



Skillset Levels User Guide

Competency Module



Introduction

Skillset levels allow you to assign different skillset requirements to other qualified personnel or employees based on their level of expertise within a specialized subject.

The Levels feature supports the use of one skillset for different levels of employees. For example, this allows you to setup different requirements for different groups within a single skillset as opposed to setting up a number of individual skillsets for lower or higher skilled personnel. This feature allows for a much greater degree of flexibility and accuracy with all competencies.

We hope that by mastering this feature you save time, maximize efficiency in the competency module and reduce the amount of redundant work done in creating duplicate skillsets.

Table of Contents

(Please select any topic to skip to that section.)

[Skillset Level Setup](#) pg. 3

[Skillset Level Setup and Sort](#) pg. 4

[Edit or Remove Levels](#) pg. 5

[Linking Levels to Requirements](#) pg. 6

[Resources](#) pg. 7

Skillset Level Setup

To begin setting up **Skillset Levels**, first navigate to the **Setup** tab of the **Competency Module**.

Next, select the **Skillset** you wish to add the level to. (Figure 1)

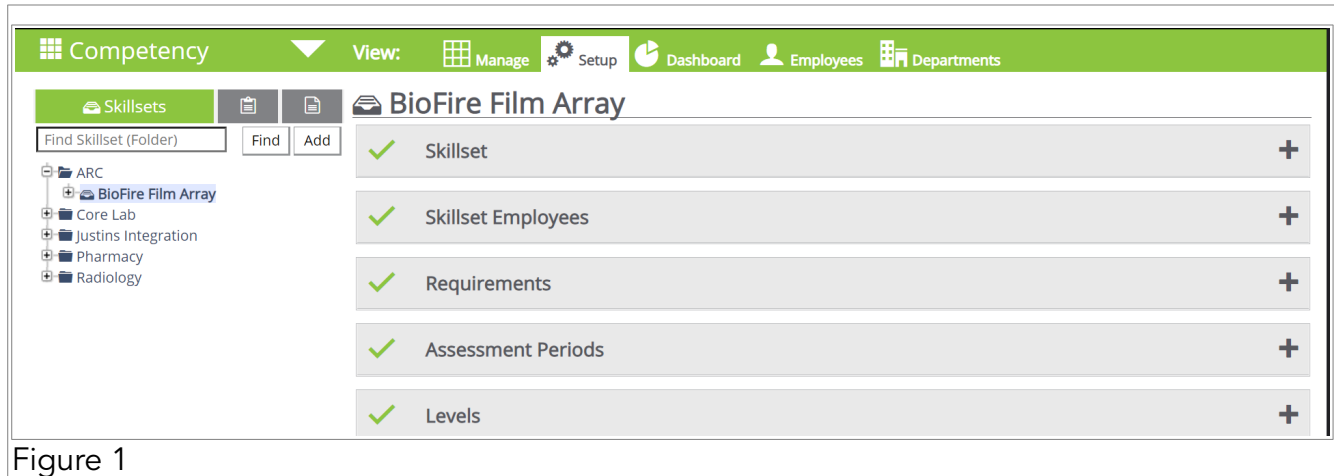


Figure 1

Select the **Levels** color bar to expand it and then select the **New** link. (Yellow box, Figure 2)

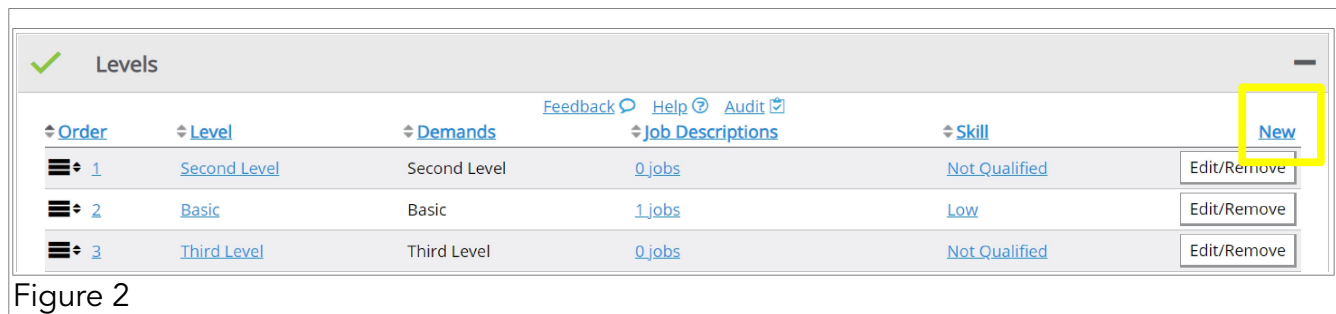


Figure 2

This will open the **Create Level** pop-up window.

Skillset Level Setup and Sort Levels

Enter a name for the **Level** in the **Level** field. (Figure 1)

Next, enter in a description for the **Level** in the **Demands** field. We recommend using this field to list the requirements of the job.

Figure 1

Your newly created level will appear in the **Levels** color bar. (Figure 2)

Skill Levels are only applicable if your license includes the Scheduling Module. To read more on how that integration works, please check out our Integration User Guide [here](#).

Order	Level	Demands	Job Descriptions	Skill	New
1	Second Level	Second Level	0 jobs	Not Qualified	Edit/Remove
2	Basic	Basic	1 jobs	Low	Edit/Remove
3	Third Level	Third Level	0 jobs	Not Qualified	Edit/Remove

Figure 2

You can rearrange levels by selecting the 3 lined icon (Yellow box, Figure 2) and dragging it to where you want it.

By default, any new employees that you add to that skillset, will be added to the level in the number one position. Select the **Save Changes** button when you are finished.

Edit or Remove Levels

To edit or remove a level, navigate to the **Levels** color bar and select the **Edit/Remove** button next to the level. (Yellow box, Figure 1)

Order	Level	Demands	Job Descriptions	Skill	
1	Second Level	Second Level	0 jobs	Not Qualified	Edit/Remove
2	Basic	Basic	1 jobs	Low	Edit/Remove
3	Third Level	Third Level	0 jobs	Not Qualified	Edit/Remove

Figure 1

This will open the **Edit Level** pop-up window. (Figure 2) From the **Level Name** side tab, you can update the Level name or description/prerequisites for the level. If you attempt to delete a level which has jobs, requirements or employees tied to it, you will receive an error message

Edit Level

Level Name

Second Level: Level Name

Level*

Skill [explain](#)

Demands

Figure 2

If your license includes the **Scheduling Module**, you can also select the **Job Descriptions** side tab (Figure 3) to add or view **Job Descriptions** currently linked to the level. Please check out our user guide on integrating modules [here](#). Selecting the toggle will detach the **Job Description** from the level. (Yellow box, Figure 3)

Edit Level

Job Descriptions

Search For Job Descriptions

Job Description	Schedule	Skillsset	Level	
ED NC 9-21	St Lukes	BioFire Film Array	Basic	<input checked="" type="checkbox"/>

Figure 3

Linking Levels to Requirements

To associate a Level with a Requirement navigate to the **Requirements** color bar (Yellow box, Figure 1), select it to open the Edit Requirement pop-up window. (Figure 2)

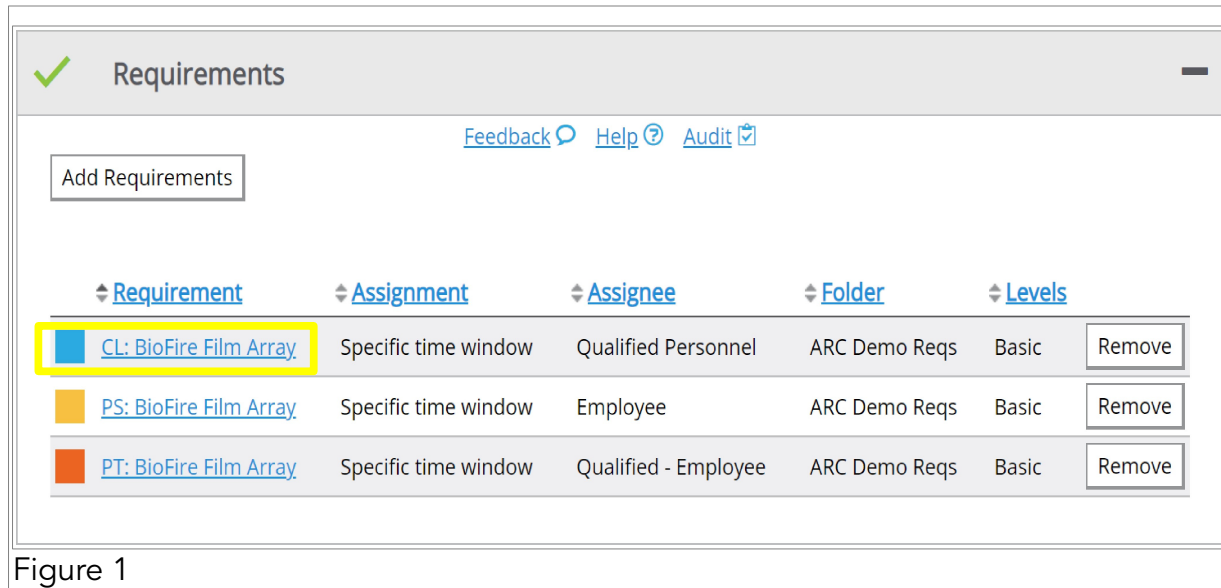


Figure 1

Select a **Level** to be associated with the **Requirement** from the **Levels** section of the **Edit Requirement** pop-up window. (Yellow box, Figure 2) Select the **Save Changes** button when finished. Please note that you will need to restart the **Assessment Period** for this to take effect. To read about how to do that, please check out the **Restart Assessment Periods** guide located [here](#).

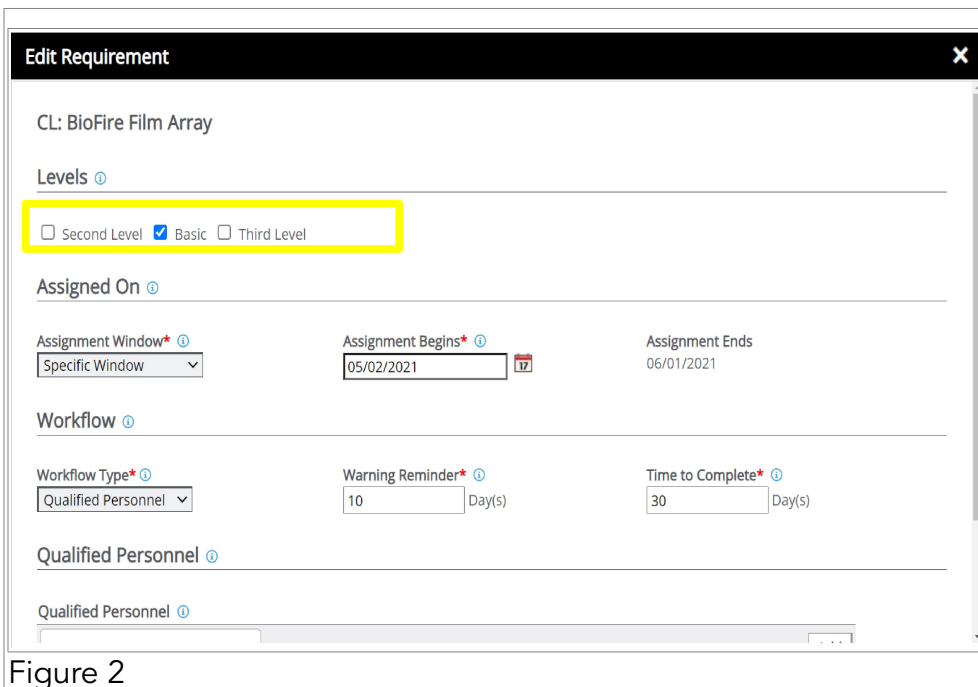


Figure 2

Resources

This concludes the User Guide for **Skillset Levels**. We hope that this guide has provided a better understand of this feature and how it functions within the entire framework of the Competency Module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

Requirement Setup	PDF Document
Create Requirement Documents	PDF Document
Create Requirement Folders	PDF Document
Restart Assessment Periods	PDF Document