

Setup View – Browse Skillsets Perspective

View Skillset Employee First Year Assessment Schedule

This reference guide provides an overview of the process for Viewing Skillset Employee First Year Assessment Schedules within StaffReady. The following process steps and instructional information are provided within this document:

- **View First Year Assessment Schedules**

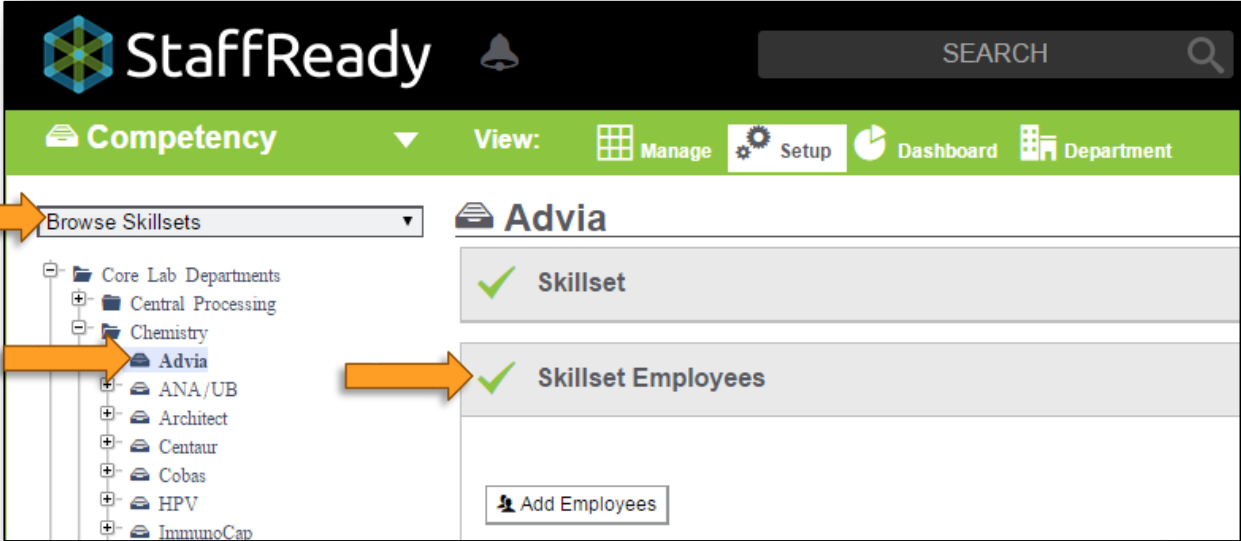
✔ Skillset Employees
Feedback Help Audit

	Employee	Skillset Start Date	Department	Job Title	Schedule	Grade	
Search	<input type="text" value="Employee"/>	<input type="text" value="17"/> to <input type="text" value="17"/>	<input type="text" value="Department"/>	<input type="text" value="Job Title"/>	<input type="text" value="Schedule"/>	<input type="text" value="Grade"/>	
	Allison McAlister	01/01/2014	Medical Center	CLS	Core Lab, Central Lab	Basic	Remove
	Angela Reed	01/01/2014	Medical Center	CLS	Central Lab	Basic	Remove
	Anthony Mullins	01/01/2014	Laboratory	CLS		Basic	Remove
	Beth Collins	01/01/2014	Laboratory	CLS		Basic	Remove
	Bill Longwell	01/01/2014	Medical Center	CLS	Central Lab	Basic	Remove
	Bob Smith	01/01/2014	Laboratory	CLS		Basic	Remove

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View First Year Assessment Schedules

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset**.
- 3. Open **Skillset Employees** colorbar.
- 4. Click [Employee Name](#).



The screenshot shows the 'Skillset Employees' table. At the top, there is a green checkmark and the title 'Skillset Employees'. Below the title, there are buttons for 'Add Employees' and 'CLS x'. The table has columns for 'Employee', 'Skillset Start Date', 'Department', and 'Job Title'. There are search filters for each column. The table contains three rows of data:

Employee	Skillset Start Date	Department	Job Title
Allison McAlister	01/01/2014	Medical Center	CLS
Angela Reed	01/01/2014	Medical Center	CLS
Anthony Mullins	01/01/2014	Laboratory	CLS

5. Click Skillsets.



Edit Employee Profile

- General
- Schedules
- Skillsets**

General

Employee Information

Full Name* ⓘ Allison McAlister	Employee Id* ⓘ amcalister	Hire Date* ⓘ 06/09/2013 ⓘ
Department ⓘ Medical Center change	Job Title ⓘ CLS change	

Contact Information

Primary Email ⓘ amcalister@StaffReady.com ⓘ Edit	Primary Phone Number ⓘ No Phone Number ⓘ Edit
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Login Information

Login Id* ⓘ amcalister	Change Password By ⓘ 10/19/2024 ⓘ
Password ⓘ <input type="password"/>	

6. Click [View Training Assessment Dates](#).

Edit Employee Profile [X]

General
Schedules
Skillsets

Skillsets

Employee Skillsets

Skillset Id	Grade Id	Skillset Start Date	
Advia	Basic	10/25/2012	change
ANA/UB	Basic	10/25/2012	change
Centaur	Basic	10/25/2012	change
Cobas	Basic	10/25/2012	change
DxC-800	Basic	10/25/2012	change
HPV	Basic	10/25/2014	change View Training Assessment Dates
Elecsys	Basic	10/25/2012	change

7. The **Training**, **Six Month**, and **One Year** dates display.

View Training Assessment Dates [X]

Training	Six Month	One Year
10/25/2014	03/25/2015	09/25/2015