

**TALENT STUDIO USER GUIDE**  
**FOR TRAINEES, MANAGERS AND SCHEME STAFF**  
**Version 2.0**

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## 1 Talent Studio Overview

### What is Talent Studio?

Talent Studio is a flexible, strategic, and configurable, human capital management software application; it gathers and integrates key human capital data from disparate software and paper based processes throughout an organisation. This provides executives with an organisation-wide view of all critical workforce information to support easy and informed decision-making.

It is web-enabled and is therefore accessible to all users who have internet access.

### Talent Studio and the NHS

Talent Studio has been chosen to provide the NHS Graduate Management Training Scheme with a comprehensive and configurable talent management solution that can be used to capture, integrate, present and assess employment, performance and career planning information for the trainees both whilst they are on the Scheme and in the future as their careers progress in the NHS. This implementation will provide a holistic view of the trainees and will enable extensive reporting of all aspects of the Scheme together with an analysis of the value added to and impact on the NHS.

It is particularly useful as a support tool for the NHS Graduate Scheme as trainees' information can be accessed remotely by Scheme area offices, Programme Managers who may be in a different organisation to the current placement, Placement Managers who can access records from previous activities and placements, and trainees who may be in different locations at any given time.

At the time of writing, Talent Studio is also used within 9 out of 10 of Strategic Health Authorities to support their individual Leadership Development programmes, allowing the potential for trainees to be an integral part of the talent pipeline as they progress through the Scheme and in to their further careers within the NHS.

## 2 Guide Overview

This Guide is aimed at all user groups of Talent Studio and describes the configuration of Talent Studio as used by the NHS Graduate Scheme.

This guide needs to be used in conjunction with the NHS Graduate Scheme Handbook which can be found on the Graduate Scheme Website:

[http://www.institute.nhs.uk/graduate/general/welcome\\_to\\_nhs\\_graduate\\_management\\_training\\_scheme.html](http://www.institute.nhs.uk/graduate/general/welcome_to_nhs_graduate_management_training_scheme.html)

There is an additional Talent Studio Guide available for Talent Studio Administrators.

## 3 Information Access

There are five main Talent Studio user groups:

- Trainees
- Placement and Programme Managers
- Leadership Development Managers
- Administrators
- Senior Scheme Managers

Administrators and Senior Users have access to information according to their security domain and do not have positions or profiles on Talent Studio.

Placement/ Programme and Leadership Development Managers have access to information according to their assigned position on Talent Studio.

Positions in Talent Studio determine access rights and permissions. If a position has another position reporting in to it, then this position (or the person assigned to it) is deemed to be a Manager in the eyes of Talent Studio. That means that that person is allowed to see details about the subordinate position and the person assigned to it.

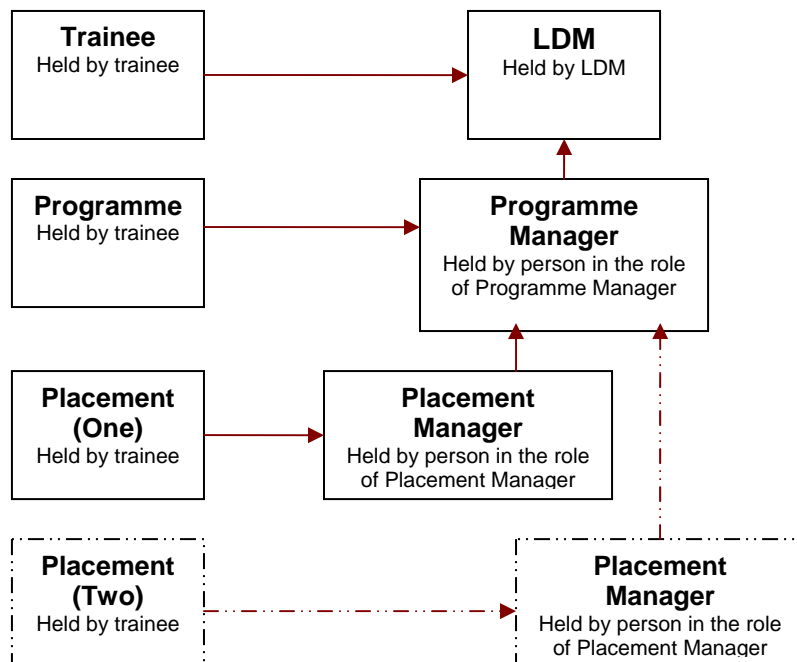
NHS Graduate Scheme positions have been set up to satisfy the following requirements:

- Different managers in different organisations need to be able to access and edit information about the trainee at any time
- These different relationships need to be visible to the different people accessing trainee records i.e. who is the LDM, Programme and Placement Manager for a particular trainee and what organisations do they

belong to?

A trainee holds three (or more) different positions to describe the relationship that they have with the LDM area, Programme Manager organisation and Placement organisation.

There may be a cross over between first and second placement organisation if the first Placement Manager still needs access when the second Placement has started.



Every position has to report in to another, so for the purposes of Talent Studio the Placement Manager reports to the Programme Manager, and the Programme Manager reports to the LDM.

In some cases other managers within an organisation need to have the same access rights as the official Programme Manager or Placement Manager and these positions will then have more than one person assigned to them.

## 4 Different Talent Studio Users and functionality

Talent Studio functionality is divided into 'Arenas'. Different users will see different Arenas depending on what they need to access. Arenas are accessed using the tab along the top bar.



### Arenas

#### Home Arena:

The Home arena allows users to access their main areas of functionality and it is this arena that users will see once agreeing to the Data Protection Policy.

#### Graduate Reports Arena:

Graduate Reports allows the user to run pre-defined reports and search for people and positions on Talent Studio.

#### Organisation Arena:

Organisation allows the user to perform administrative tasks such as adding/deleting/moving users, positions, organisations etc

#### Analyser Arena:

Analyser allows the user to create reports based on the information in Talent Studio.

User Group	Arena
Trainees	Home
Placement and Programme Managers	Home
Leadership Development Managers	Home, Graduate Reports
Scheme Staff e.g. Area Administrators, Programme Coordinators	Home, Graduate Reports, Organisation, Analyser,
Senior Scheme Staff	Home, Graduate Reports

**This guide only talks about the Home and Graduate Reports Arenas.**

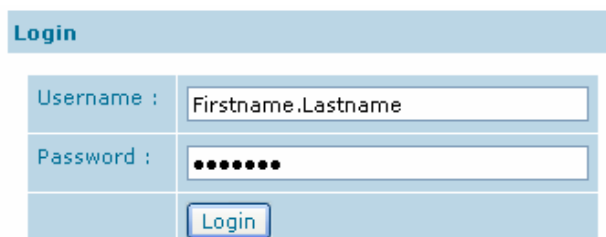
**There is a separate guide describing the administrative functionality.**

## 5 Login

To login to Talent Studio you will need the URL (Internet address), and a username and password that will have been provided to you separately.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.

<https://www.zynaphosting.com/nhs>



Enter your Username and Password and click **Login** to login to Talent Studio.

Please note that these details are case sensitive and need to be entered exactly as provided. If the incorrect details are entered more than three times in one session your user account will be locked and you will need to get your password reset.

For any problems logging in please contact [gradschemefaq@institute.nhs.uk](mailto:gradschemefaq@institute.nhs.uk) or see the section on [log in errors](#)

### 5.1 Data Protection Policy

#### TALENT STUDIO

Logged In: Vanessa Wilderink

##### Privacy and Data Protection Policy

**Please read and agree to the text below before you continue. In doing so you are indicating that you agree with this statement on this and any subsequent login to Talent Studio.**

*We are committed to protecting the privacy of all individuals using this website and all personal data is processed in accordance with the Data Protection Act 1998.*

***If you are a participant:***

- *We have taken measures to protect your personal data from: unauthorised access, improper use, alteration, unlawful or accidental destruction, and accidental loss.*
- *The personal data you provide will only be used for the purposes of Health Administration and Services, Research, Public Health and Education. We will not share your personal information with anyone else, unless required to do so by law.*

***If you are a reviewer or administrator:***

- *As reviewers/administrators you are reminded of your obligations in relation to the care and safekeeping of information about others in line with Department of Health guidance.*

*In the case of all users, the NHS reserves the right to attempt to identify and track any individual who is reasonably suspected of trying to gain unauthorised access to NHS computer systems or NHS resources. As a condition of use of this website, all users must give permission for the NHS and/or its agents to use its access logs to track users who are reasonably suspected of gaining or attempting to gain unauthorised access.*

☒ I understand that:

- all personal information about me held on the website conforms to the requirements of the Data Protection Act (1998). Any personal information (including email address) will only be used for the purpose of administration of the website and will not be passed on to any other party.
- I have been provided with a unique username and password and it is my responsibility to ensure that these are not disclosed to other individuals
- it is my responsibility to take all reasonable measures to protect the confidentiality of the information that I have access to and not to disclose it to anyone who is not authorised to view such information"

Disagree

Agree

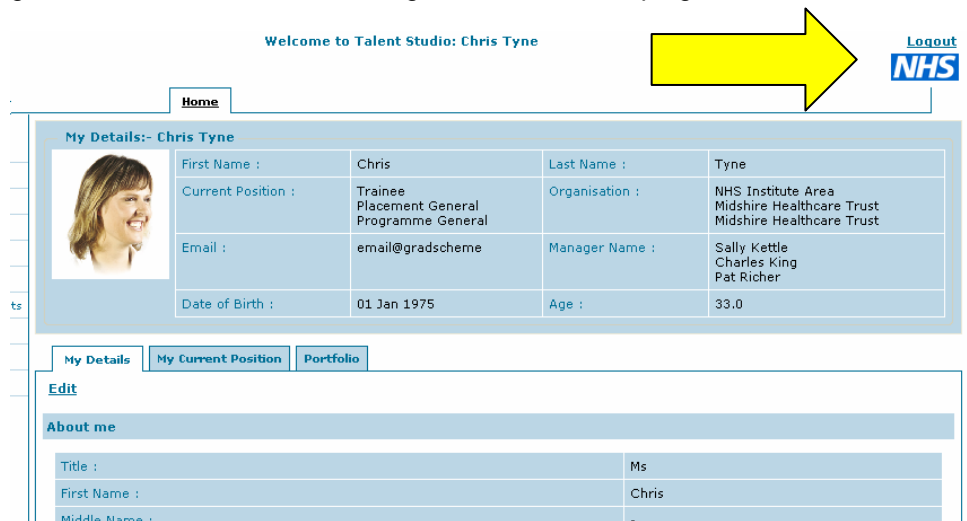
Read and agree the Privacy and Data Protection Policy. If you click **Disagree** you will be taken back to the login screen where you will need to enter your login details again.

**This has to be done each time you log in to the system.** It is to remind people that they are accessing people's private and confidential data and what this responsibility entails.

**Top Tip:** Instead of using your mouse to check the box and click Agree, press your Space Bar followed by the Enter key.

## 6 Logging Out

To securely log out of Talent Studio click the Logout button in the top right hand corner of the screen.



Welcome to Talent Studio: Chris Tyne

[Home](#)

[Logout](#) 

**My Details:- Chris Tyne**

	First Name :	Chris	Last Name :	Tyne
	Current Position :	Trainee General Programme General	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
	Email :	email@gradscheme	Manager Name :	Sally Kettle Charles King Pat Richer
	Date of Birth :	01 Jan 1975	Age :	33.0

[My Details](#) [My Current Position](#) [Portfolio](#)

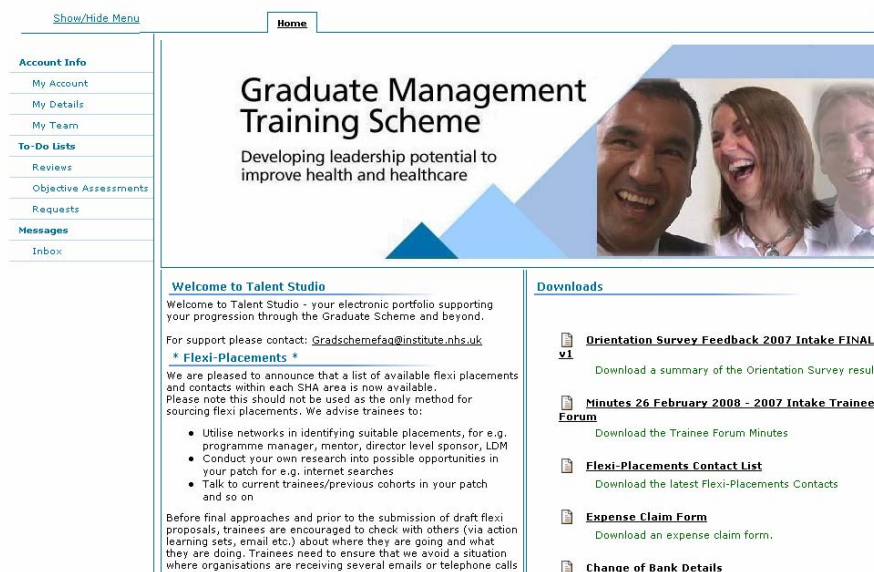
[Edit](#)

**About me**

Title :	Ms
First Name :	Chris
Middle Name :	-

## 7 Home Arena

### 7.1 Home Page



[Show/Hide Menu](#) [Home](#)

**Account Info**

- [My Account](#)
- [My Details](#)
- [My Team](#)
- To-Do Lists**
- [Reviews](#)
- [Objective Assessments](#)
- [Requests](#)
- Messages**
- [Inbox](#)

**Graduate Management Training Scheme**

Developing leadership potential to improve health and healthcare

**Welcome to Talent Studio**

Welcome to Talent Studio - your electronic portfolio supporting your progression through the Graduate Scheme and beyond.

For support please contact: [Gradschemefaq@institute.nhs.uk](mailto:Gradschemefaq@institute.nhs.uk)






**\* Flexi-Placements \***

We are pleased to announce that a list of available flexi placements and contacts within each SHA area is now available. Please note this should not be used as the only method for sourcing flexi placements. We advise trainees to:

- Utilise networks in identifying suitable placements, for e.g. programme manager, mentor, director level sponsor, LDM
- Conduct your own research into possible opportunities in your patch for e.g. internet searches
- Talk to current trainees/previous cohorts in your patch and so on

Before final approaches and prior to the submission of draft flexi proposals, trainees are encouraged to check with others (via action learning sets, email etc.) about where they are going and what they are doing. Trainees need to ensure that we avoid a situation where organisations are receiving several emails or telephone calls.

**Downloads**

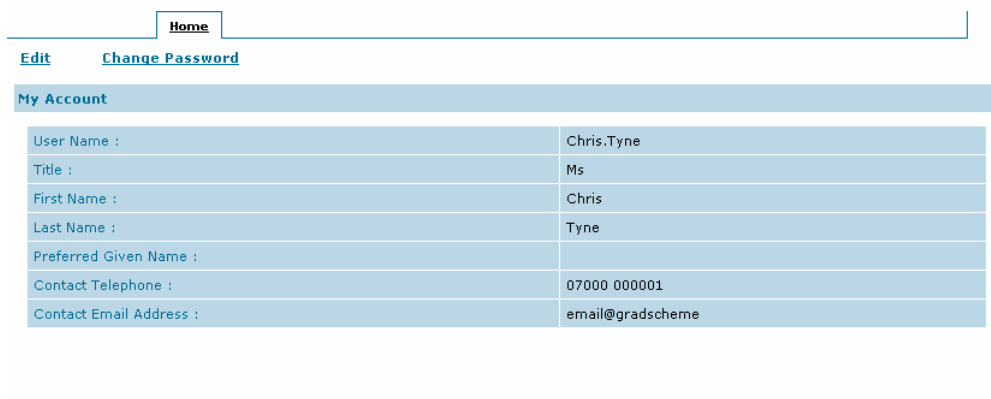
-  **Orientation Survey Feedback 2007 Intake FINAL v1**  
Download a summary of the Orientation Survey results
-  **Minutes 26 February 2008 - 2007 Intake Trainee Forum**  
Download the Trainee Forum Minutes
-  **Flexi-Placements Contact List**  
Download the latest Flexi-Placements Contacts
-  **Expense Claim Form**  
Download an expense claim form.
-  **Change of Bank Details**

This is your home page that you will always see once you've logged in and agreed to the Data Protection Policy. Here you will find information relevant to you and your participation in the Scheme. Information on this page will be updated periodically.

## 7.2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information.

**Trainees:** Please note that we will only use your Institute email address to contact you – please do not use placement or personal email addresses.

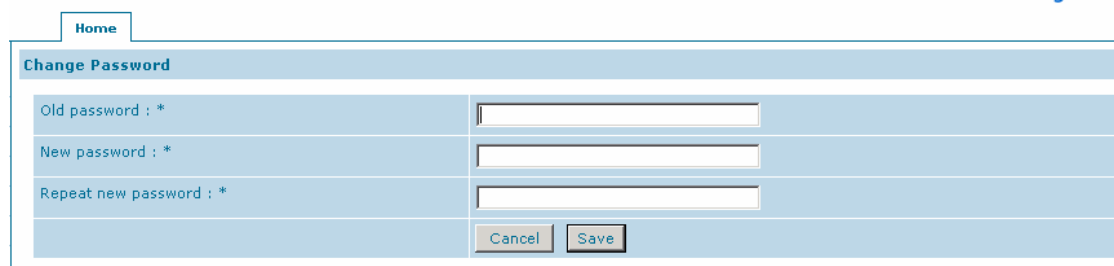


My Account	
User Name :	Chris.Tyne
Title :	Ms
First Name :	Chris
Last Name :	Tyne
Preferred Given Name :	
Contact Telephone :	07000 000001
Contact Email Address :	email@gradscheme

You are able to edit all the information on this form with the exception of your Username. If you wish to change this please contact [gradschemeFAQ@institute.nhs.uk](mailto:gradschemeFAQ@institute.nhs.uk)

### 7.2.1 Change Password

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.



Change Password	
Old password : *	<input type="password"/>
New password : *	<input type="password"/>
Repeat new password : *	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Click **Save** to save your new password or **Cancel** to abandon the process.

## 7.3 My Details

Click **My Details** to view your personal information.

Access to this information is strictly controlled.

**Trainees please note that only your Scheme email address** should be entered on Talent Studio: please do not use placement or personal email addresses.


The home address that you store on Talent Studio should be current; any updates made to your address will be sent through to the BSA so that they can update their records.

**Manager please note:** You are required only to store basic contact information. Most of this should already be there when you log on but if any details change please make sure this information is up to date. This is the primary source of contact information for the Scheme.



Home

**My Details:- Chris Tyne**

	First Name :	Chris	Last Name :	Tyne
	Current Position :	Trainee Programme General Placement General	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
	Email :	email@gradscheme	Manager Name :	Sally Kettle Pat Richer Charles King
	Date of Birth :	01 Jan 1975	Age :	33.0

My Details | My Current Position | Portfolio

**Edit**

**About me**

Title :	Ms
First Name :	Chris
Middle Name :	-
Last Name :	Tyne
Preferred Name :	-
Previous Name :	-
Date of Birth :	01 Jan 1975
Gender :	Female
Job Title :	Trainee Programme General Placement General
Organisation Unit :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Telephone :	07000 000001

## 7.3.1 Edit

Click **Edit** to add or update your personal information

Home


**About me for Chris Tyne**

Title :	Ms
First Name : *	Chris
Last Name : *	Tyne
Preferred Name :	
Date of Birth :	01 Jan 1975 ...
Telephone :	07000 000001
Email :	email@gradscheme
Photograph :	Picture already provided <input data-bbox="1086 1424 1158 1442" type="button" value="Browse..."/>
Middle Name :	(Max 100 characters)
Previous Name :	(Max 100 characters)
Gender : *	Female
Mobile Phone Number :	(Max 100 characters)
Address Line One :	(Max 255 characters)
Address Line Two :	(Max 255 characters)
Address Line Three :	(Max 255 characters)
Postal Code :	(Max 10 characters)
Do you consider yourself to have a disability :	
Are you registered disabled? :	

Click **Save** to save your information or **Cancel** to abandon the edit process.

## 7.4 My Current Position

Click **My Current Position** to view the details of your Talent Studio positions.



**My Details:- Chris Tyne**

First Name :	Chris	Last Name :	Tyne
Current Position :	Trainee Programme General Placement General	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Email :	email@gradscheme	Manager Name :	Sally Kettle Pat Richer Charles King
Date of Birth :	01 Jan 1975	Age :	33.0

**Current Position(s)**

Type	Title	Organisation
Permanent	Trainee	NHS Institute Area
Permanent	Programme General	Midshire Healthcare Trust
Placement 1	Placement General	Midshire Healthcare Trust

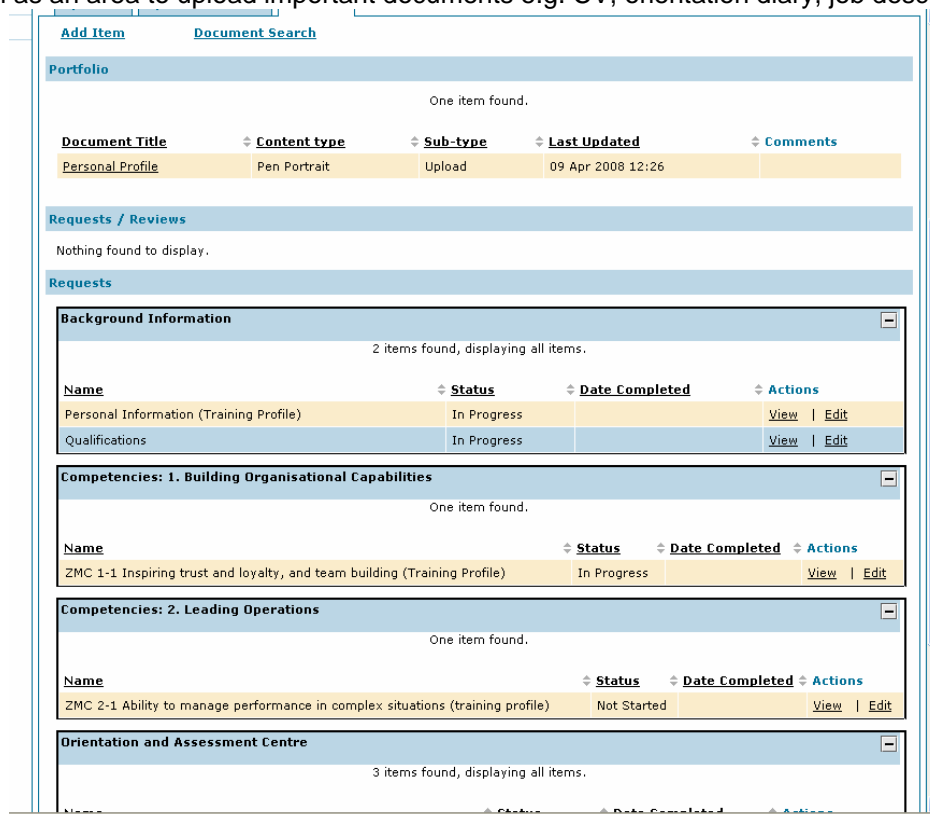
Please see the section on [Information Access](#) for more information on Talent Studio positions.

## 7.5 Portfolio

The portfolio is the main arena for gathering and entering information about Trainees. The information can either be added by the trainee, their managers or central administrators/ area offices.

Different types of information will have different security and access settings. Even though Placement/ Programme Managers and Leadership Development Managers will have their own portfolio they will not be required to enter any information about themselves. Click on the tab labelled **Portfolio** to view uploaded documents and personal questionnaires (called **Requests**).

The trainee portfolio contains personal records such as annual leave, attendance, sickness etc. It will also host competency record sheets and performance reviews. The portfolio consists of a series of electronic forms as well as an area to upload important documents e.g. CV, orientation diary, job descriptions.



**Portfolio**

One item found.

Document Title	Content type	Sub-type	Last Updated	Comments
Personal Profile	Pen Portrait	Upload	09 Apr 2008 12:26	

**Requests / Reviews**

Nothing found to display.

**Requests**

**Background Information**

2 items found, displaying all items.

Name	Status	Date Completed	Actions
Personal Information (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>
Qualifications	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

**Competencies: 1. Building Organisational Capabilities**

One item found.

Name	Status	Date Completed	Actions
ZMC 1-1 Inspiring trust and loyalty, and team building (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

**Competencies: 2. Leading Operations**

One item found.

Name	Status	Date Completed	Actions
ZMC 2-1 Ability to manage performance in complex situations (training profile)	Not Started		<a href="#">View</a>   <a href="#">Edit</a>

**Orientation and Assessment Centre**

3 items found, displaying all items.

Name	Status	Date Completed	Actions
------	--------	----------------	---------

## 7.5.1 Add Item

To add a document (such as a CV, PDP or Orientation Plan) click **Add Item** to upload a file (E.g. Word, Power Point, Excel), or add text.

The screenshot shows a web interface with a sidebar menu on the left containing links like 'Account Info', 'My Account', 'My Details', 'My Team', 'To-Do Lists', 'Reviews', 'Objective Assessments', 'Requests', 'Messages', and 'Inbox'. The main content area has a breadcrumb trail: 'Home > Select Content Type > Select Sub Content Type > Enter Values'. Below the breadcrumb, a blue header bar says 'Select the type of the content to add and then click 'Next''. The form has a label 'Content type : \*' and a list of radio buttons with the following options: Additional Competency Evidence, Curriculum Vitae, Flexi Placement Statement of Commitment, Job Description, Objectives, Orientation Feedback, Orientation Plan, Pen Portrait, Personal Development Plan, Training Records, and Written Correspondence. At the bottom right are 'Cancel' and 'Next >>' buttons.

Select the appropriate **Content Type** from the list and click **Next** to continue.

The screenshot shows the next step in the form. The breadcrumb trail is 'Home > Select Content Type > Select Sub Content Type > Enter Values'. A blue header bar says 'Please select the type of content to add'. Below this, there is a label 'Sub-type : \*' and two radio buttons: 'Text' and 'Upload'. At the bottom are 'Cancel', '<< Back', and 'Next >>' buttons.

Choose **Text** to create a text file or **Upload** to add an existing document.  
To create a **Text** file enter the information directly into the form.

The screenshot shows the 'Enter Values' step. The breadcrumb trail is 'Home > Select Content Type > Select Sub Content Type > Enter Values'. The form has a label 'Content type : \*' with 'Pen Portrait' selected. Below this is a 'Document Title : \*' label and a text input field. There is a 'Comments : \*' label and a large text area. Below that is a 'Text : \*' label and another large text area. At the bottom, there is an 'Access Permissions : \*' section with 'Read' and 'Modify' buttons, and checkboxes for 'Public :', 'Manager :', and 'Manager :'. At the very bottom are 'Cancel', '<< Back', and 'Save' buttons.

To **Upload** an existing document, enter the information and click **Browse** to locate the file.

The screenshot shows a web interface for uploading a document. On the left is a sidebar menu with 'Account Info' selected, containing links for 'My Account', 'My Details', 'My Team', 'To-Do Lists', 'Reviews', and 'Requests'. The main area is titled 'Enter Values' and contains the following fields: 'Content type' (set to 'Pen Portrait'), 'Document Title' (with an asterisk and a text input field), 'Comments' (with a text area), 'Upload file' (with an asterisk, a text input field, and a 'Browse...' button), and 'Access Permissions' (with 'Read' and 'Modify' buttons, and checkboxes for 'Public', 'Manager', and 'Individual'). At the bottom are 'Cancel', '<< Back', and 'Save' buttons.

The following terminology relates to both Creating a Text file and Uploading documents:

If you wish everyone who has access to the system to be able to read the uploaded document, tick the **Public** box. To allow managers access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible by you).

Managers will have a separate option called **Individual** where they can set whether the trainee has access to the document or not.

**Public:** Any Talent Studio user, including other trainees

**Manager:** This means anyone who is deemed to be a manager through the reporting structure of Talent Studio

**Individual:** This means the person in to whose portfolio the content has been entered (only managers get to choose this setting)

***This facility gives trainees the opportunity to market themselves amongst the wider NHS community. For example, when job searching towards the end of the Scheme, trainees' CVs could be posted for public view. As many SHAs have taken up Talent Studio they have a whole host of potential employers able to see their details!***

***Please note it is only documents marked Public that are available for other NHS users to see; they will not be able to see any other information.***

## 7.5.2 Document Search

This functionality is used mainly for HR activity in organisations that use Talent Studio to match people to positions when recruiting internally.

## 7.6 Requests – General Information

Requests are basically electronic forms that gather pre-determined data.

These get in to a portfolio as a result of the system administrator publishing them. They can be closed for further data entry as a result of the administrator changing their Status to Complete or they can be removed from the portfolio altogether.

Different requests will be published (made available) as required.

It is not possible for data entered on one form to automatically populate another form.

## 7.6.1 Portfolio Groups

In order to make this section of the portfolio easier to use, requests of different types have been split in to Groups.

Qualifications	In Progress	<a href="#">View</a>
<b>Competencies: 1. Business Knowledge</b>		
6 items found, displaying 1 to 5.		
<< first < prev 1, 2 <a href="#">next</a> > last >>		
Name	Status	Actions
ZHRC 1-1 HR Function	In Progress	<a href="#">View</a>   <a href="#">Edit</a>
ZHRC 1-2 Political Awareness and Organisation Understanding	In Progress	<a href="#">View</a>   <a href="#">Edit</a>
ZHRC 1-3 Consultancy Role	In Progress	<a href="#">View</a>   <a href="#">Edit</a>
ZHRC 1-4 Links with HR Strategy	In Progress	<a href="#">View</a>   <a href="#">Edit</a>
ZHRC 1-5 Service Redesign Techniques	Not Started	<a href="#">View</a>   <a href="#">Edit</a>
<b>Competencies: 10. Individual Employee relations</b>		

Groups are given titles that should be an indication of the content and are listed in alphabetical order.

Groups will be split in to different pages if there are more than 5 requests in a group. A message at the top of the group allows you to see how many requests are included in that particular group.

You can move between these pages by using the **Next, Previous, First and Last** links or you can navigate using the arrows.

You may 'close' or 'open' a group by clicking on the box in the top right hand corner of the group.

Inside the group you will see information about each particular request:

**Name:** the name of the request or electronic form, listed in alphabetical order

**Status:** the status of the request according to the administrator. There are three possible states for a request:

**Not Started:** the request has never been opened in Edit mode, or has been opened in Edit mode but the user did not click Save before closing it

**In Progress:** a user has opened the request in Edit mode and clicked Save to close the form

**Completed:** the administrator has deemed that no more edits may be made to the request and closed the request.

**Date Completed:** the date that the administrator 'completed' or closed the request

**Action:** there are two possible actions for a request:

**View:** This allows users with Read permissions to view the request

**Edit:** This allows users with Edit permissions to make changes to the request.

If someone does not have Edit permissions to a particular Request then only the **View** link will be available.


## 7.6.2 Viewing and Editing a Request

Click on **View** - this will display a read-only version of the form. To close the form click **Back** to go back to the Portfolio view. If you have Edit permissions there will also be an **Edit** button available.

Click on **Edit** – this will open an editable version of the form. To save your changes click **Save** at the bottom of the form. To exit the form without saving the changes click **Cancel**.

### 7.6.3 Email Notification and Talent Studio Inbox

When you have opened a form in **Edit** mode you will see that at the bottom of each form you have the option to Send Email Notification or Send to Talent Studio Inbox. You can check either of these boxes, both or none.



You can use this functionality to inform other people who have Edit permissions to that particular form that the form has been updated. E.g. If you have completed an Attendance Record for a particular month you can use this to inform your managers that the form is ready for authorisation.

**Email Notification:** This will send an email to the relevant people using the email address stored in their Details. If there is no email address on the system or the email that is held is incorrect then no email will be received.

If you are not receiving email notifications please check that your email address is correct in the Details section.

**Send to Talent Studio Inbox:** This will add a link to the relevant people's Talent Studio Inbox. Clicking this link will take them directly to the form in question. These links can be deleted once dealt with.

**Trainees:** Using this will inform **all** your Talent Studio Managers (Placement, Programme and Leadership Development Manager).

*Please ensure that you use this functionality thoughtfully! Only use it when you genuinely need a manager to take action on a particular form.*

**Managers:** Using this will inform your Trainee of an update.

### 7.6.4 Printing Requests

Requests can be printed by following these steps:

- Open the request that you want to Print in View mode
- Put your cursor on the area of the screen where the request is displayed
- Right click your mouse and select Print from the menu
- A Printer selection box will then open and you can choose which Printer you wish to Print to
- If you want to file a soft copy of the request then you can print to Microsoft Office Document Image Writer (if available as an option)

**Top tip:** To make a better print area click Hide/Show Menu on the top left hand side of the screen – this will hide the menu and ensure that it doesn't get printed

## 7.6.5 Entering text in to Requests

Text may be typed directly in to text boxes in requests but can also be cut and pasted from other documents.

Please be aware that if you do this you may lose certain formatting and some characters such as bullets and hyphens may be converted to other types of characters. Once you have Saved the request you need to check that the formatting is as it should be and make any changes necessary within the form.

Some text fields have limits to the amount of text you can put in to them; you should receive an error message if you exceed this limit.

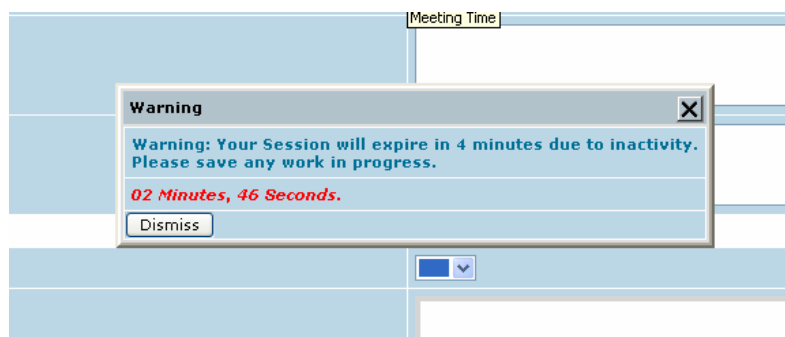
Some fields are limited to Manager access only e.g. authorisation fields, so only someone deemed to have manager status can enter data in to these fields.

All text fields can be edited with the exception of blog comments fields; these are fields that note the date and person who has entered the text and can be found, for example, in the Performance Review requests. Once the request has been saved with these comments these fields become un-editable although new comments can be added.

## 7.6.6 System Time-out

For security purposes the system times out after a period of non-use. Non-use in this case that you haven't clicked any buttons during this period e.g. typing text in to a request/form without clicking Save does not count as 'use'.

System Time-out has been set to 60 minutes. Once this has happened you will need to log back in to the system. Any work that you were doing at the time will be lost.



You will receive a warning message five minutes before you are automatically logged off. The remaining five minutes is then counted down during which time you have the option to save any work that you've been doing. If you do so, the timeout will be reset to 60 minutes. You can always re-open the request you were working on once you have saved to continue entering data.

**It is good practice to save your work periodically as the system could become un-accessible for a number of reasons e.g. if you lose your internet connection.**

## 7.6.7 Request Locking

Due to the fact that more than one person could potentially want to access the same portfolio request at the same time there is a locking mechanism in place.

If a second person tries to open a request that is already open they will see the following message:

The screenshot shows a web application interface. At the top, there are two tabs: 'Menu' and 'Home'. Below the tabs, there is a 'Back' link. A message box is displayed, stating: 'The Request is currently locked for editing, please try again later.'

## 7.7 Requests – Specific Information

Each request:

- capture different types of information
- is accessible to different people dependent on the permission settings
- is made available when necessary i.e. not all of the requests will be available in the portfolio during the entirety of the Scheme

### 7.7.1 Assessment Centre Feedback

#### Group: Orientation and Assessment

This form is pre-populated with Assessment Centre data and should be used by the trainee and their Managers to inform the trainee's Personal Development Plan.

### 7.7.2 Assessment Centre Reflections

#### Group: Orientation and Assessment

This form allows the trainee to reflect on their experiences and feedback from their performance at the Assessment Centre and should be used to inform the trainee's Personal Development Plan.

### 7.7.3 Annual Leave Entitlement

#### Group: Administration

It is used to record basic Annual Leave Entitlement, any additional entitlement that trainees might be eligible for due to previous NHS service and any balances authorised to be carried over to the next year. Only Leadership Development Managers and area offices should enter information on this form.

The form is split in to sections that relate to each Annual Leave year whilst the trainee is on the scheme. Some of the fields will be pre-populated with basic Scheme Entitlement for each year.

Trainees should contact their area office if they feel any of the information is incorrect.

### 7.7.4 Attendance Record

#### Group: Administration

It allows:

- all the people involved with a trainees development to keep a track of their activities
- expense claims can be verified by the authorising manager and area offices processing them. Expense



claims should not be signed until the Attendance Record has been authorised.  
A new Attendance Record will be published for each calendar month.

**Trainees:**

When you have filled out your activities for the month select the option 'Send to Talent Studio Inbox' This will send a request for authorisation to your placement and programme manager. If the Reason for Absence from Placement drop down list does not include your reason for absence please add more detail in the Comments box.

**Managers:**

The Attendance Record can be authorised by either the Placement or the Programme Manager. Each line on the record has to be authorised separately and you should enter Authorised Yes/ No, the date of authorisation and your name.

## 7.7.5 Competency Forms

**Group:** There should be one competency form for each specialism competency and they have been split down in to groups that reflect the relevant Competency document.

Trainees should only have their own specialism competencies in their portfolio.

**Trainees**

If the evidence you would like to add exceeds the equivalent one side of A4 please use the document upload function in your Portfolio to upload additional detailed evidence to the document upload type Additional Competency Evidence.

If you need to use this functionality you must:

- write a summary of your evidence in the evidence text box on the Competency form
- include a reference to the uploaded document in the evidence text box so that the reader is aware of the supplementary information and what it is called
- name the document appropriately

**Please note that you do not have to upload additional evidence if your full evidence fits the evidence text box.**

**Managers**

When you receive a competency for signing off, please review the evidence given. Add any comments you feel are appropriate and choose from the drop down list of 'Not Achieved' or 'Partially Achieved' or 'Fully Achieved'. Then choose the option 'send to Talent Studio Inbox' to return it to the trainee.

## 7.7.6 Conference Request

**Group: Administration**

It allows trainees to request which conference they would like to attend and to state the reasons along with other information such as accommodation and travel requests. Once a conference has been attended trainees can then feedback whether it met with their expectations.

This form will be available in the Portfolio when trainees are eligible to request conference attendance.

**Trainees:**

Please enter full information as requested on the form, both pre and post conference attendance.

**Managers:**

Please review the information entered by the trainee and fill in your Comments and Authorisation.

There is also a section in this form for Programme Co-ordinators to notes what action they are taking

once a request has been approved.

### **7.7.7 Flexi Placement Evaluation**

#### **Group: Placements**

This is for the Programme Manager to evaluate the flexi placement and will be available in the trainee's portfolio once the flexi placement is underway.

### **7.7.8 Flexi Placement Manager Feedback**

#### **Group: Placements**

This is for the Flexi Placement Manager to complete towards the end of the flexi placement.

Please note that this is the only information that the flexi placement manager has access to – they are not able to access the full trainee profile or portfolio.

### **7.7.9 Flexi Placement Proposal**

#### **Group: Placements**

This is for the trainee to plan their flexi placement and for their Programme Manager and Leadership Development Manager to give their feedback. This form may go through several iterations before it is complete and ready for the steering group.

Some area offices may download the form in to the steering group template in preparation for presentation to the steering group.

### **7.7.10 Flexi Placement Trainee Feedback**

#### **Group: Placements**

This is for the trainee to feedback on their flexi placement.

### **7.7.11 Leave Request**

#### **Group: Administration**

Placement Managers are responsible for authorising annual leave. This should be done in advance of the trainee taking leave.

The Leave Request form is separate from the Attendance record for a number of reasons: the leave request is a form for planning and recording leave and is a means for trainee and placement manager to communicate future planned holidays. The attendance record gives us a retrospective picture of how the trainee has spent their time including sick leave, meetings away from their placement. The reason that we ask trainees to do all this on Talent Studio rather than informally with managers is that it gives the Scheme an overview of this dialogue. Having evidence of this dialogue may prove useful if difficulties arise.

The authorisation fields are manager-access only:

Authorised: Yes/No

Authorised on: Date

Authorised by: Name of authorising Manager

This is authorised line by line i.e. for each separate leave request.

## 7.7.12 Orientation Plan

### Group: Orientation and Assessment Centre

There are two separate parts to the Orientation Plan.

The first section is for the manager to plan the first 20 days of the Scheme and a second section for the trainee to complete.

Both sections are editable by the trainee and their Managers in case any details change.

To enable the planning of the first 20 days, the first 5 weeks of education dates are listed at the top of this form. For more information on education dates and for a full list refer to the website or the home page of Talent Studio.

It is not possible to re-order items listed on this form without re-entering the information in the order that you wish it to appear.

It is also possible to [upload Orientation Plans in other formats to the Portfolio](#)

## 7.7.13 Personal Information

### Group: Background Information

Currently trainees should enter details such as Mentor information and Emergency Contact details.

## 7.7.14 Performance Reviews

### Group: Performance

Performance Reviews are held throughout the trainee's time on the Scheme. The schedule for performance reviews is laid out in the Handbook.

These forms will be made available a month before a Performance Review is due to take place and will be named accordingly.

The form is split in to sections. The top section called Meeting Details is for planning your Performance Review meeting and the details can be entered by trainees or managers.

The rest of the form is accessible to managers only and is for the review itself.

The comments fields are blog comment fields i.e. when a comment is entered the details of the person who entered the comment and the time and date that the comment was made is logged. Once the form has been Saved these comments are non-editable. To enter a comment click the grey square to the bottom right of the box.

### Managers

Please mark the review as complete once it is finished by selecting from the drop down box in the Review Status field at the bottom of the form.

## 7.7.15 Placement and Programme Information

### Group: Placements

This form has a number of purposes:

**Pre-Scheme:** area offices can start to add Programme Manager and Placement Manager information. This information can then be used to assign Managers to their Talent Studio position and set them up as Talent Studio users. Lead Contact details can also be added so that area offices know who to contact in the organisation who is hosting the trainee before Programme Managers are identified.

**During the Scheme:** trainees can use this form to keep a record of any changes to their Programme and Placement Managers. Please note that area offices should still be informed of these changes to ensure that the new managers receive training and Talent Studio login details.

Trainees and Scheme staff can also start to add details of second placements when these are known.

## 7.7.16 Qualifications

### Group: Background Information

Trainees can use this form to log Education, Professional, Practitioner and Development courses and results outside of the formal education programme of the Scheme.

## 7.7.17 Sickness

### Group: Administration

The form is split in to two sections.

#### Self Certification

Any absence up to and including 7 days (including weekends) should be entered on Talent Studio, by completing and saving a new Sickness Self Certification as soon as the trainee returns to work.

The BSA requires weekends are included in sickness reporting  
e.g. If a period of sickness includes a Friday and the trainee returns to work on the following Monday then the days reported as sick should include Friday, Saturday and Sunday with the Monday as the first day of non-sickness.

#### Certificated

Any absence over 7 days will require a doctor's certificate / GP's sick note. For certificated sickness, the Placement Manager should enter the information as soon as they are aware of this kind of sickness on this section of the form. This can be updated as more information is known i.e. when the medical certificate is received.

The fields on this section are manager-access only.

#### Why is there a separate Sickness form in addition to the Attendance Record?

The Graduate Scheme is obliged to report details to Sickness to the BSA as in some instances it can affect payroll. These reports are required monthly but do not fall in to regular calendar months, unlike Attendance Records which are required per calendar month and may not get authorised until a month is complete.

## 7.8 My Team

Click **My Team** to access the details of people you are managing i.e. people assigned to [positions](#) that report to your position.

#### Trainees:

You won't see anybody listed here as you do not manage any Talent Studio users.

#### Placement Managers:

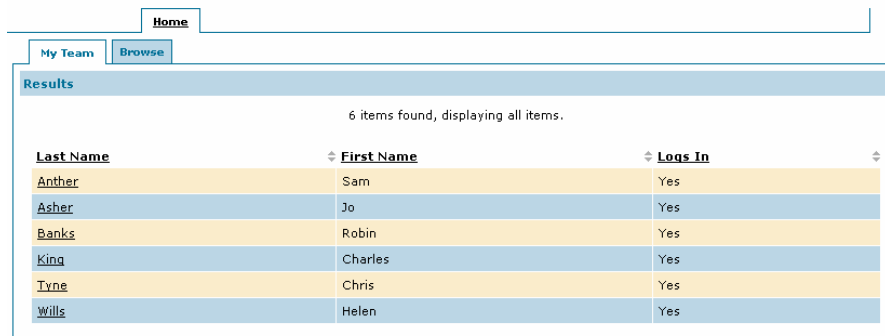
Your team should consist of any trainees that you currently have on Placement with you.

## Programme Managers:

Your team should consist of any trainees and their Placement Managers who you look after.

## Leadership Development Managers:

Your team should consist of trainees and their Programme Manager who are in your area.



Last Name	First Name	Logs In
<a href="#">Anther</a>	Sam	Yes
<a href="#">Asher</a>	Jo	Yes
<a href="#">Banks</a>	Robin	Yes
<a href="#">King</a>	Charles	Yes
<a href="#">Tyne</a>	Chris	Yes
<a href="#">Wills</a>	Helen	Yes

Click on the hyper-linked **Last Name** to go directly to their details.

**Logs in** simply means whether or not that person has a user account to Talent Studio. Most Graduate Scheme Users will have a user account with the exception of future intake trainees who do not yet use Talent Studio.

Alternatively click the **Browse** tab to scroll through each individual team member where you can see details for each.



Person : 1 < 4 of 6 > 1

**Summary of Charles King**

First Name :	Charles	Last Name :	King
Current Position :	<a href="#">Placement Manager General</a>	Organisation :	Midshire Healthcare Trust
Home Location :	-	Manager Name :	Pat Richer
Date of Birth :	-	Age :	-

**Details** **Portfolio**

[Edit](#)

**Contact Details**

Title :	Mr
First Name :	Charles
Middle Name :	-
Last Name :	King
Preferred Name :	-
Previous Name :	-
Date of Birth :	-
Gender :	Male
Job Title :	<a href="#">Placement Manager General</a>
Organisation :	Midshire Healthcare Trust
Telephone :	-
Mobile Phone Number :	-
Email :	manager@midshire

## 7.9 To Do Lists

### 7.9.1 Reviews

Click **Reviews** to display any appraisal questionnaires that you may be invited to complete. You will

receive an e-mail invitation to alert you when there are appraisal questionnaires to be completed. *This functionality is not currently used so you should not see anything here for you to do.*

## 7.9.2 Objective Assessments

Click **Objective Assessments** to display any Objective Assessments you may be invited to complete. *This functionality is not currently used so you should not see anything here for you to do.*

## 7.9.3 Requests

Click **Requests** to display any other questionnaires that you may be invited to complete. These are generally requests that have been published with a particular completion date on them or are requests that are only for an individual to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

We may use this for functionality to carry out trainee surveys but trainees should receive either an email or some other kind of communication before surveys are carried out.

## 7.10 Inbox Messages

Here you will find links to any requests that require your attention.

**From:** This is the Talent Studio user who has sent the message

**Message:** Describes the Request that the message relates to

**Link:** Click on this link to take you directly to the request

**Date Received:** This is the date that the Talent Studio user sent you the message

**Actions:** this allows you to delete the message from your Inbox; to do this click the x in the Actions column.

<a href="#">Home</a>				
Message Inbox				
5 items found, displaying all items.				
From	Message	Link	Date Received	Actions
Jo Asher	Your Qualifications has been updated select the link to review	<a href="#">Qualifications</a>	23 Apr 2008 11:58	<a href="#">X</a>
Jo Asher	Your Leave Request (Training Profile) has been updated select the link to review	<a href="#">Leave Request (Training Profile)</a>	23 Apr 2008 03:12	<a href="#">X</a>
Jo Asher	Your Leave Request (Training Profile) has been updated select the link to review	<a href="#">Leave Request (Training Profile)</a>	24 Apr 2008 01:23	<a href="#">X</a>
Robin Banks	Your ZFC 1-1-1 (Training Profile) has been updated select the link to review	<a href="#">ZFC 1-1-1 (Training Profile)</a>	24 Apr 2008 12:57	<a href="#">X</a>
Robin Banks	Your ZFC 2-1-1 (Training Profile) has been updated select the link to review	<a href="#">ZFC 2-1-1 (Training Profile)</a>	24 Apr 2008 01:11	<a href="#">X</a>

## 8 Graduate Reports Arena

This is available as a separate tab from the Home page and also is shown as a menu item on the left hand page.

The screenshot shows the 'Graduate Management Training Scheme' website. At the top, it says 'Logged In: Sally Kettle' and 'Logout' with the NHS logo. The top navigation bar has 'Home' and 'Graduate Reports' tabs, with a yellow arrow pointing to 'Graduate Reports'. The left-hand menu has 'Show/Hide Menu' and 'Graduate Reports' highlighted with a yellow arrow. The main content area features the title 'Graduate Management Training Scheme' and the tagline 'Developing leadership potential to improve health and healthcare'. Below this, there is a section for 'Flexi-Placements' with a list of bullet points and a 'Downloads' section with links to various documents. The left-hand menu lists various reports and documents, including 'Attendance Record April 07', 'Attendance Record December 07', 'Attendance Record February 08', 'Attendance Record January 08', 'Attendance Record March 08', 'Attendance Record November 07', 'Attendance Record October 07', 'Attendance Record September 07', 'BSA71 Sickness Report', 'Conference Requests', 'Flexi Placement Proposals', 'Flexi Placement Steering Group Report', 'Mentors', 'Number of Graduate Trainees by Scheme', and 'Trainee Address, Emergency Contact etc'.

### 8.1 Graduate Reports Tab

Clicking on this tab will present you with options to search and browse documents, people and positions.

The screenshot shows the 'Graduate Management Training Scheme' website with the 'Graduate Reports' tab selected in the top navigation bar. The left-hand menu has 'Show/Hide Menu' and 'Graduate Reports' highlighted. The main content area features the title 'Graduate Management Training Scheme' and the tagline 'Developing leadership potential to improve health and healthcare'. Below this, there is a section for 'Flexi-Placements' with a list of bullet points and a 'Downloads' section with links to various documents. The left-hand menu lists various reports and documents, including 'Attendance Record April 07', 'Attendance Record December 07', 'Attendance Record February 08', 'Attendance Record January 08', 'Attendance Record March 08', 'Attendance Record November 07', 'Attendance Record October 07', 'Attendance Record September 07', 'BSA71 Sickness Report', 'Conference Requests', 'Flexi Placement Proposals', 'Flexi Placement Steering Group Report', 'Mentors', 'Number of Graduate Trainees by Scheme', and 'Trainee Address, Emergency Contact etc'.

## 8.1.1 Browse People

This allows you to find people according to different criteria.

Search criteria form showing fields for First Name, Last Name, Active status, Job Title, Organisation Unit, and Population. The 'Search' button is visible.

Enter your Search criteria

You can search by Name, Job Title, Organisation, or Population.

You do not have to enter the name exactly.

Click **Search**

The next screen will then display all the search results

Last Name	First Name	Logos In
<a href="#">Type</a>	Chris	Yes

Click on the hyperlinked Last Name to go to that person's details, or alternatively select the Browse tab to scroll through the different results.



Show/Hide Menu Home Graduate Reports

Criteria Results Browse

Person: 1 of 1

**Summary of Chris Tyne**

First Name :	Chris	Last Name :	Tyne
Current Position :	Trainee Programme General Placement General	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Home Location :	-	Manager Name :	Sally Kettle Pat Richer Charles King
Date of Birth :	01 Jan 1975	Age :	33.0
Specialism :	General Management	Intake Year :	2007

Details Position Scheme Details Portfolio

Edit

Contact Details

## 8.1.2 Browse Positions

This allows you to browse all the positions within a particular organisation.

Show/Hide Menu Administration Analyser Organisation Performance Management Reports Graduate Reports

Org Unit: NHS Default Position

**Summary of Default Position**

Title :	Default Position	Current Holder :	-
Organisation :	NHS	Reports To :	-
Reports To Position :	-	Reports To Organisation :	-
Grade/Band :	-	Salary :	-
Level :	-	Function :	-
Sector :	-	Start Date :	-
Time in Post :	-		

Details Direct Reporting Portfolio

Edit

Details

Select the desired Organisation from the [Organisation Picker](#)

Show/Hide Menu Administration Analyser Home Organisation Performance Management Reports Graduate Reports

Org Unit: Midshire Healthcare Trust Position: 1 of 11 Placement Finance

**Summary of Placement Finance**

Title :	Placement Finance	Current Holder :	Robin Banks
Organisation :	Midshire Healthcare Trust	Reports To :	Sam Anther
Reports To Position :	Placement Manager Finance	Reports To Organisation :	Midshire Healthcare Trust
Grade/Band :	-	Salary :	-
Level :	-	Function :	-
Sector :	-	Start Date :	-
Time in Post :	-		

Details Direct Reporting Portfolio

Edit

**Details**

Position :	Placement Finance
Area :	-
Locality :	-

You will then be able to scroll through or select from the drop down all the positions that exist within that organisation and see details about who holds the position and who that position reports to.

Click on **Edit** to change the title of the Position

Click on the tab **Direct Reporting** to see who the positions reports to, and whether it has any subordinates

The screenshot shows the 'Graduate Reports' section of the Talent Studio interface. At the top, there are tabs for 'Home' and 'Graduate Reports'. Below these, there are filters for 'Org Unit' (Midshire Healthcare Trust) and 'Position' (1 of 11). The main content area is titled 'Summary of Placement Finance' and contains a table with details about the position, including Title, Organisation, Reports To, Grade/Band, Level, Sector, and Time in Post. Below this table, there are tabs for 'Details', 'Direct Reporting', and 'Portfolio'. The 'Direct Reporting' tab is selected, showing a table of reports to the position, including Name, Organisation, and a list of subordinates. The 'Subordinates' section shows 'None defined'.

Summary of Placement Finance			
Title :	Placement Finance	Current Holder :	Robin Banks
Organisation :	Midshire Healthcare Trust	Reports To :	Sam Anther
Reports To Position :	Placement Manager Finance	Reports To Organisation :	Midshire Healthcare Trust
Grade/Band :	-	Salary :	-
Level :	-	Function :	-
Sector :	-	Start Date :	-
Time in Post :	-		

Reports To	
Name	Organisation
Sam Anther	Midshire Healthcare Trust

Subordinates

None defined.

Click on **Edit** in this tab to change who the position reports to.

Note: It is not possible to change who the subordinates are; this can only be done by making changes to the subordinate's positions directly.

Clicking on the hyperlinked names will take you to that person's details

For further information on positions see the section on [Talent Studio Reporting Structure](#).

### 8.1.3 Search Documents

This screen allows you to search through different documents that trainees have uploaded.

### 8.1.4 Search People

This works in exactly the same way as [Browse People](#)

### 8.1.5 Search Positions

This works in exactly the same way as [Browse Positions](#)

## 8.2 Graduate Reports Menu Item

You also have the option to run reports from the left hand menu. See section called [Running Reports](#).

## 9 Other Information for Scheme Staff users

### 9.1 Scheme Details

When viewing team members you will see that you have an additional tab called **Scheme Details**

available to you other than the Details, Position and Portfolio tabs.

Scheme Details is only available to Scheme Staff i.e. LDMs and Administrators. Trainees, Placement and Programme Managers do not have access to this tab.

This tab holds all details relevant to the trainee on the Scheme e.g. Intake year, specialism, education provider details etc.

To Edit any of the details on this form click the **Edit** button.

Summary of Jo Asher

First Name :	Jo	Last Name :	Asher
Current Position :	Trainee Programme HR Placement HR	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Home Location :	-	Manager Name :	Sally Kettle Pat Richer Helen Willis
Date of Birth :	01 Jan 1972	Age :	36.0
Specialism :	HR	Intake Year :	2007

Details Position Scheme Details Portfolio

Edit

Personal Information

Status :	Current Trainee
Intake Year :	2007
Graduation Year :	-
Speciality :	HR
Finance Qualification :	-
HR Group :	-
BPP College :	-
CIMA MPL :	-
General Group :	-
Action Learning Set Grouping :	-

Field Details and their options:

<b>Status</b>	Future Intake	Trainee due to start in the next intake
	Current Trainee	Trainee currently on the Scheme
	Graduate	Trainee who has successfully graduated the first part of the Scheme
	Alumni	Alumni
	Non-graduate	Trainee who has not successfully graduated the first part of the Scheme
	Maternity	Trainee on authorised maternity leave
	Long Term Sickness	Trainee still on Scheme but signed off as long term sick
	Ex-trainee – not completed Scheme	Trainee who has resigned from the Scheme early
<b>Intake Year</b>	Should be pre-populated	Year that the trainee joined the Scheme

<b>Graduation Year</b>	Select from a list of years	Year that the trainee graduates from the first part of the Scheme
<b>Specialism</b>	Should be pre-populated but can be amended	Specialism i.e. HR, Finance or General Management Note: because this is a shared database this field might contain options that do not relate to the Graduate Scheme
<b>Finance Qualification</b>	Select CIMA or CIPFA	
<b>HR Group</b>	Select from the list of a or b	
<b>BPP College</b>	Select from a list of BPP Colleges	
<b>CIMA MPL</b>	Select from Certificate, Managerial, Strategic or TOPCIMA	Applicable to Finance trainees only
<b>General Group</b>	Select from a list of numbers	
<b>Action Learning Set Group</b>	Select from a list of numbers	
<b>Foundation Group</b>	Select from a list of regions	
<b>Local Induction Group</b>	Select from a list of areas	
<b>Middlesex University</b>	Free text field	Student ID Applicable to HR trainees only
<b>CIMA Candidate ID</b>	Free text field	Student ID Applicable to Finance trainees only
<b>Birmingham University</b>	Free text field	Student ID Applicable to General Management trainees only
<b>Transferred from</b>	A list of Institute Areas	This field is to be used when a trainee transfers to a different area
<b>Transfer Date</b>	Select a date	This should note the effective date of transfer

Click **Save** when you have made your change.

## 9.2 Organisation Structure and Picker

The organisation structure within Talent Studio has to reflect that the database caters for other NHS Users.

All organisations that relate to the Graduate Scheme can be found under NHS Institute. There you will find all areas and regions, and within these you will find the organisations where the trainees are placed. In all cases where you need to select an organisation you will use the Talent Studio Organisation Picker.

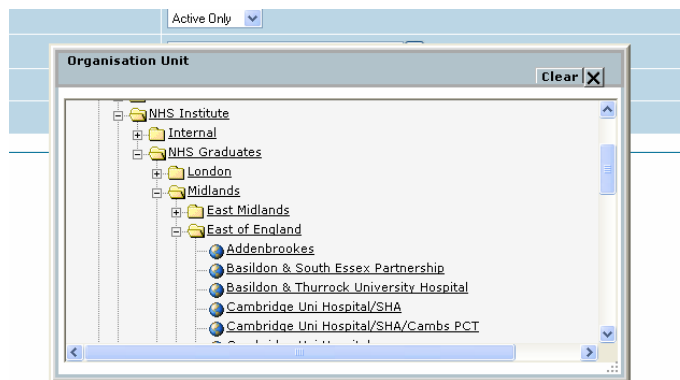
The Organisation Picker works in the following way:

Select the grey button to the right hand side of the organisation field.

A box will open.

- Select NHS England
- Select NHS Institute
- Select NHS Graduates
- Then select appropriate area and organisation

If you wish to close the box click Clear at the top right hand of the box.



This box is expandable and can be moved around the screen:

**To expand the box:**

Put your cursor over the grey dotted area in the right hand corner of the box. You will see a black double ended arrow. Click your mouse and then move the cursor in the direction that you wish the box to expand. You can make the box smaller in the same way.

**To move the box:**

Put your cursor in the grey area at the top of the box. You will see a black four ended arrow. Click your mouse and then drag the box to where you want it to go.

## 9.3 Running Reports

### 9.3.1 To run a report from the menu

Select the report that you wish to run from either the Home Page left hand menu or the Graduate Reports left hand menu.

The report will run automatically using the default population and the results will be displayed on the screen.

Show/Hide Menu

Administration | Analyser | Home | Organisation | Performance Management | Reports | **Graduate Reports**

Run Options | Results

Basic Trainee Details

Found 1 items

Full Name	Status	Scheme	Intake Year	Email	Area/ Local Induction Group	Programme
<a href="#">Chris Tyne</a>	Current Trainee	General Management	2007	email@gradscheme	-	-

Click on hyperlinks from within the report to go to that person or positions details.

### 9.3.2 To run a report with a different population

**To change Population:**

Click on the Run Options tab

Administration | Analyser | Home | Organisation | Performance Management | Reports | **Graduate Reports**

Run Options | Results

Basic Trainee Details

Population : Graduate Trainees HR

Order By : Full Name

Sort Order : Ascending

Run CSV Export

Select from the drop down list which population you wish to include in the results.

If you want to change how the report is ordered you can change the Order By and Sort Order. Click Run to display the results of the new report on the screen.

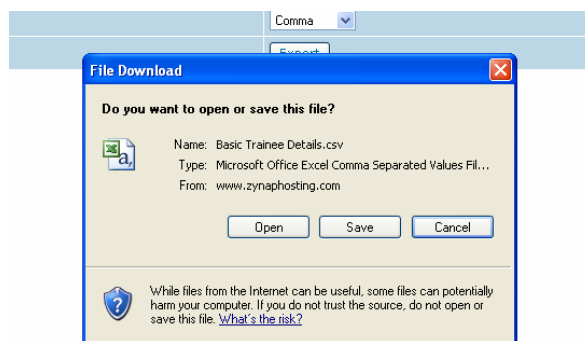
### 9.3.3 To export the results to an Excel spreadsheet

#### To download the report to Excel

Click **CSV export**



Click **Export**



Follow the instructions in the window dependent on whether you want to **Open** or **Save** your report.

If you choose to open your report a new excel window will be opened containing the results of your report. **Remember to save your file as excel file i.e. .xls**

## 10 Frequently Asked Questions

### 10.1 I can't log in / I get an error when I log in

#### System Messages on Login and what they mean

**Invalid login. Please make sure that you have entered a correct username and password.**

The user has entered an incorrect username or password

**You have exceeded the maximum number of attempts allowed to login.**

An incorrect username or password can only be entered three times in one go before the user account is locked.  
The password will have to reset and re-issued.

**You could not be logged on to Outlook Web Access. Make sure your domain\user name and password are correct, and then try again**

It means the user has clicked the Zynap URL from within an email being viewed in Webmail. They need to cut and paste the URL in to the address bar of Internet Explorer and they should then be able to access Talent Studio.

### 3 The page cannot be displayed

The page you are looking for is currently unavailable. The Web site might be experiencing technical difficulties, or you may need to adjust your browser settings.

This could mean a number of things but one thing to check is that they have entered the URL correctly i.e.

<https://www.zynaphosting.com/nhs>

Please note particularly the 'S' in https – you will not be able to get access to the login page if this s is missing.

## 10.2 My Programme/ Placement Manager has changed

### Trainees:

Please contact [gradschemefaq@institute.nhs.uk](mailto:gradschemefaq@institute.nhs.uk) and your Area office.

You can also keep a log of this on the form called Placement and Programme Information in your Portfolio.

## 10.3 I haven't received any login details for Talent Studio

Please contact [gradschemefaq@institute.nhs.uk](mailto:gradschemefaq@institute.nhs.uk)

## 10.4 System Errors

Very occasionally Talent Studio user might get a system error.

You will see something like this:

A System Error has occurred and a message has been sent to support. Please contact your system administrator and report the error details displayed and the steps that lead to the error occurring.

Click [here](#) to view details of the error.

Even though an email is automatically sent to the software provider we still need to capture more information.

Make a note of what you were doing at the time of the error.

If you are still able to view the details of the error and cut and paste them in to an email

Send this email to [gradshchemefaq@institute.nhs.uk](mailto:gradshchemefaq@institute.nhs.uk)

## 10.5 My Manager is not receiving emails from Talent Studio

In order to send emails Talent Studio requires an email address, and obviously this needs to be correct. Check the spelling if there is already an email address held.

Update/ add the email address if necessary.

## **10.6 How do I take a screen shot?**

- Make sure that what you need to a screen shot of is displayed on the screen
- Hit the Print Screen key (typically at the top of your keyboard)
- Right click your mouse and select Paste in to a word document or email

## **10.7 Where do trainees enter information about their Mentor?**

Mentor information can be entered on the form called Personal Information. This is found in the group called Background Information in the trainee Portfolio.