



## Clairvia Employee Reference Guide – Opportunities

Click on the Clairvia Web Access link. Select the icon Web Solution Clairvia Anon P163. Select Open to launch the application. Enter your User Name and Password. Click OK and the Employee Dashboard will open.

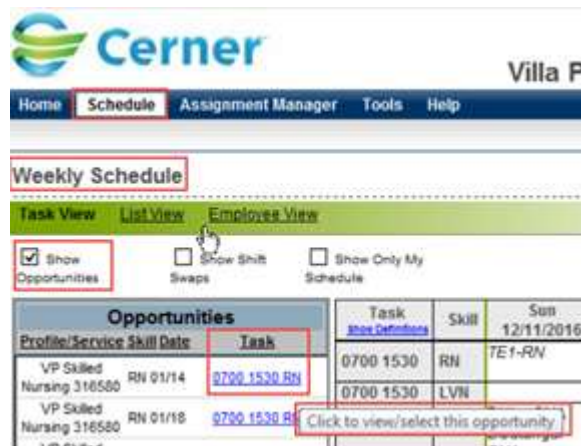


### What is an Opportunity?

Opportunities are either open shifts or additional shifts that have been added to the schedule by your scheduler. These shifts will be placed on the schedule to be filled after the finalized schedule has been published. Employees will see any Open Opportunity that they are qualified to work.

### How to Request to Fill an Opportunity

1. From the Employee Dashboard or the Menu Bar select Schedule > Weekly Schedule.
2. Check the Show Opportunities box and a list of Opportunities you qualify for appear.



Once an Opportunity has been accepted by an employee, the employees name is put into a list called, Consider Me Opportunities. This puts the Opportunity into a pending status awaiting the scheduler's approval of whom to award the Opportunity to.

\*\* Please setup your Preferences to receive alerts on any opportunities you sign-up for.

**How to View an Opportunity**

To view an Opportunity select on the blue text under the Task field on the Opportunity window. The View/Select Opportunity window will open. From this window you can read the details of the Open Opportunity shift and decide what action you would like to take. At the bottom of the window you will have four options to select from.



- **Close** – will close the View/Select Opportunity window.
- **Consider Me** – will place your name on the pending list for your scheduler to approve. They will decide who to award the Opportunity to from the employees that have selected the option Consider Me.
- **Remove From List** – takes your name away as a possible employee for the Open Opportunity.
- **Cancel My Request** – if you have selected Consider Me and can no longer accept the shift before it has been awarded this will remove your name from the possible list of employees that would like to be awarded the shift.

The My Opportunities section on the Employee Dashboard shows the employees list of Opportunities in a pending status awaiting the scheduler’s decision, and the ability to track their statuses.

My Opportunities				
Profile/Service	Date	Task	Status	
VP Skilled Nursing 316580	12/25/2016	0700 1530 RN	Pending	
VP Skilled Nursing 316580	01/20/2017	0700 1530 RN	Pending	
<a href="#">See Opportunities</a>				

The view available opportunities on your unit click on the **See Opportunities** link.

***\*Opportunities will turn into Shift Alerts and be sent to the staffing office if they have not been filled within 72 hours of the shift starting.***