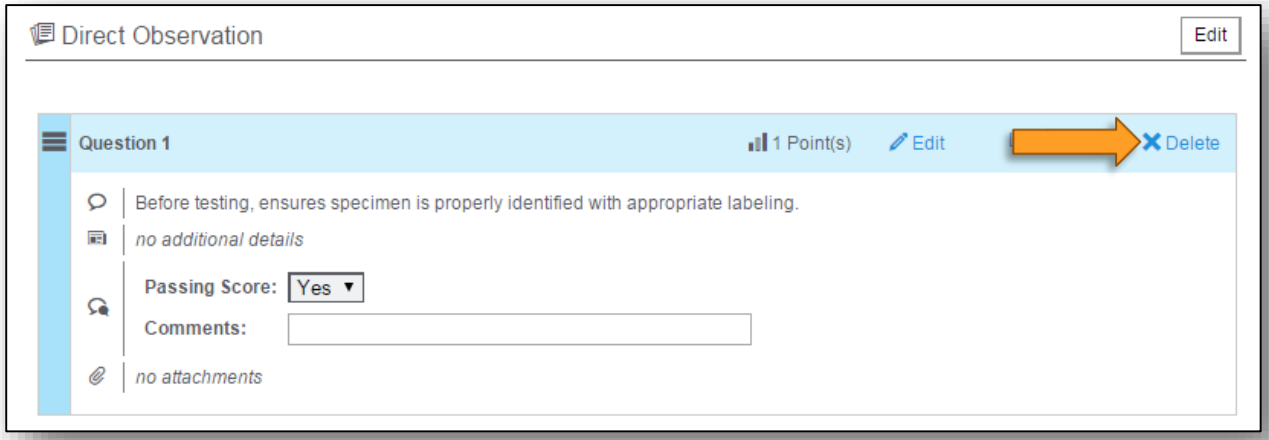


©2014 StaffReady. All rights reserved.

4 | Delete Questions

Delete Questions

1. Click Delete.



©2014 StaffReady. All rights reserved.