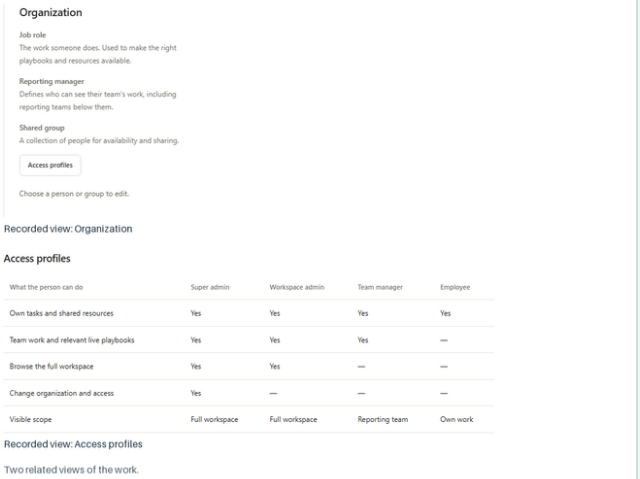
CONFIRM THE SHIFT HAS ITS REQUIRED ROLES COVERED

See which roles the shift still needs to cover

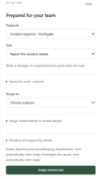
Check actual attendance against the site's required roles and certified operator needs, including absences and roles still open.

Confirm coverage for the shift > Decide on a gap within the rules (when triggered)

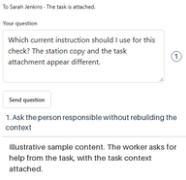
SkillSmith · Keep work roles, reporting scope and access separate



SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Ask for help with the task attached



Keep work roles, reporting scope and access separate

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Confirm coverage for the shift	Respond with absences, certified operators vs need and required roles present (from the site's own list).
Accountable owner	Decide on a gap within the rules	Respond with call in, reason, reassign a qualified person and restrict the activities that need the missing role.

Identify the role affected by an absence

In a worked example, a named person is unavailable for the shift; show the uncovered role rather than relying on a roster that assumes attendance.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Checklist and Skills	Open the selected material for this occurrence.
Recorded response	required roles present (from the site's own list), certified operators vs need and absences	Save the response with its work context.
Review point	certified operators vs need and absences	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Confirm the shift has its required roles covered

Bring checklist and skills into the prepared work. Assigned team member and Accountable owner each receive the context needed for their part.

01 Confirm coverage for the shift

Record required roles present (from the site's own list), certified operators vs need and absences.

02 Decide on a gap within the rules

When a required role is uncovered, record call in, restrict the activities that need the missing role, reassign a qualified person, reason and who approved.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Confirm the shift has its required roles covered

Before work starts, the lead confirms the roles the site has defined as required for the shift - a first-aid-trained person, the people the emergency plan names, enough certified operators - and decides what changes when they are not there. A gap can narrow the work; it cannot waive a qualification.

Night-shift coverage · Warehouse

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Checklist The task uses this material	The shift coverage checklist listing the site's required roles.
Skills The task uses this material	Who holds which qualification, with expiry.
Requirements The task uses this material	Required roles and counts per shift and area - defined by the site from its plan and its legal applicability.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose checklist and skills from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and accountable owner for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Decide on a gap within the rules”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains required roles present (from the site's own list), certified operators vs need and absences. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring checklist and skills. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when a required role is uncovered. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Coverage recorded; gaps decided within the rules before work starts, with who approved.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.
A completed entry is mistaken for the responsible person's decision.	Give the assigned team member the recorded response and agreed criteria for this decision.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which required roles are covered for this shift and which remain open?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

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