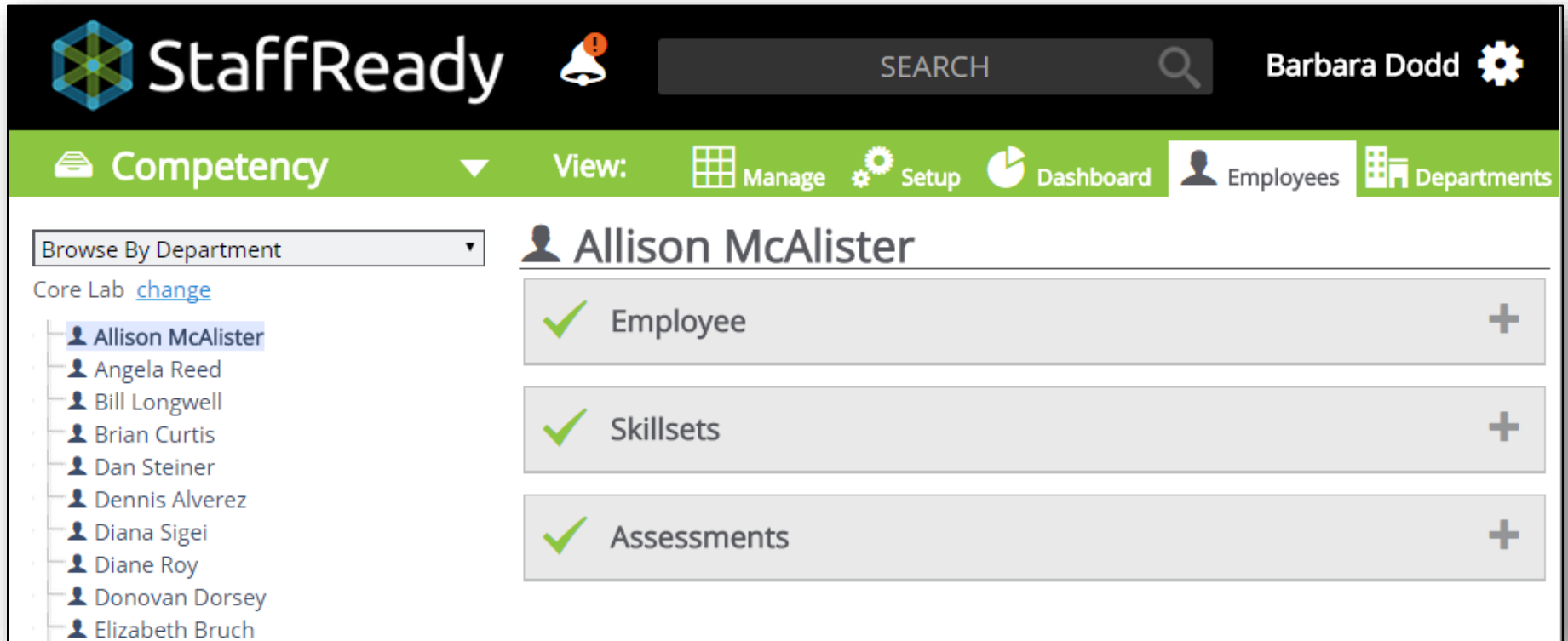


## Employee View – Competency Module

### Skillsets colorbar

This reference guide provides an overview and process steps for the **Skillsets** colorbar within the **Employee** view. The following process steps and instructional information are provided within this document:

- Add Employee to Skillset
- Remove Employee from Skillsets
- Change Skillset Start Date



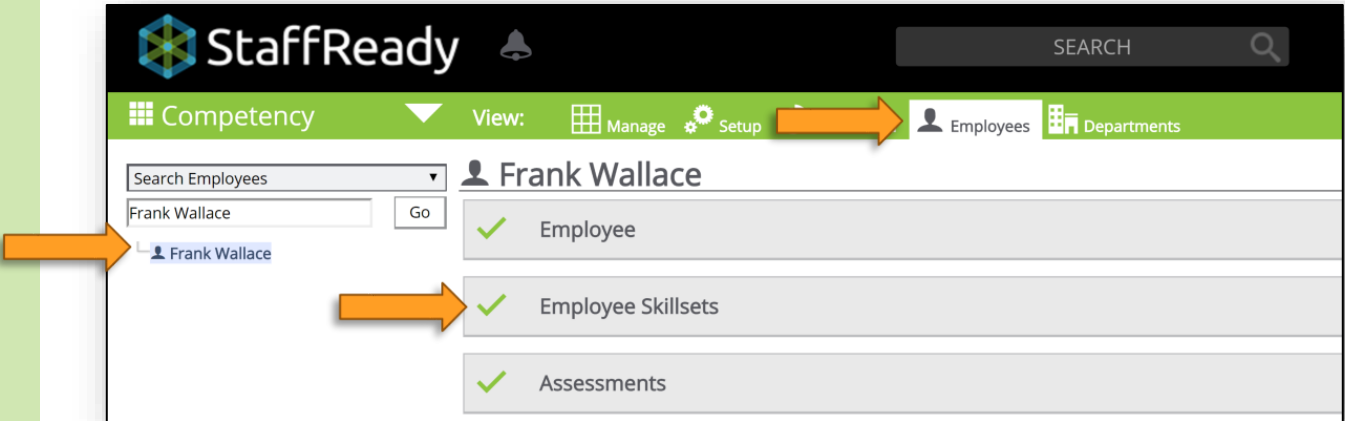
The screenshot displays the StaffReady interface for the Employee View. The top navigation bar includes the StaffReady logo, a search bar, and the user name Barbara Dodd. The main navigation bar shows the Competency module selected, with options for View, Manage, Setup, Dashboard, Employees, and Departments. The left sidebar shows a list of employees under the Core Lab department, with Allison McAlister selected. The main content area displays the Skillsets colorbar for Allison McAlister, showing three categories: Employee, Skillsets, and Assessments, each with a green checkmark and a plus sign.

Category	Status	Action
Employee	✓	+
Skillsets	✓	+
Assessments	✓	+

# 1 | Add Employee to Skillset

## Add Employee to Skillset

- 1. Within **Employees** view, select employee to edit.
- 2. Click to open **Employee Skillsets** colorbar



3. Click **Add Skillset**

The screenshot shows a web interface titled "Employee Skillsets" with a green checkmark icon. Below the title is a button labeled "Add Skillset" with an orange arrow pointing to it from the right. Underneath are two filter headers: "Skillset" and "Skillset Start Date". Below these are two filter input boxes. The first is labeled "Filter" and contains the text "Filter Skillset". The second is a date picker with a calendar icon and the number "17". Below the filters, the text "No Results Found" is displayed.

4. Click [Select Skillset](#)

The screenshot shows a dialog box titled "Add Skillset" with a close button (X) in the top right corner. Below the title bar, it displays the current selection path: "Current Selection: Skillssets (Root) > [No Selection]". The main area is titled "Click a skillset" and contains a tree view of folders and items. The tree structure is as follows:

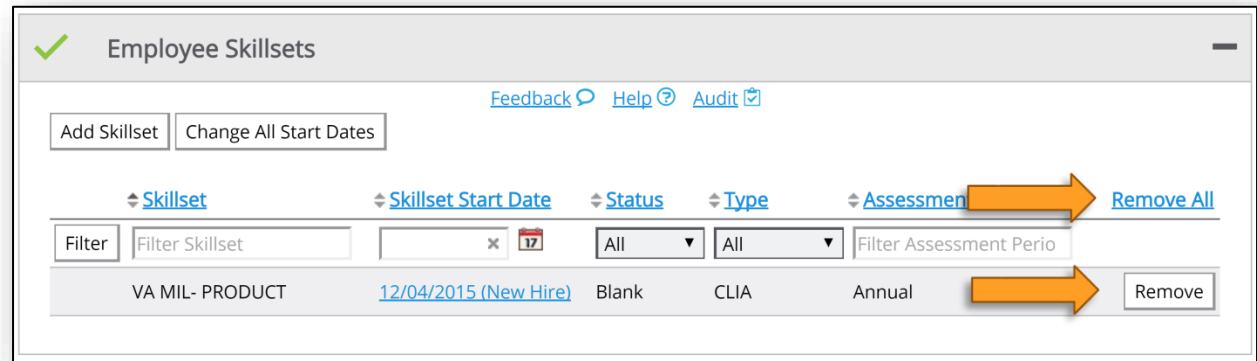
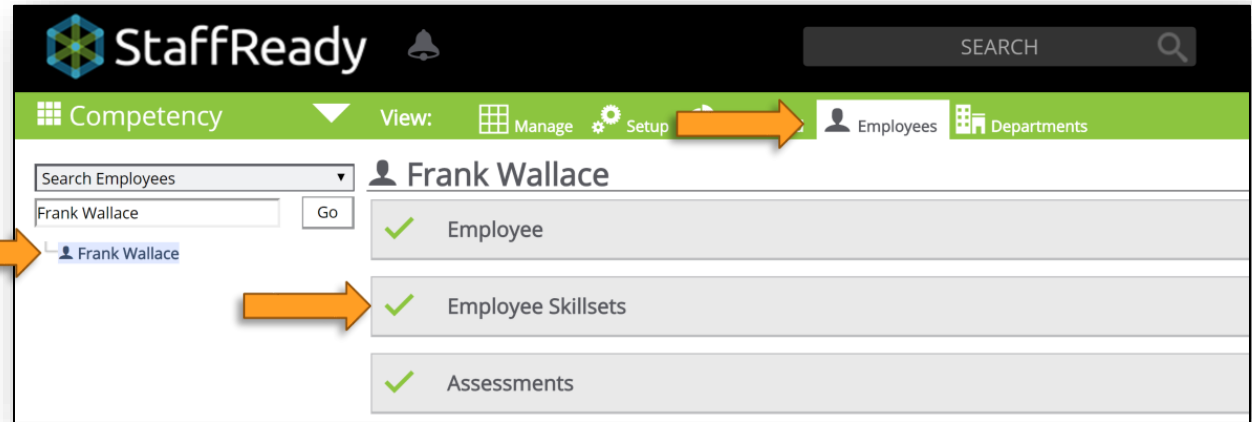
- SMMHC- Core Lab
  - CORE: AP Support [Select Skillset](#)
  - CORE: Chemistry
    - Cobas (C) [Select Skillset](#)
    - Cobas (CORE) [Select Skillset](#)
    - DxC-800 (C) [Select Skillset](#)
    - DXC-800 (CORE) [Select Skillset](#)
    - Gram Stain (CORE) [Select Skillset](#)
    - HPV (CORE) [Select Skillset](#)

An orange arrow points to the "Select Skillset" link for the "DXC-800 (CORE)" item.

## 2 | Remove Employee from Skillset

### Remove Employee from Skillset

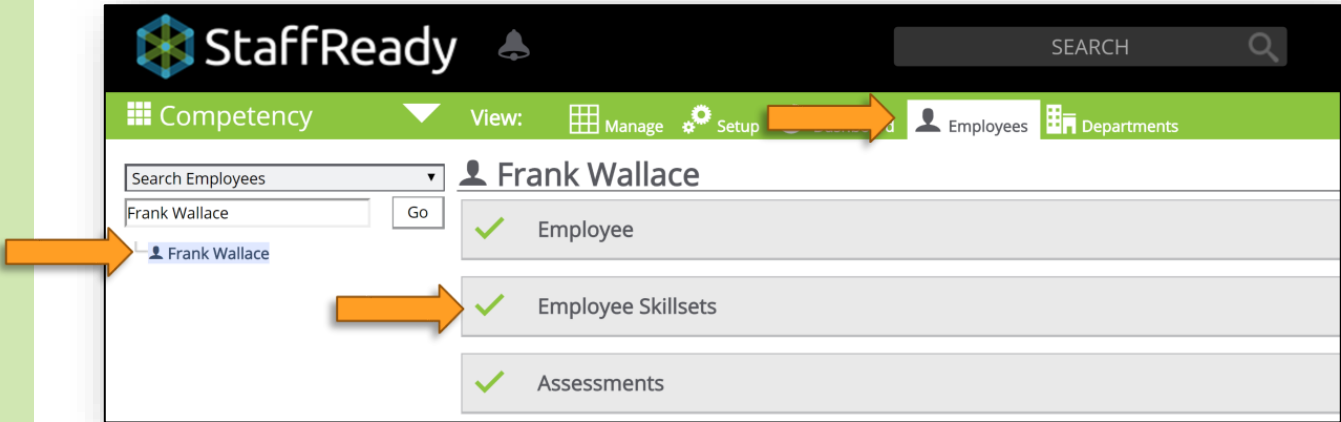
1. Within **Employees** view, select employee to edit.
2. Click to open **Employee Skillsets** colorbar
3. Click **Remove** on the Skillset row to remove an individual Skillset or select **Remove All** to remove an employee from all Skillsets



### 3 | Change Skillset Start Date

#### Change Skillset Start Date

- 1. Within **Employees** view, select employee to edit.
- 2. Click to open **Employee Skillsets** colorbar



3. Click [skillset start date](#)

The screenshot shows the 'Employee Skillsets' interface. At the top, there is a green checkmark icon and the title 'Employee Skillsets'. Below the title are links for 'Feedback', 'Help', and 'Audit'. There are two buttons: 'Add Skillset' and 'Change All Start Dates'. The interface indicates 'Showing 1 to 12 of 55' items with pagination controls. A table lists skillsets with columns for Skillset, Skillset Start Date, Status, Type, Assessment Period, and a Remove button. An orange arrow points to the '04/16/1977' date in the first row.

Filter	Filter Skillset	Filter Skillset Start Date	All	All	Filter Assessment Period	
	Ab Scr.-Tube/Man (PCMC)	<a href="#">04/16/1977</a>	CLIA	Annual	Remove	
	ABO/Rh-Tube/Man (PCMC)	<a href="#">04/16/1977</a>	Publish	CLIA	Annual	Remove
	Access 2 (PCMC)	<a href="#">04/16/1977</a>	Publish	CLIA	Annual	Remove
	Advanced Osm. (PCMC)	<a href="#">04/16/1977</a>	Publish	CLIA	Annual	Remove

4. Edit Skillset Start Date

5. Click **Save Changes**

**Skillset Start Date** ✕

Initial ✂  
Not Issued

Six Months ✂  
Not Issued

One Year ✂  
Not Issued

Skillset Start Date\* ⓘ  
06/09/2013 📅 17

[Set to Today](#) [Set to Hire Date](#)

Issue new hire training ⓘ

**Save Changes** **Close**