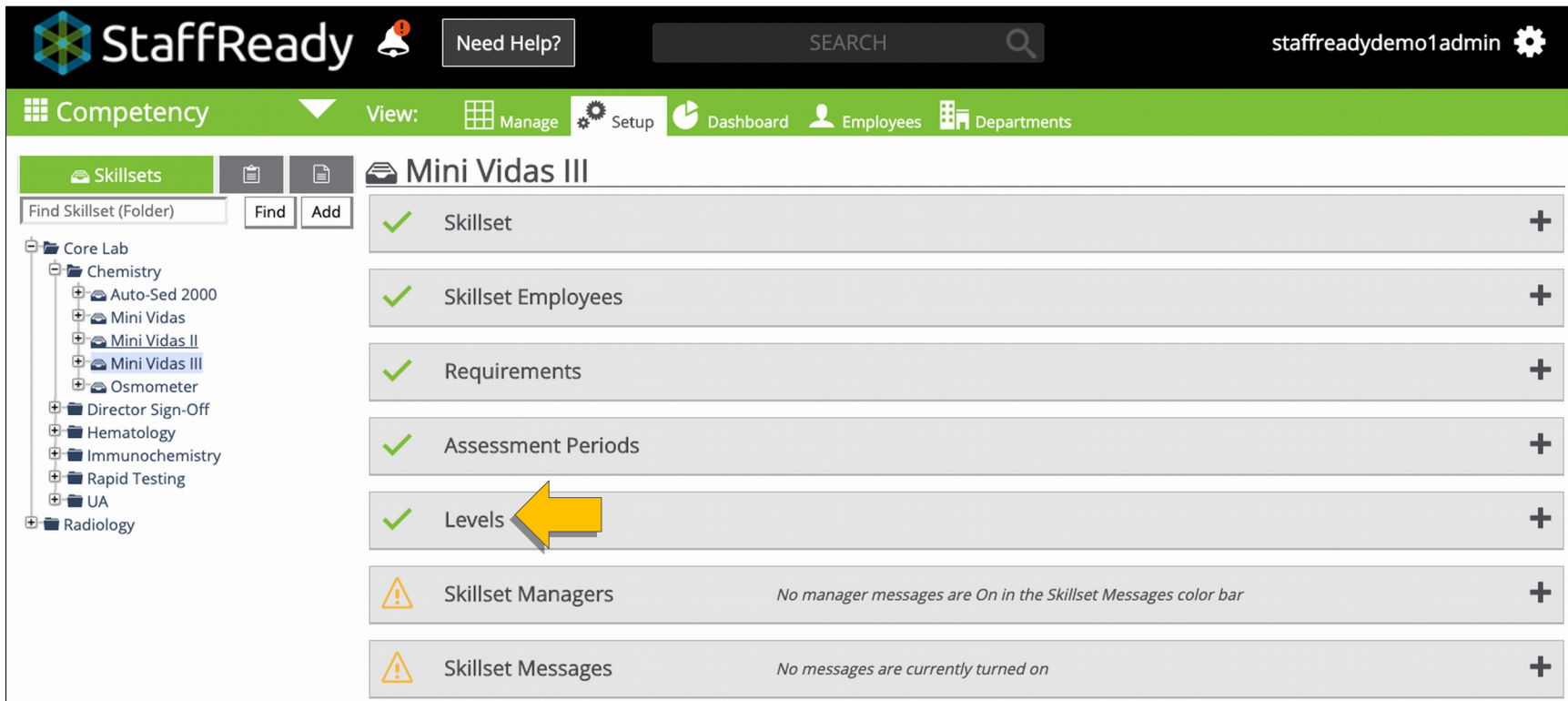


Competency- Setup

Skillset Levels Color Bar

This reference guide provides a comprehensive overview of the process for setting up Skillset Levels within the StaffReady Competency module. The following process steps and instructional information are provided within this document:

- [Overview of Competency Levels](#)
- [Add New, Edit, Reorder or Remove Levels](#)
- [Linking Levels to Requirements](#)



The screenshot shows the StaffReady Competency Setup interface. The top navigation bar includes the StaffReady logo, a 'Need Help?' button, a search bar, and the user 'staffreadydemo1admin'. The main navigation bar shows 'Competency' as the active module, with options for 'View: Manage', 'Setup', 'Dashboard', 'Employees', and 'Departments'. The left sidebar shows a tree view of skillsets, with 'Mini Vidas III' selected under the 'Chemistry' folder. The main content area displays a list of skillset configuration options for 'Mini Vidas III':

Icon	Option	Message	Action
✓	Skillset		+
✓	Skillset Employees		+
✓	Requirements		+
✓	Assessment Periods		+
✓	Levels		+
⚠	Skillset Managers	No manager messages are On in the Skillset Messages color bar	+
⚠	Skillset Messages	No messages are currently turned on	+

1 | Competency Levels Overview

Explanation of Competency Levels

Skillset Levels allow administrators to assign different **Skillset Requirements** and documents, as well as other **Qualified Personnel**, to different employees based on their level.

When requirements are set up under **Skillset**, the **Levels** feature supports the use of one skillset for different levels of employees. For example, instead of creating a whole new skillset for less skilled or more highly skilled personnel, **Levels** allows for different requirements to be setup for different groups.

The screenshot shows the 'Mini Vidas III' configuration page. It features a list of components: Skillset, Skillset Employees, Requirements, Assessment Periods, and Levels. A yellow arrow points to the 'Levels' item. Below this list is a table with columns for Order, Level, Demands, Job Descriptions, and Skill. The table contains one row with the following data: Order 1, Level Basic, Demands Basic, Job Descriptions 0 jobs, and Skill Not Qualified. There is an 'Edit/Remove' button at the end of the row. At the top right of the table area are links for Feedback, Help, and Audit.

Order	Level	Demands	Job Descriptions	Skill	
1	Basic	Basic	0 jobs	Not Qualified	Edit/Remove

2 | Add New, Edit, Reorder or Remove Levels

Adding A New Competency Level

1. Click on the **Skillset** to display the list of **Skillset** color bars. In this example, the *Mini Vidas* **Skillset** under the Chemistry folder has been highlighted.

The screenshot shows the 'Competency' management interface. On the left, a folder tree is visible with 'Chemistry' expanded and 'Mini Vidas' selected. The main content area displays a list of skillset components for 'Mini Vidas', each with a green checkmark icon. The components are: Skillset, Skillset Employees, Requirements, Assessment Periods, Levels, Skillset Managers, and Skillset Messages. A yellow arrow points to the 'Levels' component.

2. Click on the **Levels** color bar to expand it.

3. Click the [New](#) link.

The screenshot shows the expanded 'Levels' section. At the top, there are links for 'Feedback', 'Help', and 'Audit'. Below is a table with the following data:

Order	Level	Demands	Job Descriptions	Skill	
1	Mini Vidas - Chemistry	Chemistry	1 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove

A yellow arrow points to the 'New' link in the top right corner.

Adding A New Competency Level

4. Enter in a unique name for the new **Level** in the **Level** text field.

5. Assign a **Skill Level**, which is issued to determine the eligibility for shift work, based on **Job Descriptions**.

→ Note that the Scheduling module must be enabled on your software license in order to use the **Competency-Scheduling Integration**. For more information, please read the following document: [Link Schedules to Skillsets](#)

...or contact StaffReady Customer Support at 1.877.229.5230

Create Level

Level* ⓘ

Skill ⓘ

Not Qualified ▾ [explain](#)

Demands ⓘ

Save Changes

Create Level

Level* ⓘ

Skill ⓘ

- ✓ Not Qualified [explain](#)
- Low
- Medium-Low
- Medium
- Medium-High
- High

Adding A New Competency Level

6. Enter the **Level Demands** information in the **Demands** text field.

→ This field is primarily used for the **Competency-Scheduling Integration**. This text field can remain blank, or be used to re-enter the **Level** name, if desired.

7. Click the **Save Changes** button.

8. The new **Level** will be created and listed on the **Levels** color bar.

Create Level

Level* ⓘ

Skill ⓘ
Medium [explain](#)

Demands ⓘ

Save Changes

✓ Levels					
Order	Level	Demands	Job Descriptions	Skill	New
1	Mini Vidas - Chemistry	Chemistry	0 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove
3	Advanced	Advanced	0 jobs	Medium	Edit/Remove

Editing A Competency Level

1. To edit a **Level**, click the **Edit/Remove** button to open the **Edit Level** screen.

Order	Level	Demands	Job Descriptions	Skill	
1	Mini Vidas - Chemistry	Chemistry	0 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove
3	Advanced	Advanced	0 jobs	Medium	Edit/Remove

2. Make the desired adjustments within the **Level Name** menu option. The **Level** and/or **Demands** text fields, and/or **Skill** drop down menu can all be modified.

→ The **Job Descriptions** menu option is primarily used within the Scheduling module, which must be enabled on your software license.

3. Once changes are in place, click the **Save Changes** button.

Edit Level

Level Name

Job Descriptions

Advanced Level II: Level Name

Level* ⓘ

Advanced Level II

Skill ⓘ

High ▼ [explain](#)

Demands ⓘ

Advanced Level II

Save Changes
Delete Level

Editing / Reordering / Removing A Competency Level

In this example, the *Advanced Level* was updated to *Advanced Level II*, with the *Skill Level* changed from *Medium* to *High*.

To reorder **Levels**: click, hold and drag the **Level** to the desired location.

1. To remove a **Level**, click the **Edit/Remove** button to open the **Edit Level** screen.

Order	Level	Demands	Job Descriptions	Skill	New
1	Mini Vidas - Chemistry	Chemistry	0 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove
3	Advanced Level II	Advanced Level II	0 jobs	High	Edit/Remove

Order	Level	Demands	Job Descriptions	Skill	New
1	Mini Vidas - Chemistry	Chemistry	0 jobs	High	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove

Order	Level
1	Advanced Level II
2	Mini Vidas - Chemistry
3	Basic

Order	Level	Demands	Job Descriptions	Skill	New
1	Mini Vidas - Chemistry	Chemistry	0 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove
3	Advanced	Advanced	0 jobs	Medium	Edit/Remove

Removing A Competency Level

2. Click the **Delete Level** button.

→ Note that the **Delete Level** option is disabled if there are Skillset Employees, Requirements, or Job Descriptions connected to it.

→ Note that with regards to the **Job Descriptions** menu option, the Scheduling module must be enabled on your software license in order to use the **Competency-Scheduling Integration**. For more information, please read the following document: [Link Schedules to Skillsets](#).

3. The **Level** will be removed from the **Levels** list.


→ You will not be prompted to confirm the deletion of a **Level**.

→ At least one **Level** must remain on every **Skillset**.

Edit Level

Level Name

Job Descriptions



Advanced Level II: Level Name


Level* ⓘ

Skill ⓘ

High ▾ [explain](#)

Demands ⓘ

Advanced Level II



✓ Levels	Feedback ⓘ	Help ⓘ	Audit ⓘ	New	
Order	Level	Demands	Job Descriptions	Skill	
1	Mini Vidas - Chemistry	Chemistry	0 jobs	Medium	Edit/Remove
2	Basic	Basic	0 jobs	Not Qualified	Edit/Remove

3 | Linking Levels to Requirements

Setting Up Levels to Requirements

1. To setup a new **Level** with a **Skillset Requirement**, click on the **Requirements** color bar to expand it.

2. Click to the **Requirement** name to open the **Edit Requirement** screen.

3. Check the box next to the **Level** you wish to assign to the Requirement.

4. Click the **Save Changes** button.

→ For for information on setting up **Skillset Requirements**, refer to the following training guide- [Skillset Requirements Setup](#)

Requirements					
Requirement	Assignment	Assignee	Folder	Levels	
CL: Mini Vidas	Skillset start date	Employee*	Chemistry	Multiple	Remove
PS: Mini Vidas	Skillset start date	Employee	Chemistry	Multiple	Remove
PT: Mini Vidas	Specific time window	Qualified - Employee	Chemistry	Multiple	Remove

Edit Requirement

CL: Mini Vidas

Levels ⓘ

Mini Vidas - Chemistry Basic Advanced Level II

Assigned On ⓘ

Assignment Window* ⓘ
Skillset Start Date

Workflow ⓘ

Workflow Type* ⓘ
Employee

Warning Reminder* ⓘ
10 Day(s)

Time to Complete* ⓘ
30 Day(s)

Save Changes

Visit Our Training Center

To learn more about the **Staff Ready Competency** module, please review the following documents in the **Training Media Center**.

For assistance with the **StaffReady Competency** features, please contact our Customer Support team:

6am-5pm PST
Monday thru Friday
Phone: 1.877.229.5230
[Online Support Form](#)

Click the **Need Help?** box in StaffReady to access our new online Chat feature!



Skillset Folder Setup	PDF Document
Skillset Setup	PDF Document
Skillset Requirements Setup	PDF Document
Managing Skillset Employees	PDF Document
Publishing Skillsets	PDF Document
Updating Skillset Employee Profiles	PDF Document
View First Year Assessments	PDF Document