Administrator Skills Checklist

Hi there!

We hope your Skills Base training is going well. To help you keep track of all the skills we recommended you master to be an effective Skills Base Administrator, we've prepared the following list. Feel free to print off this list and tick off each skill once you feel comfortable with it. When all the skills are ticked off, you're ready to administor Skills Base!

Covered in the Administrator Quick Start Guide
- ☐ Configure security settings
- ☐ Importing Records (optional)
- ☐ Setup Skills
- ☐ Setup Roles
- ☐ Setup Target Competencies
- ☐ Setup Locations
- ☐ Setup Teams
- ☐ Configure Defaults
- ☐ Configure Assessments

Covered in the Administrator FAQ
- ☐ Conducting Supervisor Assessments
- ☐ What does the information on user dashboards mean?
- ☐ Creating reports (Heat Matrixes, Capability Matrix, Report Builder, Permissions Audit)
- ☐ Exporting data
- ☐ Accessing your organization's Skills Base instance
- ☐ Resetting your password
- ☐ Adding custom fields
- ☐ Configuring zero and null values in Skills Base assessments
- ☐ Searching for a specific person within Skills Base
- ☐ Viewing a list of recently completed self-assessments
- ☐ Checking whether a user has completed their self-assessment
- ☐ Searching for someone with a specific skill or interest
- ☐ Changing the attributes of a person, e.g. their team, assigned skillset, role, etc.