Talent Studio User Guide

Welcome to Talent Studio

1 Login and Log out
To **login to Talent studio** you will need the 🞜 URL (internet address) https://www.zynaphosting.com/nhs 🞜 Your Username 🞜 Your Password If you have not received your Username and password please contact the NHS London programme administrator by emailing Leadingforhealth@london.nhs.uk If you forget your password please contact the NHS London programme administrator by emailing tLeadingforhealth@london.nhs.uk To log out at any time click the **Log Out button** on the top right of the Talent Studio page
1.1 Data protection policy
Read and tick to agree the Data Protection Policy and click **login** to Talent Studio. 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.
1.2 Home page
This your Talent Studio 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 details. Click **Edit** to add or update the information
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.

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 is given at the end of this guide.
	3.1 Edit
	Click **Edit** to add or update your personal information. Click **Save** to save your information or Click **Cancel** to abandon the edit process
4	**My Current position**
	Click **My Current Position** to view the details of your current post or posts
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 document.
	Select the **Content type** from the list and click **Next** to continue
	Choose **Text** to create a text document or **Upload** to add an existing document
	To create a **Text document** enter the information directly into the form
	If you wish everyone who has access to the system to be able to read the text document, tick the **Public** box. To allow your manager access to the file, tick **Read** and **Modify** as appropriate. Leave these 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 file, tick **Read** and **Modify** as appropriate. Leave these boxes blank if you want the text document to be private (only accessible by you)
	5.2 Document search

	Click **Document search** to find documents on the system
	5.3 Chief Executive Recommendation
	Click view to display the Chief Executive recommendation. This page will be input to by your Chief Executive. There is no edit button. You have access to read this.
	5.4 Experience
	Click **View** to display the **Experience** questionnaire
	Click **Edit** to add or update the information Click **Save** to save the information or **Cancel** to abandon the edit process
	5.5 Future Role Review
	Click **View** to display the **Future Role 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 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.
	5.6 Mobility
	Click **View** to display the **Mobility** questionnaire. Click **Edit** to add or update the information. Click **Save** to save the information or **Cancel** to abandon the process.
	5.7 Personal Aspiration
	Click **View** to display the **Personal Aspiration** questionnaire. Click **Edit** to add or update the information. 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. Click **Save** to save the information or **Cancel** to abandon the process.
6	**My team**

		This section does not require input from participants. Sponsoring Chief executives will be able to view their applicants as my team. Click **My Team** to access the details of the people you are managing.
7	**Appraisals**	
		Click **Appraisals** to display any appraisal questionnaires that you may be invited to complete. You will receive an email invitation to alert you when there are questionnaires to be completed.
8	**Questionnaires**	
		Click **Questionnaires** to display any other questionnaires that you may be invited to complete. You will receive an email 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.
	9.1 My details	

Data Field	You	Your manager	London Admin	London 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	r/w		r/w	r
Email	r/w	r	r/w	r
Personal Asst	r/w	r	r/w	r
PA Telephone	r/w	r	r/w	r

	Data Field	You	Your manager	London Admin	London CEO
	PA Email	r/w	r	r/w	r
	Address line 1	r/w	r	r/w	r
	Address line2	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
	Photo	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	London Admin	London 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

9.3 Portfolio

9.3.1 Documents

Access	You	Your Manager	London Admin	London 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 / Sponsor Recommendation

Data Field	You	Your Manager	London Admin	London 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	London Admin	London CEO
Previous NHS Experience	r/w	r	r	r
Previous Experience outside of the NHS	r/w	r	r	r
Other relevant experience	r/w	r	r	r

9.3.4 Future Role Review

Data Field	You	Your Manager	London Admin	London 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 and/or Operational	r/w	r/w	r	r

	challenges sought in next role				

9.3.5 Mobility

Data Field	You	Your Manager	London Admin	London CEO
Readiness to move	r/w	r	r	r
Constraints	r/w	r	r	r

9.3.6 Personal Aspiration

Data Field	You	Your Manager	London Admin	London 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 Qualifications

Data Field	You	Your Manager	London Admin	London 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