



Zynap Talent Studio User Guide

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.

Login

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.



1.2 Home Page

[Home](#)

Account Info

- My Account
- My Details
- My Team

To-do Lists

- Appraisals
- Questionnaires

Account Info

- My Account**
Manage your account
- My Details**
Manage your personal details
- My Team**
Browse, edit and view my team's information

To-do Lists

- Appraisals**
List of appraisals that have not yet been completed.
- Questionnaires**
List of questionnaires that have not yet been completed and need answering.

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.

[Home](#)

Account Info

- My Account
- My Details
- My Team

To-do Lists

- Appraisals
- Questionnaires

[Edit](#) [Change Password](#)

My Account

User Name :	ddoughty
Title :	Mr
First Name :	David
Last Name :	Doughty
Preferred Given Name :	
Contact Telephone :	02076 334455
Contact Email Address :	david.doughty@zynap.com



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.

Home

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.

3 My Details

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

Home

Account Info

- My Account
- My Details
- My Team
- To-do Lists
- Appraisals
- Questionnaires

My Details:- David Doughty

	Title :	Mr	Date of Birth :	14 Jul 1954
	First Name :	David	Telephone :	02076 334455
	Last Name :	Doughty	Email Address :	david.doughty@zynap.com

My Details | My Current Position | Portfolio

[Edit](#)

About me

Title :	Mr
First Name :	David
Last Name :	Doughty
Date of Birth :	14 Jul 1954
Gender :	Male
Job Title :	IT Director
Organisation :	Wetherfield General Foundation Trust
Telephone :	02076 334455
Mobile Phone Number :	07876 653 563
Email :	david.doughty@zynap.com

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



3.1 Edit

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

Home

About me for David Doughty

Account Info

- My Account
- My Details
- My Team
- To-do Lists
- Appraisals
- Questionnaires

Title :

First Name : *

Last Name : *

Date of Birth :

Telephone :

Email :

Photograph :

Gender : *

Mobile Phone Number : (Max 100 characters)

Personal Assistant :

PA Telephone :

PA E-mail Address :

Address Line One : (Max 255 characters)

Address Line Two : (Max 255 characters)

Town : (Max 255 characters)

County : (Max 255 characters)

Post Code : (Max 10 characters)


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.

Home

My Details:- David Doughty



Title : Mr Date of Birth : 14 Jul 1954

First Name : David Telephone : 02076 334455

Last Name : Doughty Email Address : david.doughty@zynap.com

My Details **My Current Position** **Portfolio**

Current Position(s)

Job Title	Level	Salary Band	Function	Sector	Annual Budget	Health Economy Population	Number of Employees	Contractual Status	Comments	Start Date
IT Director	Director	-	IT	Acute	37000000	260000	4570	Permanent	-	10 Aug 2000




5 Portfolio

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

[Home](#)

My Details:- David Doughty

	Title :	Mr	Date of Birth :	14 Jul 1954
	First Name :	David	Telephone :	02076 334455
	Last Name :	Doughty	Email Address :	david.doughty@zynap.com

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

[Add Item](#) [Document Search](#)

Portfolio

Nothing found to display.

Questionnaires / Appraisals

6 items found, displaying all items.

Name	Status	Appraisal Role	Date Completed	
Chief Executive Recommendation	In Progress			View
Experience	Not Started			View
Future Role Review	In Progress			View
Mobility	Not Started			View
Personal Aspiration	In Progress			View
Qualifications	Not Started			View

5.1 Add Item

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

[Home](#)

Select Content Type > Select Sub Content Type > Enter Values

Select the type of the content to add and then click 'Next'.

Content type : *

- ☐ Curriculum Vitae
- ☐ Performance and Reviews
- ☐ Personal Development Plan
- ☐ Training Records
- ☐ Work Products
- ☐ Written Correspondence

[Cancel](#) [Next >>](#)

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

[Home](#)

Select Content Type > Select Sub Content Type > Enter Values

Please select the type of content to add

Sub-type : *

- ☐ Text
- ☐ Upload

[Cancel](#) [<< Back](#) [Next >>](#)



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.

[Home](#)

Select Content Type > Select Sub Content Type > **Enter Values**

Content type :	Personal Development Plan
Document Title : *	<input type="text"/>
Comments :	<input type="text"/>
Text : *	<input type="text"/>
Access Permissions :	<div>Read Modify</div> <div>Public : <input type="checkbox"/></div> <div>Manager : <input type="checkbox"/> <input type="checkbox"/></div>
<div>Cancel << Back Save</div>	

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.

[Home](#)

Select Content Type > Select Sub Content Type > **Enter Values**

Content type :	Personal Development Plan
Document Title : *	<input type="text"/>
Comments :	<input type="text"/>
Upload file : *	<input type="text"/> <input type="button" value="Browse..."/>
Access Permissions :	<div>Read Modify</div> <div>Public : <input type="checkbox"/></div> <div>Manager : <input type="checkbox"/> <input type="checkbox"/></div>
<div>Cancel << Back Save</div>	

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).



5.2 Document Search

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

Search Parameters	
Search using content types :	<input checked="" type="checkbox"/> Competency Framework <input checked="" type="checkbox"/> Position Description <input checked="" type="checkbox"/> Supporting Materials
Summary type :	Concept
Threshold :	0
Max results :	20
Free text : *	
<input type="button" value="Search"/>	

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.

Status	
Future Role Last Updated :	21 Mar 2007 13:16

Future Role	
Level :	Executive Director
Salary Band :	101K - 125K
Function :	General Management
Sector :	Acute, SHA
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 :	Permanent

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



5.4 Experience

Click **View** to display the **Experience** questionnaire.

Home

Back Edit

Questionnaire: Experience

Status

Experience Last Updated : ?

Previous NHS experience

Enter any previous experience in the NHS

	Organisation	Job Title	From	To	Responsibilities
Previous NHS experience : ?					

Previous experience outside the NHS

Enter any previous experience outside the NHS

	Organisation	Job Title	From	To	Responsibilities
Previous experience outside the NHS : ?					

Other Relevant Experience

Enter any other relevant experience

	Organisation	Role	From	To	Responsibilities
Other Relevant Experience : ?					

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

Home

Questionnaire: Experience

Status

Experience Last Updated : ?

Previous NHS experience

Enter any previous experience in the NHS

	Organisation	Job Title	From	To	Responsibilities
Previous NHS experience : ?					

Add

Previous experience outside the NHS

Enter any previous experience outside the NHS

	Organisation	Job Title	From	To	Responsibilities
Previous experience outside the NHS : ?					

Add

Other Relevant Experience

Enter any other relevant experience

	Organisation	Role	From	To	Responsibilities
Other Relevant : ?					

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 Review** questionnaire.

Home

Back Edit

Questionnaire: Future Role Review

Future Role Review

Key Strengths for future role : ?	[21 Mar 2007 01:20] Alan Watson Wrote: Ability to think strategically.
Development Needs : ?	[21 Mar 2007 01:20] Alan Watson Wrote: Board level experience - perhaps through secondment to board of smaller trust
Key Achievements : ?	[21 Mar 2007 01:20] Alan Watson Wrote: Roll-out of ESR and Connecting for Health
Strategic/Operational Challenges sought in next role : ?	[21 Mar 2007 03:28] David Doughty Wrote: executive management

Status

Future Role Review Last Updated : ?	21 Mar 2007 15:28
-------------------------------------	-------------------

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

Home

Questionnaire: Future Role Review

Future Role Review

Key Strengths for future role : ?	21 Mar 2007 01:20 Alan Watson Wrote Ability to think strategically. ...
Development Needs : ?	21 Mar 2007 01:20 Alan Watson Wrote Board level experience - perhaps through secondment to board of smaller trust ...
Key Achievements : ?	21 Mar 2007 01:20 Alan Watson Wrote Roll-out of ESR and Connecting for Health ...
Strategic/Operational Challenges sought in next role : ?	21 Mar 2007 03:28 David Doughty Wrote executive management ...

Status

Future Role Review Last Updated : ?	21 Mar 2007 15:28
-------------------------------------	-------------------

Cancel Save

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.

Add Comment X

Development Needs

Cancel Save

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.

Home

Back Edit

Questionnaire: Mobility

Status

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.

Home

Questionnaire: Mobility

Status

Mobility Last Updated : ?

Mobility

Readiness to move : ?

Constraints : ?

North West
North East
Yorkshire and the Humber
West Midlands
East Midlands
East of England
London
South West
South Central
South East Coast

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.

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

Back Edit

Questionnaire: Personal Aspiration

Status

Future Role Last Updated : ? 21 Mar 2007 15:26

Future Role

Level : ? Chief Executive

Salary Band : ? 176K - 200K+

Function : ? Finance

Sector : ? Any

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 : ? Permanent

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



[Home](#)

Questionnaire: Personal Aspiration

Status
Future Role Last Updated : 21 Mar 2007 15:26

Future Role

Level : Chief Executive

Salary Band : 176K - 200K+

Function : Finance

Sector : Any
Acute
Mental Health
Primary Care
Ambulance
SHA
Specialist
Foundation
Other

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 : Permanent

[Cancel](#) [Save](#)

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

5.8 Qualifications

Click **View** to display the **Qualifications** questionnaire.

[Home](#)

[Back](#) [Edit](#)

Questionnaire: Qualifications

Status
Qualifications Last Updated :

Educational
Enter your Educational qualifications here

	Degree	Awarded By	Awarded On	Comments
Educational :				

Professional
Enter your Professional qualifications here

	Professional Body	Class	Awarded On	Comments
Professional :				

Practitioner
Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
Practitioner :					

Development
Enter any other development undertaken here

	Description	Type	Date	Comments
Development :				

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



[Home](#)

Questionnaire: Qualifications

Status

Qualifications Last Updated : [?](#)

Educational

Enter your Educational qualifications here

	Degree	Awarded By	Awarded On	Comments
Educational : ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add				

Professional

Enter your Professional qualifications here

	Professional Body	Class	Awarded On	Comments
Professional : ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add				

Practitioner

Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



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



9.3 Portfolio

9.3.1 Documents

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 experience	r/w	r	r	r
Previous experience outside 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	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



9.3.5 Mobility				
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 Personal Aspiration				
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 Qualifications				
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