

## Adding Skills and Certifications to an Employee

---

Skills and certifications display for employees with a Scheduling or Advance Scheduling license and maintained the People Information.

### Skills

Skills are specialized abilities that help guide scheduling.

#### Add a Skill to an Employee

1. From the main menu, select **Maintenance > People Information**.
2. Select the employee from the list.
3. Scroll to the **Scheduling** and **Skill and Certifications** section.
4. In the **Skill** column, select a skill from the list.
5. Note: The **Display Name** will populate after moving out of the **Skill** column.
6. In the **Proficiency Level** column, select a proficiency level from the list.
7. If the skill is active, leave the default **Active** in the Status column, otherwise select **Inactive**.
8. Add the **Effective Date**.
9. **Save** the change.

### Certifications

A certificate involves a skill that requires a license or registration of some sort; for example, CPR or operating a machine.

#### Add a Certification to an Employee

1. From the main menu, select **Maintenance > People Information**.
2. Select the employee from the list.
3. Scroll to the **Scheduling** and **Skill and Certifications** section.
4. In the **Certification** column, select a certification from the list.

#### Note:

The Display Name will populate after moving out of the Certification column.

5. In the **Number** column, enter any associated number if available.
  6. In the **Proficiency Level** column, select a proficiency level from the list.
  7. Add the **Grant Date**.
  8. Add the **Expiration Date**.
  9. **Save** the change.
-