

NHS East of England

Zynap Talent Studio User Guide for NHS East of England

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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 programme administrator.

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

L	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.
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.

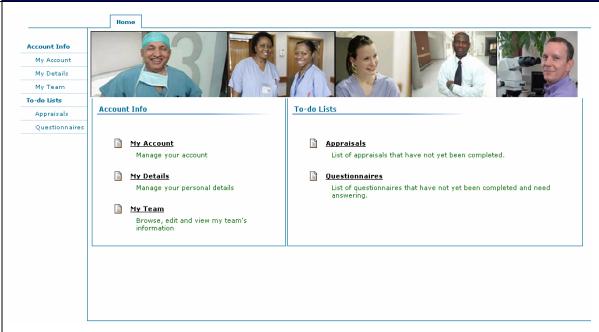






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1.2 Home Page



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.





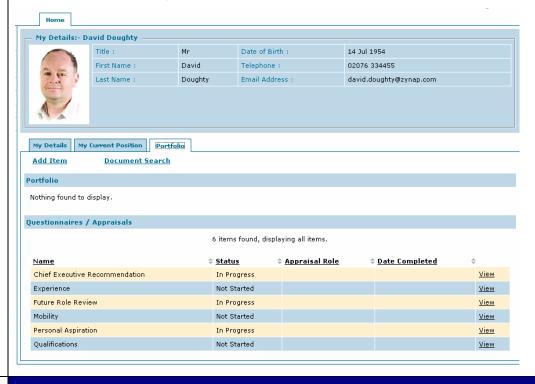




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5 Portfolio

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.



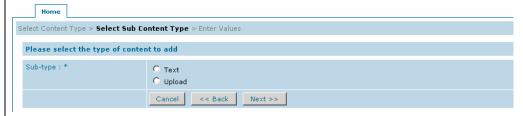
Select the **Content Type** from the list and click **Next** to continue.





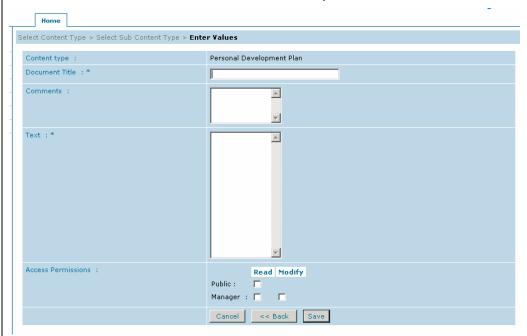


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Choose Text to create a text file or Upload to add an existing document.

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).

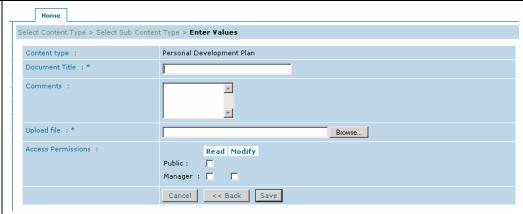
To **Upload** an existing document, enter the information and click **Browse** to locate the file.







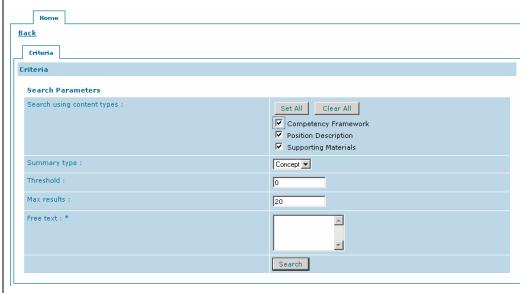
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If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow your manager access to the document, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document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



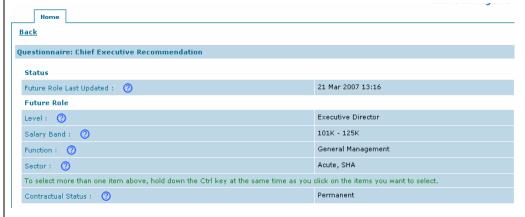




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5.3 **Chief Executive Recommendation**

Click View to display the Chief Executive Recommendation questionnaire.



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

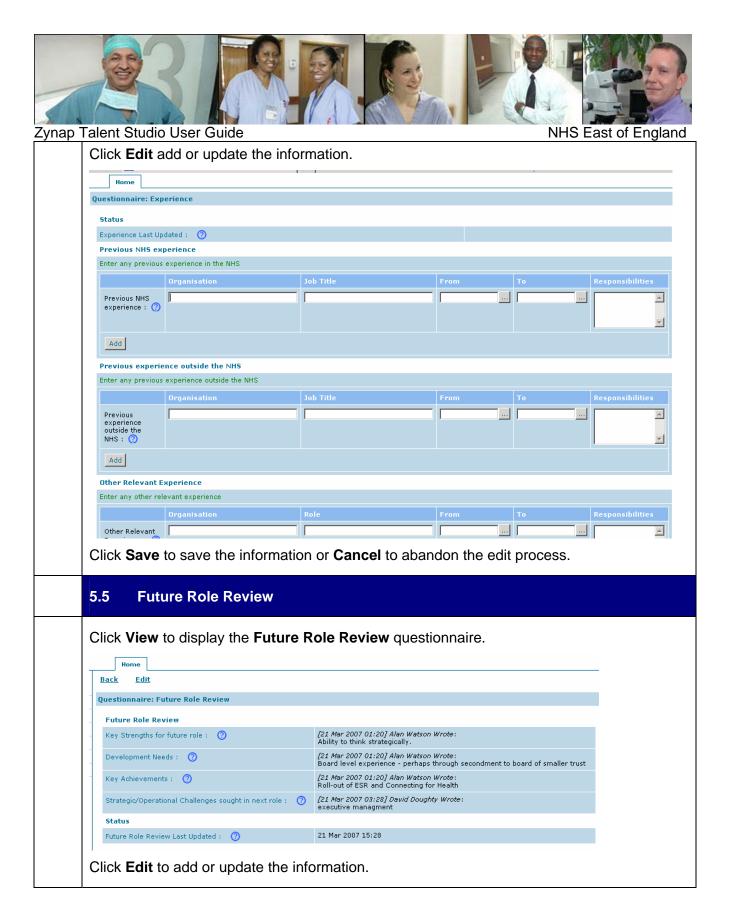
5.4 **Experience**

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

	Н	ome										
Bac	<u>k</u>	<u>Edi</u>	<u>t</u>									
Que	stio	nnair	e: Experience									
St	atu	5										
Experience Last Updated:												
Pr	evi	ous N	HS experience									
En	ter	any pr	evious experience in the NHS									
				Organisation		Job Title		From		To	R	esponsibilities
Р	revi	ious Nh	HS experience : 🕜									
Pr	evi	ous e	xperience outside the NHS									
En	ter	any pr	evious experience outside the NHS									
					Organisation		Job Title		From	Т		Responsibilities
Р	revi	ious ex	perience outside the NHS : 🕜									
Ot	ther	Rele	vant Experience									
En	Enter any other relevant experience											
				Orga	anisation	F	tole	From		To	Re	esponsibilities
0	the	r Relev	vant Experience : 🕜									













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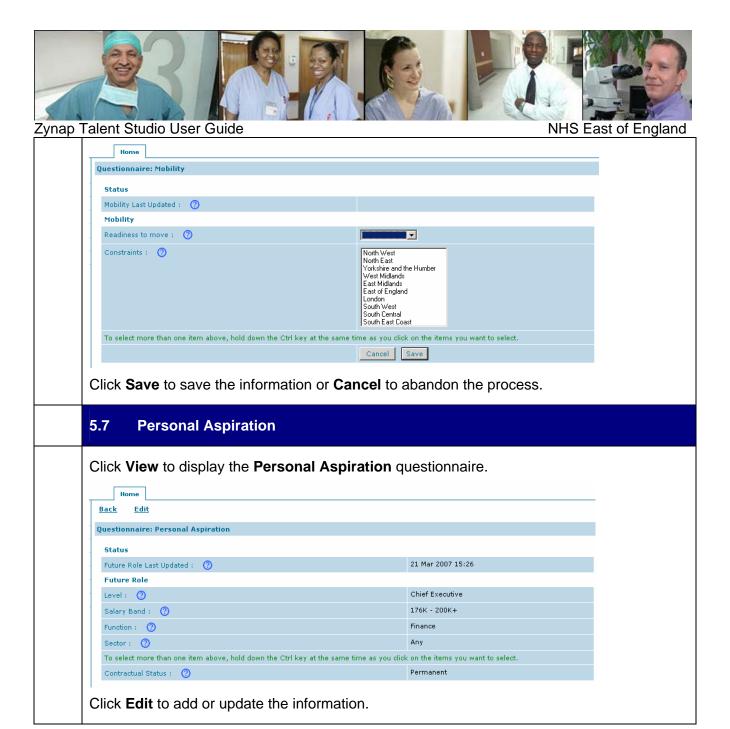
Both you and your Manager have write access to this questionnaire but neither of you can alter what each of you has entered. You cannot type directly into the text boxes. Click the ... button to display the **Add Comment** box.



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.

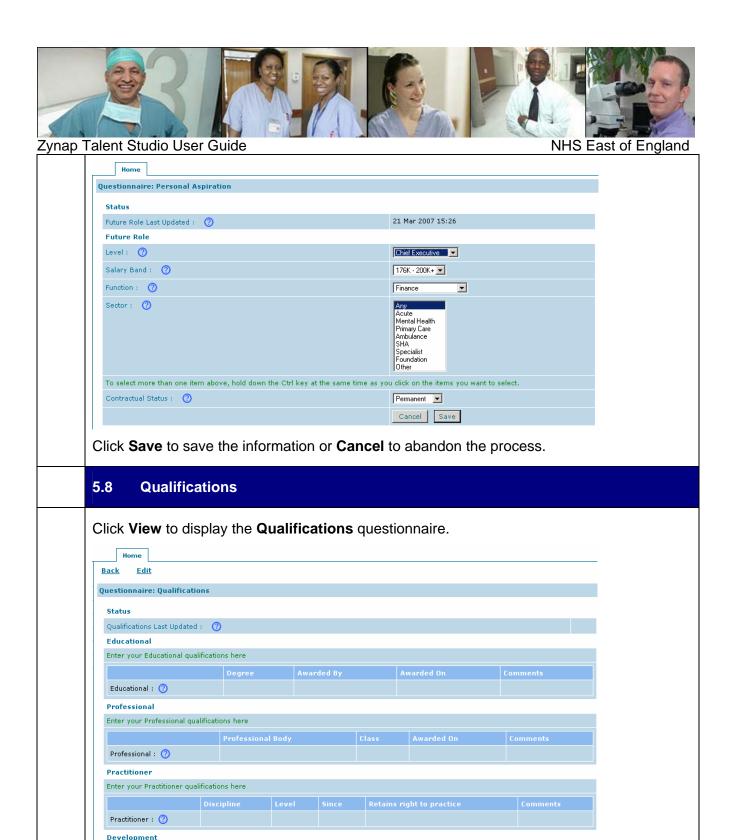












Click **Edit** to add or update the information.

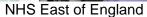
Enter any other development undertaken here

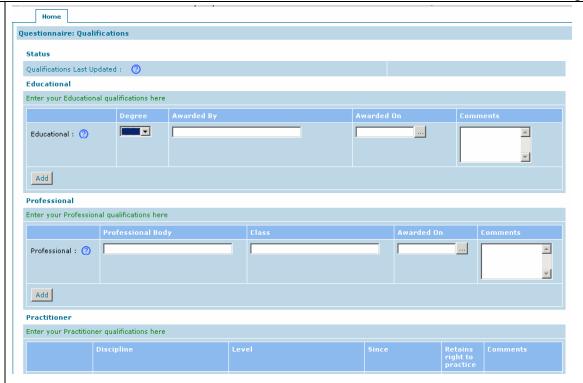
Development : (?)











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.







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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	Admin	East of England 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	Admin	East of England 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	r/w	r/w	r	r







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Population				
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	Admin	East of England 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	Admin	East of England 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	Admin	East of England 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	Admin	East of England 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	Admin	East of England 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	Admin	East of England 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	Admin	East of England 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		



