# Zynap Talent Studio User Guide
# for
# NHS West Midlands Leadership Initiative

## Contents

# 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



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.

## 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.

## 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.

# 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.

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).

## 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.

## 5.4      Experience

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



Click **Edit** 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 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:*<br>Ability to think strategically. |
|---|---|
| Development Needs :   ⓘ | *[21 Mar 2007 01:20] Alan Watson Wrote:*<br>Board level experience - perhaps through secondment to board of smaller trust |
| Key Achievements :   ⓘ | *[21 Mar 2007 01:20] Alan Watson Wrote:*<br>Roll-out of ESR and Connecting for Health |
| Strategic/Operational Challenges sought in next role :   ⓘ | *[21 Mar 2007 03:28] David Doughty Wrote:*<br>executive managment |

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

**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**   ✕ |
|---|
| 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.

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 |

**NHS West Midlands**

### 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 |