Zynap Talent Studio User Guide
for
NHS Talent Management Proof of Concept

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 local 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 proof of concept project.

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. For the proof of concept project only you and the local administrator have access to your personal information. This information will also be used for statistical reporting purposes by the SHA project manager.

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.

Home

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Criteria

Criteria

Search Parameters

Search using content types :	Set All Clear All
	☑ Competency Framework
	☑ Position Description
	☑ Supporting Materials
Summary type :	Concept ▾
Threshold :	0
Max results :	20
Free text : *	
	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   Experience

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

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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.

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

5.4 Personal Aspirations

Click **View** to display the **Personal Aspirations** questionnaire.

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

Status

| Personal Aspirations Last Updated : | ? | | 30 Jun 2008 22:55 |

Ultimate Career Goal

Please describe your ultimate career goal, giving an indication of the type of role, typical responsibilities, type of organisation and timescale. Please note you can reflect a number of options if appropriate.

Remarks :   ?

Timescale :   ?

Characteristics : ?	**Level**	**Function**	**Size**	**Sector**
	Director Consultant Executive Director Chief Operating Officer Deputy Chief Executive Trust Chief Executive SHA Chief Executive National Director	Finance Human Resources General Management Nursing Medical Operations Performance Strategy/Planning Commissioning Public Health Governance IT Facilities/Estates AHP Other	1,000 - 3,000 staff 3,000 - 6,000 staff 6,000+ staff Multi-site	Acute Mental Health PCT Community Provider Ambulance SHA Specialist Foundation Other

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

5.5   Qualifications

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

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Questionnaire: Qualifications

Status

| Qualifications Last Updated : ⑦ | | |

Educational

Enter your Educational qualifications here

	Degree	Awarded By	Awarded On	Comments
Educational : ⑦				

Professional

Enter your Professional qualifications here

	Professional Body	Class	Awarded On	Comments
Professional : ⑦				

Practitioner

Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
Practitioner : ⑦					

Development

Enter any other development undertaken here

	Description	Type	Date	Comments
Development : ⑦				

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

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