

NHS West Midlands Leadership Initiative

Zynap Talent Studio User Guide for NHS West Midlands Leadership Initiative

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1 Login

To login to Talent Studio you will need the URL (Internet address), Username and Password that will have been provided to you separately. If you have not received this information please contact the WMLI programme administrator.

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

L	ogin	
	Username :	
	Password:	
		Login

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

1.1 Data Protection Policy

Privacy and Data Protection Policy
Please read and agree to the text below before you continue.
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.
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.
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."
Disagree Agree

Read and agree the Data Protection Policy. This is to protect all users of the system who will have to confirm that they have read and agree to the Data Protection Policy each time they login to Talent Studio.

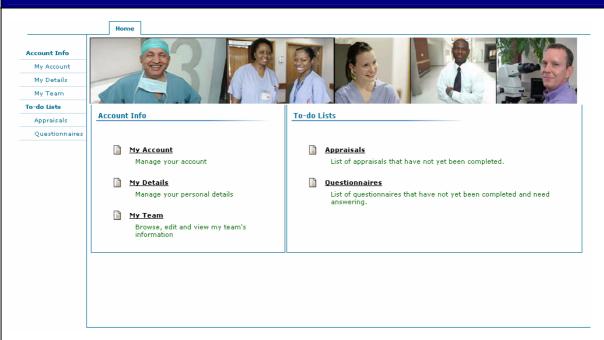






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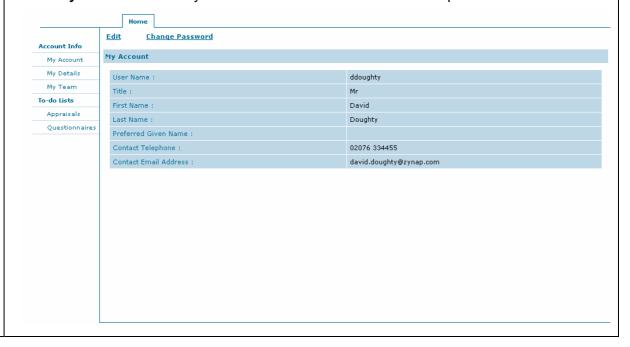
1.2 Home Page



This is your home page, where you will find information relevant to you and your participation in the programme.

2 My Account

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









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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.



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

3 My Details

Click My Details to view your personal information.



Access to this information is strictly controlled. Full details of who can see what are given at the end of this guide.







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3.1 **Edit**

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



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

4 My Current Position

Click My Current Position to view the details of your current post or posts.









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5 Portfolio

Click **Portfolio** to view your uploaded documents and personal questionnaires.

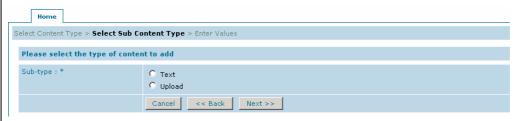


5.1 Add Item

Click **Add Item** to upload a document (such as a CV or PDP) or add a text file.



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





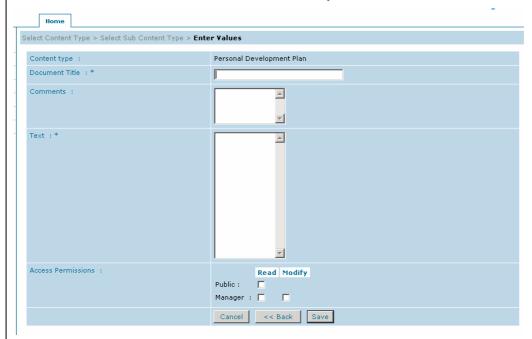




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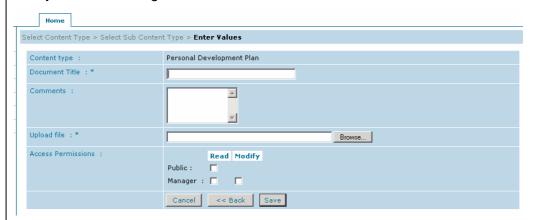
Choose Text to create a text file or Upload to add an existing document.

To create a **Text** file enter the information directly into the form.



If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow your manager 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).

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



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



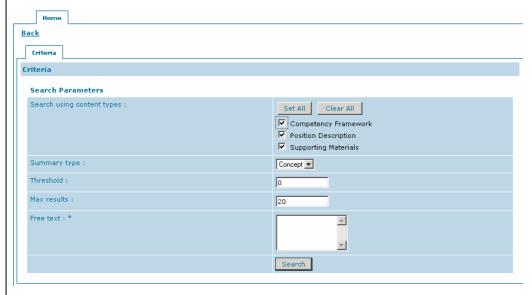




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5.2 Document Search

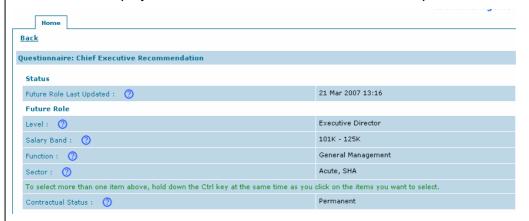
Click **Document Search** to find documents on the system.



Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and **Max Results** to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search..

5.3 Chief Executive Recommendation

Click View to display the Chief Executive Recommendation questionnaire.



There is no edit button for this questionnaire as you only have read access rights.

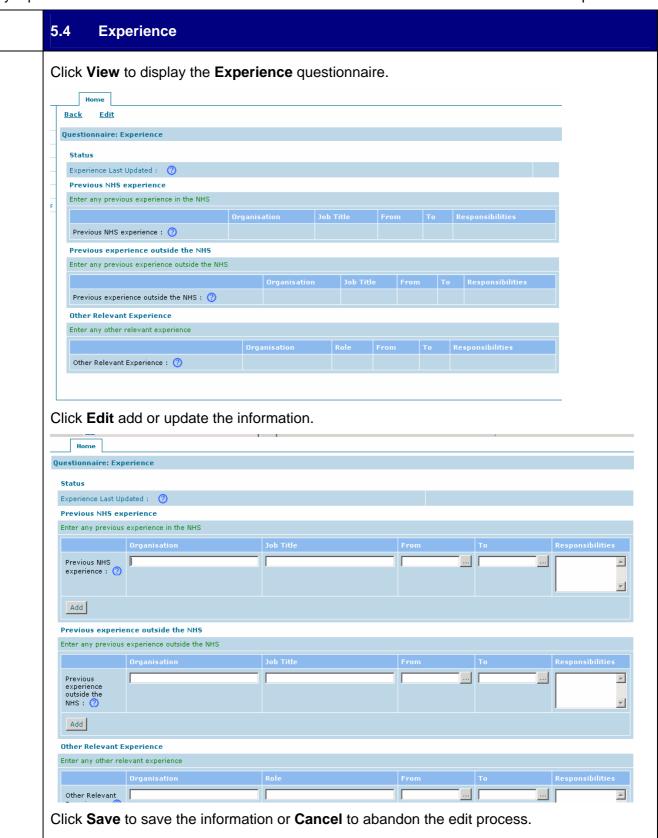






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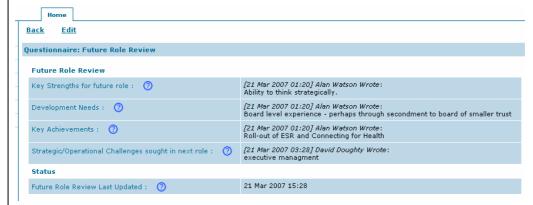


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5.5 Future Role Review

Click **View** to display the **Future Role Review** questionnaire.



Click **Edit** to add or update the information.



Both you and your Manager have write access to this questionnaire but neither of you can alter what each of you has entered. You cannot type directly into the text boxes. Click the ... button to display the **Add Comment** box.



Enter your comments in the text box. Click **Save** to save your comments or **Cancel** to abandon the process. Your comments will be time and date stamped together with your name once you click **Save** at the bottom of the questionnaire.







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5.6 **Mobility** Click **View** to display the **Mobility** questionnaire. <u>Back</u> Questionnaire: Mobility Mobility Last Updated: Mobility Readiness to move : (?) Constraints : (?) To select more than one item above, hold down the Ctrl key at the same time as you click on the items you want to select Click **Edit** to add or update the information. Questionnaire: Mobility Mobility Last Updated: Readiness to move : (?) ┰ North East Yorkshire and the Humber West Midlands East Midlands East of England London South West South East Coast To select more than one item above, hold down the Ctrl key at the same time Cancel Save Click Save to save the information or Cancel to abandon the process. 5.7 **Personal Aspiration** Click **View** to display the **Personal Aspiration** questionnaire. Home <u>Back</u> Edit Questionnaire: Personal Aspiration Status 21 Mar 2007 15:26 Future Role Last Updated: **Future Role** Chief Executive Level: ② To select more than one item above, hold down the Ctrl key at the same time as you click on the items you want to select Contractual Status : (?) Click **Edit** to add or update the information.







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Click Save to save the information or Cancel to abandon the process.

5.8 Qualifications

Click View to display the Qualifications questionnaire.



Click **Edit** to add or update the information.

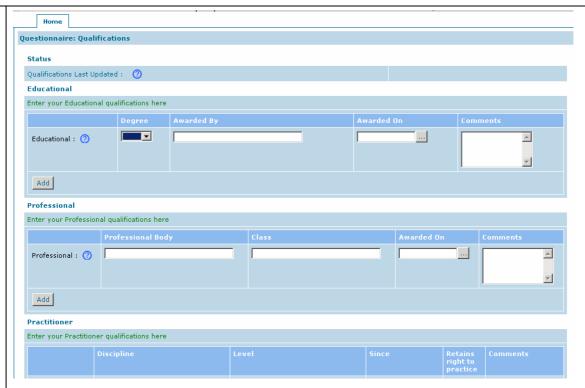






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Click **Save** to save the information or **Cancel** to abandon the process.

6 My Team

Click My Team to access the details of people you are managing...

7 Appraisals

Click **Appraisals** 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.

8 Questionnaires

Click **Questionnaires** to display any other questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

9 Information Access

The following tables list all the data fields in the system together with who has **read** and/or **write** access.







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9.1 **My Details**

Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Title	r/w	r	r/w	r
First Name	r/w	r	r/w	r
Last Name	r/w	r	r/w	r
Date of Birth	r/w	r	r/w	r
Gender	r/w	r	r/w	r
Job Title	r/w	r	r/w	r
Organisation	r/w	r	r/w	r
Telephone	r/w	r	r/w	r
Mobile Phone Number	r/w	r	r/w	r
Email	r/w	r	r/w	r
Personal Assistant	r/w	r	r/w	r
PA Telephone	r/w	r	r/w	r
PA E-mail Address	r/w	r	r/w	r
Address Line One	r/w	r	r/w	r
Address Line Two	r/w	r	r/w	r
Town	r/w	r	r/w	r
County	r/w	r	r/w	r
Post Code	r/w	r	r/w	r
Photograph	r/w	r	r	r
Disability	r/w	r	r	r
Ethnicity	r/w	r	r	r
Clinical Background	r/w	r	r	r

9.2 My Current Position

Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Job Title	r/w	r/w	r	r
Level	r/w	r/w	r	r
Salary Band	r/w	r/w	r	r
Function	r/w	r/w	r	r
Sector	r/w	r/w	r	r
Annual Budget	r/w	r/w	r	r
Health Economy Population	r/w	r/w	r	r
Number of Employees	r/w	r/w	r	r
Contractual Status	r/w	r/w	r	r
Comments	r/w	r/w	r	r
Start Date	r/w	r/w	r	r





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9.3 Portfolio

9.3.1 Docume	ents			
Access	You	Your Manager	WMLI Admin	West Midlands CEO
Public	r/w	r	r	r
Manager Read	r/w	r		
Manager Write	r/w	r/w		
Private	r/w			

9.3.2 Chief Executive Recommendation

Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Level	r	r/w	r	r
Salary Band	r	r/w	r	r
Function	r	r/w	r	r
Sector	r	r/w	r	r
Contractual Status	r	r/w	r	r

9.3.3 Experience

Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Previous NHS	r/w	r	r	r
experience				
Previous experience	r/w	r	r	r
outside the NHS				
Other Relevant	r/w	r	r	r
Experience				

9.3.4 Future Role Review

Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Key Strengths for future role	r/w	r/w	r	r
Development Needs	r/w	r/w	r	r
Key Achievements	r/w	r/w	r	r
Strategic/Operational Challenges sought in next role	r/w	r/w	r	r





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9.3.5 Mob	ility			
Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Readiness to move	r/w	r	r	r
Constraints	r/w	r	r	r
9.3.6 Pers	sonal Aspir	ation		
Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Level	r/w	r	r	r
Salary Band	r/w	r	r	r
Function	r/w	r	r	r
Sector	r/w	r	r	r
9.3.7 Qua	lifications			
Data Field	You	Your Manager	WMLI Admin	West Midlands CEO
Educational	r/w	r	r	r
Professional	r/w	r	r	r
Practitioner	r/w	r	r	r
Development	r/w	r	r	r



