Talent Studio User Guide
For Trainees, Managers and Scheme Staff
NHS Graduate Management Training Scheme
Version 2.1

Contents

1 Talent Studio Overview

What is Talent Studio?

Talent Studio is a flexible, strategic, and configurable, human capital management software application; it gathers and integrates key human capital data from disparate software and paper based processes throughout an organisation. This provides executives with an organisation-wide view of all critical workforce information to support easy and informed decision-making.

It is web-enabled and is therefore accessible to all users who have internet access.

Talent Studio and the NHS

Talent Studio has been chosen to provide the NHS Graduate Management Training Scheme with a comprehensive and configurable talent management solution that can be used to capture, integrate, present and assess employment, performance and career planning information for the trainees both whilst they are on the Scheme and in the future as their careers progress in the NHS. This implementation will provide a holistic view of the trainees and will enable extensive reporting of all aspects of the Scheme together with an analysis of the value added to and impact on the NHS.

It is particularly useful as a support tool for the NHS Graduate Scheme as trainees' information can be accessed remotely by Scheme area offices, Programme Managers who may be in a different organisation to the current placement, Placement Managers who can access records from previous activities and placements, and trainees who may be in different locations at any given time.

At the time of writing, Talent Studio is also used within 9 out of 10 of Strategic Health Authorities to support their individual Leadership Development programmes, allowing the potential for trainees to be an integral part of the talent pipeline as they progress through the Scheme and on to further careers within the NHS.

2 Guide Overview

This Guide is aimed at all user groups of Talent Studio and describes the configuration of Talent Studio as used by the NHS Graduate Scheme.
This guide needs to be used in conjunction with the NHS Graduate Scheme Handbook which can be found on the Graduate Scheme Website:
http://www.institute.nhs.uk/graduate/general/welcome_to_nhs_graduate_management_training_scheme.html
There is an additional Talent Studio Guide available for Talent Studio Administrators.

3 Information Access

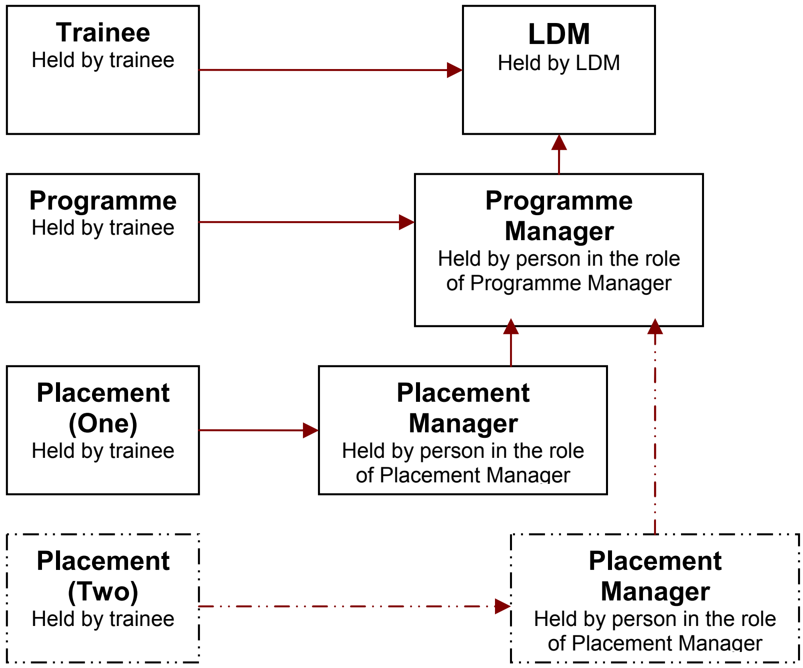
There are five main Talent Studio user groups:

- Trainees
- Placement and Programme Managers
- Leadership Development Managers
- Administrators
- Senior Scheme Managers

Administrators and Senior Users have access to information according to their security domain and do not have positions or profiles on Talent Studio.
Placement/ Programme and Leadership Development Managers have access to information according to their assigned position on Talent Studio.
Positions in Talent Studio determine access rights and permissions. If a position has another position reporting in to it, then this position (or the person assigned to it) is deemed to be a Manager in the eyes of Talent Studio. That means that that person is allowed to see details about the subordinate position and the person assigned to it.
NHS Graduate Scheme positions have been set up to satisfy the following requirements:

- Different managers in different organisations need to be able to access and edit information about the trainee at any time
- These different relationships need to be visible to the different people accessing trainee records i.e. who is the LDM, Programme and Placement Manager for a particular trainee and what organisations do they

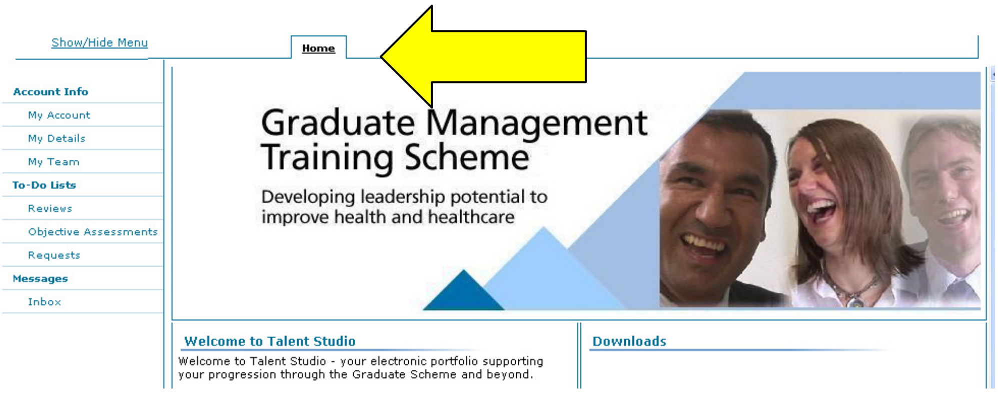
belong to?
A trainee holds three (or more) different positions to describe the relationship that they have with the LDM area, Programme Manager organisation and Placement organisation.
There may be a cross over between first and second placement organisation if the first Placement Manager still needs access when the second Placement has started.



Every position has to report in to another, so for the purposes of Talent Studio the Placement Manager reports to the Programme Manager, and the Programme Manager reports to the LDM.
In some cases other managers within an organisation need to have the same access rights as the official Programme Manager or Placement Manager and these positions will then have more than one person assigned to them.

4 Different Talent Studio Users and functionality

Talent Studio functionality is divided in to ‘Arenas’. Different users will see different Arenas depending on what they need to access. Arenas are accessed using the tab along the top bar.



Arenas

Home Arena:
The Home arena allows users to access their main areas of functionality and it is this arena that users will see once agreeing to the Data Protection Policy.

Graduate Reports Arena:
Graduate Reports allows the user to run pre-defined reports and search for people and positions on Talent Studio.

Organisation Arena:
Organisation allows the user to perform administrative tasks such as adding/deleting/moving users, positions, organisations etc

Analyser Arena:
Analyser allows the user to create reports based on the information in Talent Studio.

User Group	Arena
Trainees	Home
Placement and Programme Managers	Home
Leadership Development Managers	Home, Graduate Reports
Scheme Staff e.g. Area Administrators, Programme Coordinators	Home, Graduate Reports, Organisation, Analyser,
Senior Scheme Staff	Home, Graduate Reports

This guide only talks about the Home and Graduate Reports Arenas.

There is a separate guide describing the administrative functionality.

5 Login

To login to Talent Studio you will need the URL (Internet address), and a username and password that will have been provided to you separately.

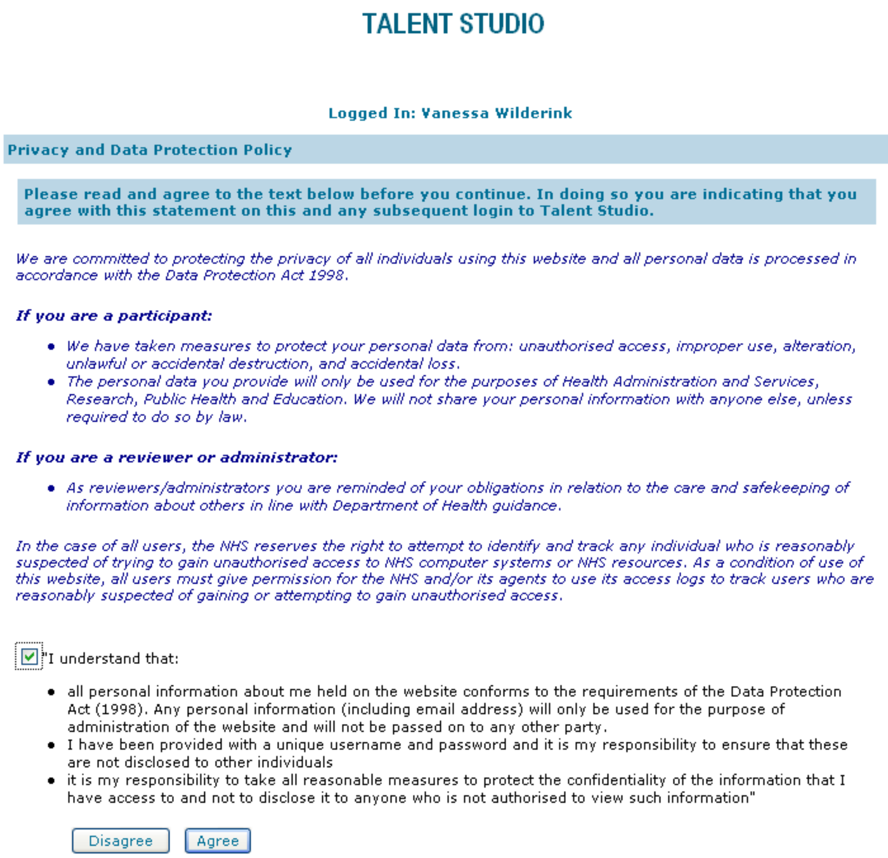
Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page. https://www.zynaphosting.com/nhs

Enter your Username and Password and click **Login** to login to Talent Studio.

Please note that these details are case sensitive and need to be entered exactly as provided. If the incorrect details are entered more than three times in one session your user account will be locked and you will need to get your password reset.

For any problems logging in please contact gradschemefaq@institute.nhs.uk or see the section on **log in errors**

5.1 Data Protection Policy



TALENT STUDIO

Logged In: Vanessa Wilderink

Privacy and Data Protection Policy

Please read and agree to the text below before you continue. In doing so you are indicating that you agree with this statement on this and any subsequent login to Talent Studio.

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.

If you are a participant:

- *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.*

If you are a reviewer or administrator:

- *As reviewers/administrators you are reminded of your obligations in relation to the care and safekeeping of information about others in line with Department of Health guidance.*

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.
- I have been provided with a unique username and password and it is my responsibility to ensure that these are not disclosed to other individuals
- it is my responsibility to take all reasonable measures to protect the confidentiality of the information that I have access to and not to disclose it to anyone who is not authorised to view such information"

Disagree Agree

Read and agree the Privacy and Data Protection Policy. If you click **Disagree** you will be taken back to the login screen where you will need to enter your login details again.

This has to be done each time you log in to the system. It is to remind people that they are accessing people's private and confidential data and what this responsibility entails.

Top Tip: Instead of using your mouse to check the box and click Agree, press your Space Bar followed by the Enter key.

6 Logging Out

To securely log out of Talent Studio click the Logout button in the top right hand corner of the screen.

7 Home Arena

7.1 Home Page

This is your home page that you will always see once you've logged in and agreed to the Data Protection Policy.

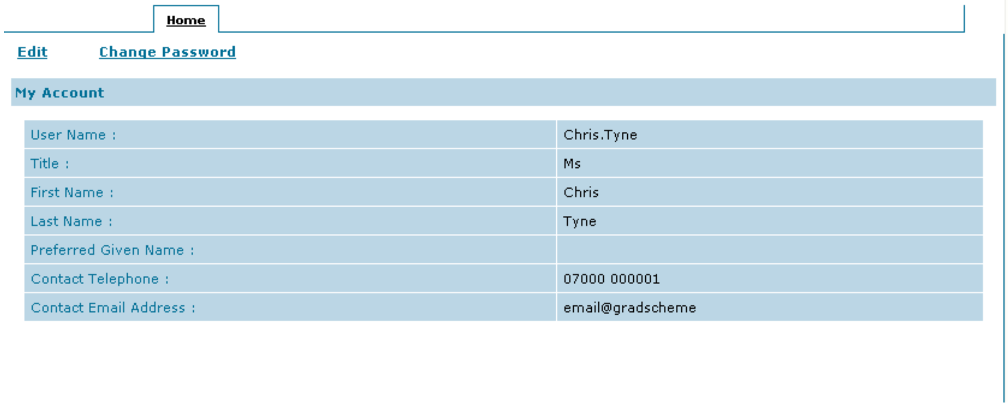
Here you will find information relevant to you and your participation in the Scheme. Information on this page will be updated periodically.

You can navigate to different areas of Talent Studio using the menu on the left hand side.

7.2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information.

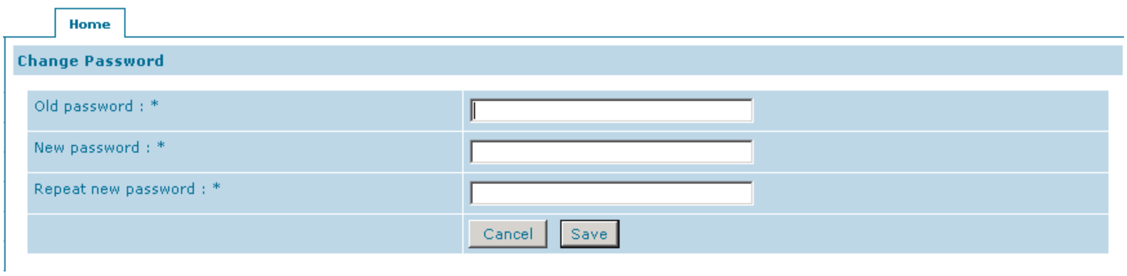
Trainees: Please note that we will only use your Institute email address to contact you – please do not use placement or personal email addresses.



You are able to edit all the information on this form with the exception of your Username. If you wish to change this please contact **gradschemefaq@institute.nhs.uk**

7.2.1 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.

7.3 My Details

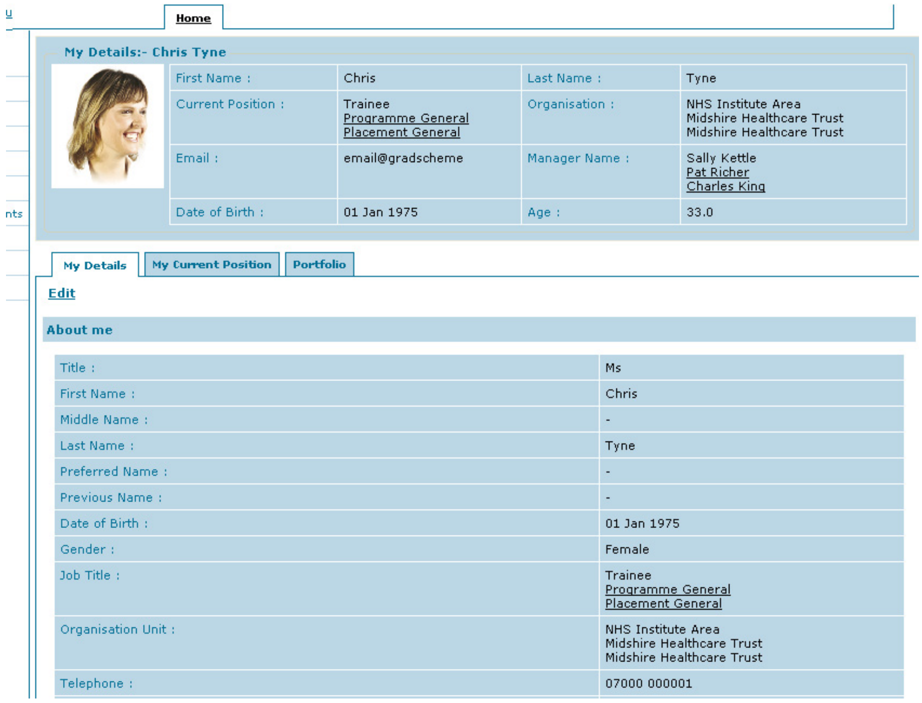
Click **My Details** to view your personal information.

Access to this information is strictly controlled.

Trainees please note that only your Scheme email address should be entered on Talent Studio: please do not use placement or personal email addresses.

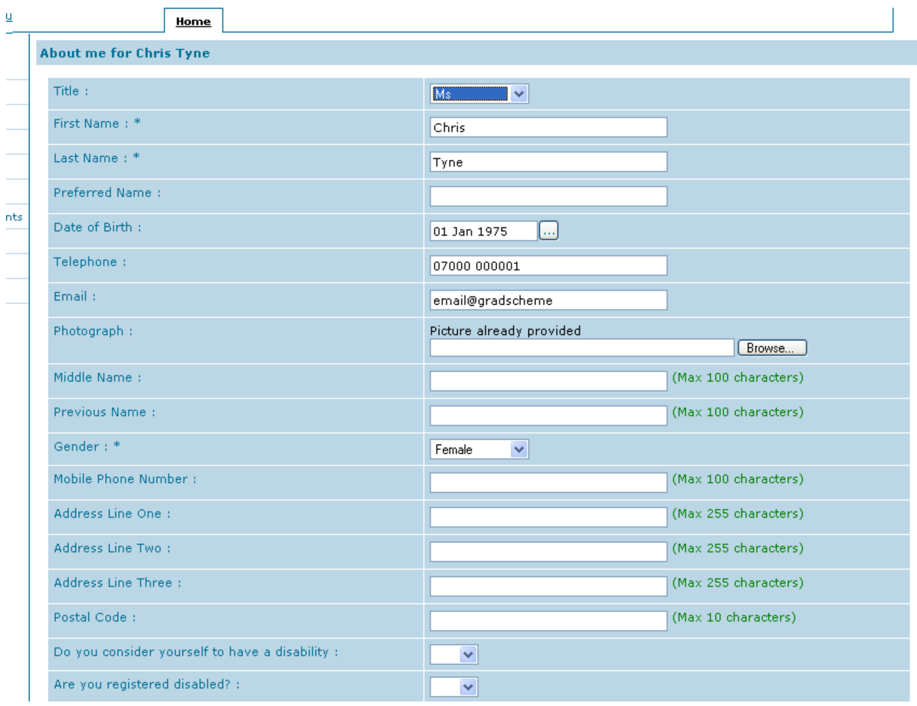
The home address that you store on Talent Studio should be current; any updates made to your address will be sent through to the BSA so that they can update their records.

Manager please note: You are required only to store basic contact information. Most of this should already be there when you log on but if any details change please make sure this information is up to date. This is the primary source of contact information for the Scheme.



7.3.1 Edit

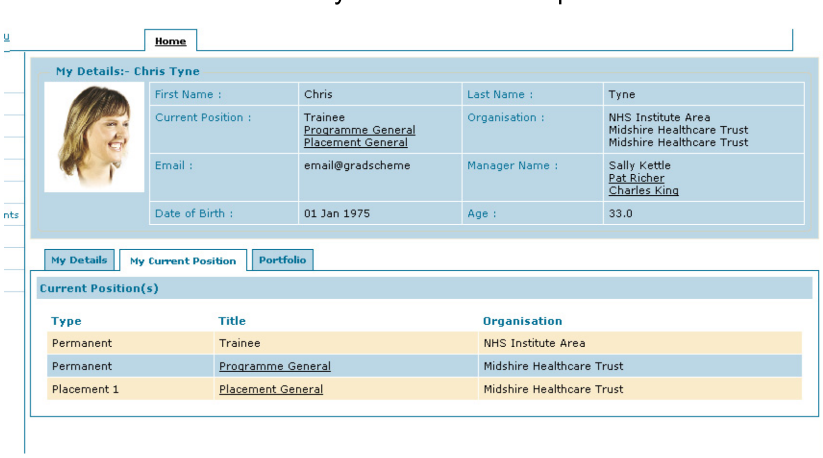
Click **Edit** to add or update your personal information



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

7.4 My Current Position

Click **My Current Position** to view the details of your Talent Studio positions.



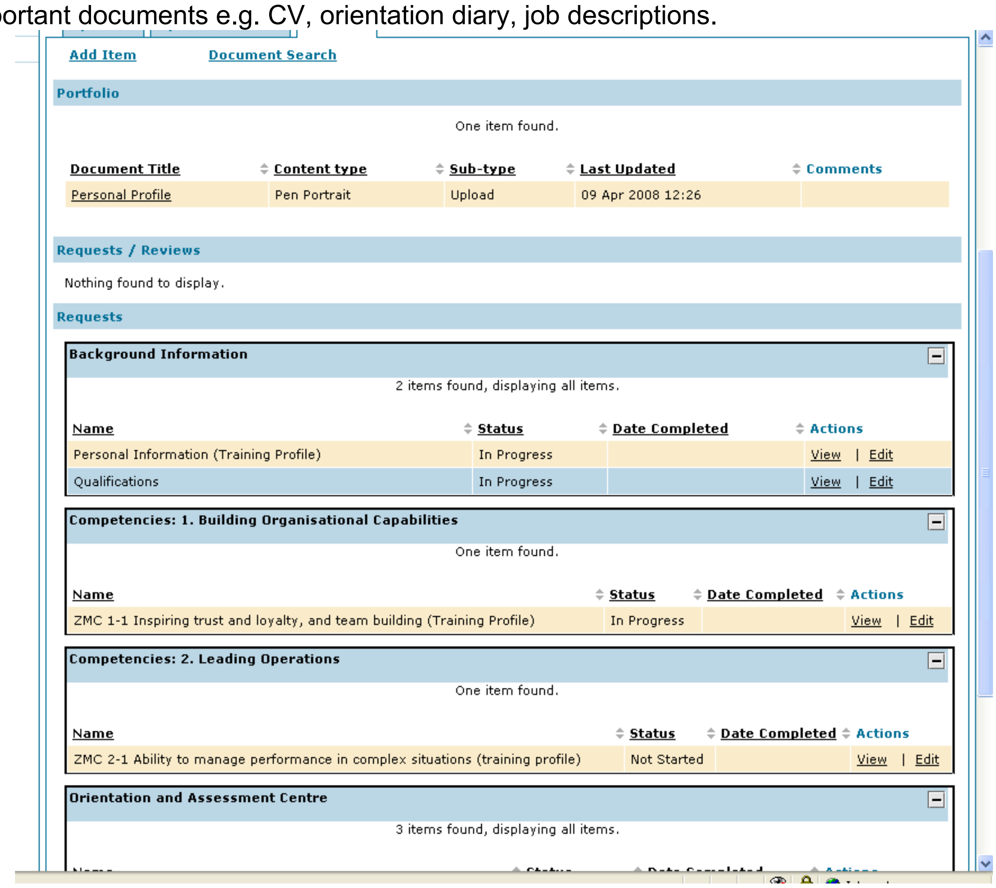
Please see the section on Information Access for more information on Talent Studio positions.

7.5 Portfolio

The portfolio is the main arena for gathering and entering information about Trainees. The information can either be added by the trainee, their managers or central administrators/ area offices.

Different types of information will have different security and access settings. Even though Placement/ Programme Managers and Leadership Development Managers will have their own portfolio they will not be required to enter any information about themselves. Click on the tab labelled **Portfolio** to view uploaded documents and personal questionnaires (called **Requests**).

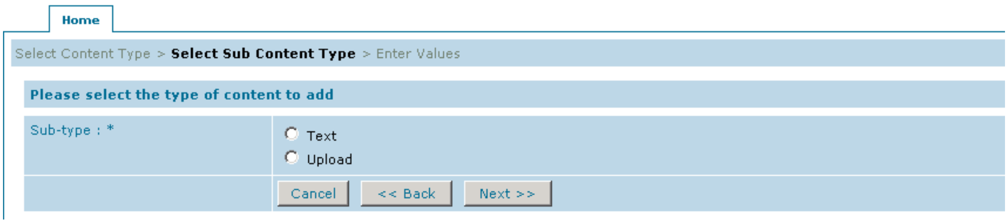
The trainee portfolio contains personal records such as annual leave, sickness etc. It will also host competency record sheets and performance reviews. The portfolio consists of a series of electronic forms as well as an area to upload important documents e.g. CV, orientation diary, job descriptions.



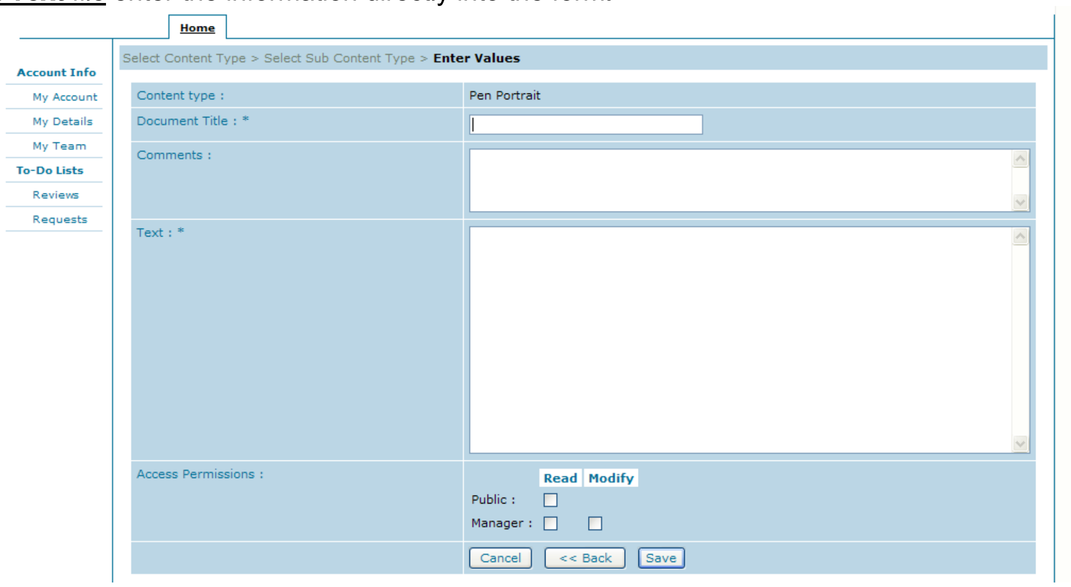
7.5.1 Add Item

To add a document (such as a CV, PDP or Orientation Plan) click **Add Item** to upload a file (E.g. Word, Power Point, Excel), or add text.

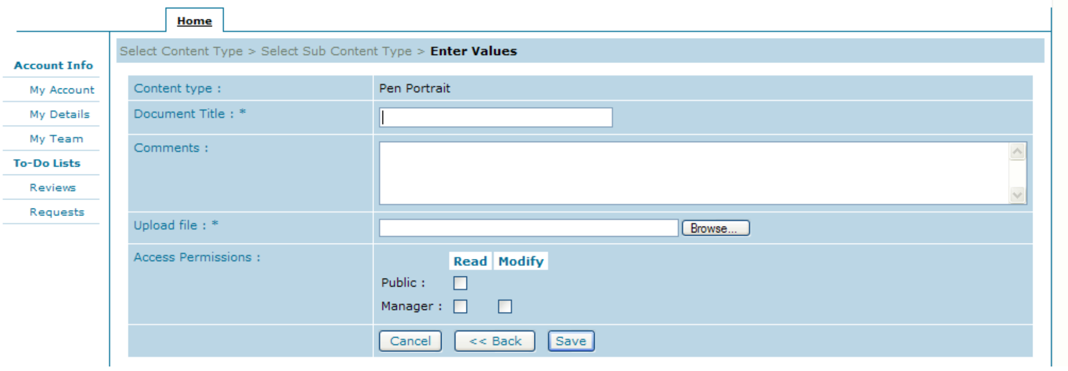
Select the appropriate **Content Type** from the list and click **Next** to continue.



Choose **Text** to create a text file or **Upload** to add an existing document.
<u>To create a **Text** file</u> enter the information directly into the form.



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



The following terminology relates to both Creating a Text file and Uploading documents:

If you wish everyone who has access to the system to be able to read the uploaded document, tick the **Public** box. To allow managers 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).
Managers will have a separate option called **Individua**l where they can set whether the trainee has access to the document or not.

Public: Any Talent Studio user, including other trainees

Manager: This means anyone who is deemed to be a manager through the reporting structure of Talent Studio

Individual: This means the person in to whose portfolio the content has been entered (only managers get to choose this setting)

7.5.2 Document Search

This functionality is used mainly for HR activity in organisations that use Talent Studio to match people to positions when recruiting internally.

7.6 Requests – General Information

Requests are basically electronic forms that gather pre-determined data.

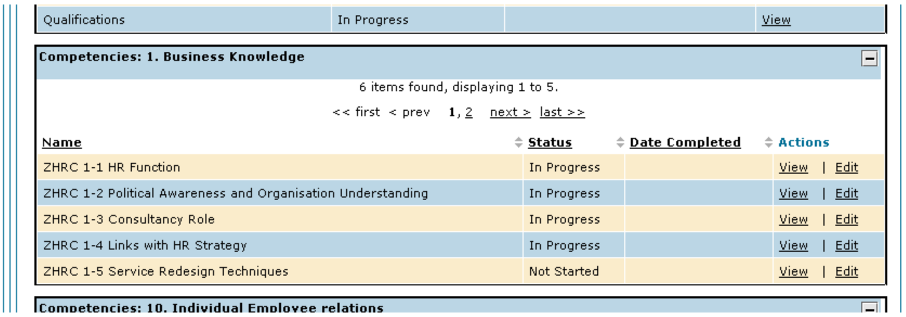
These get in to a portfolio as a result of the system administrator publishing them. They can be closed for further data entry as a result of the administrator changing their Status to Complete or they can be removed from the portfolio altogether.

Different requests will be published (made available) as required.

It is not possible for data entered on one form to automatically populate another form.

7.6.1 Portfolio Groups

In order to make this section of the portfolio easier to use, requests of different types have been split in to Groups.



Qualifications	In Progress		View

Competencies: 1. Business Knowledge

6 items found, displaying 1 to 5.

<< first < prev 1, 2 next > last >>

Name	Status	Date Completed	Actions
ZHRC 1-1 HR Function	In Progress		View | Edit
ZHRC 1-2 Political Awareness and Organisation Understanding	In Progress		View | Edit
ZHRC 1-3 Consultancy Role	In Progress		View | Edit
ZHRC 1-4 Links with HR Strategy	In Progress		View | Edit
ZHRC 1-5 Service Redesign Techniques	Not Started		View | Edit

Competencies: 10. Individual Employee relations

Groups are given titles that should be an indication of the content and are listed in alphabetical order.

Groups will be split in to different pages if there are more than 5 requests in a group. A message at the top of the group allows you to see how many requests are included in that particular group.

You can move between these pages by using the **Next, Previous, First and Last** links or you can navigate using the arrows.

You may 'close' or 'open' a group by clicking on the box in the top right hand corner of the group.

Inside the group you will see information about each particular request:

Name: the name of the request or electronic form, listed in alphabetical order

Status: the status of the request according to the administrator. There are three possible states for a request:

> **Not Started**: the request has never been opened in Edit mode, or has been opened in Edit mode but the user did not click Save before closing it
>
> **In Progress**: a user has opened the request in Edit mode and clicked Save to close the form
>
> **Closed:** the administrator has deemed that no more edits may be made to the request and closed the request.

Date Closed: the date that the administrator 'completed' or closed the request

Action: there are two possible actions for a request:

> **View:** This allows users with Read permissions to view the request
>
> **Edit:** This allows users with Edit permissions to make changes to the request.

If someone does not have Edit permissions to a particular Request then only the **View** link will be available.

7.6.2 Viewing and Editing a Request

Click on **View** - this will display a read-only version of the form. To close the form click **Back** to go back to the Portfolio view. If you have Edit permissions there will also be an **Edit** button available.

Click on **Edit** – this will open an editable version of the form.

Changes are automatically saved. To finish editing click **Close** at the bottom of the form and you will then see a read-only version of the form. To return to the Portfolio click **Back** or to re-open the form in Edit mode click **Edit.** If you choose to Send Email Notification or Send to Talent Studio Inbox the form will automatically close

7.6.3 Email Notification and Talent Studio Inbox

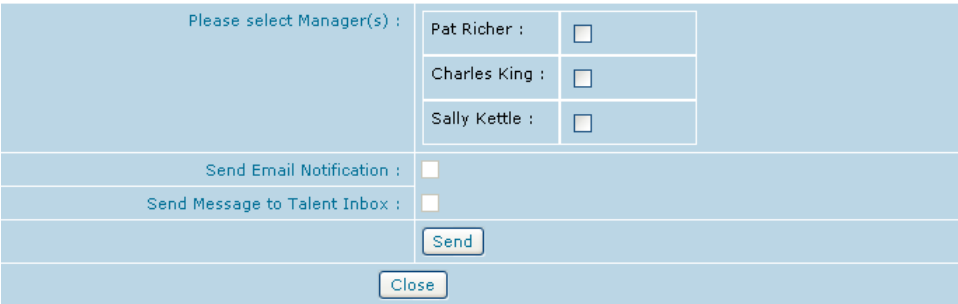
When you have opened a form in **Edit** mode you will see that at the bottom of each form you have the option to Send Email Notification or Send to Talent Studio Inbox. You can check either of these boxes, both or none.

Trainees: If you have more than one manager on Talent Studio you can now choose which manager to inform when you update a portfolio form.

Select the Manager first and then choose which type of communication you want them to receive and click. You can select more than one manager.

If you don't want to inform anybody select Close to close the form.

Managers: Using this will inform your Trainee of an update.



Email Notification: This will send an email to the relevant people using the email address stored in their Details. If there is no email address on the system or the email that is held is incorrect then no email will be received.

If you are not receiving email notifications please check that your email address is correct in the Details section.

Send to Talent Studio Inbox: This will add a link to the relevant people's Talent Studio Inbox. Clicking this link will take them directly to the form in question. These links can be deleted once dealt with.

7.6.4 Printing Requests

Requests can be printed by clicking the Export PDF link at the top of the request. This is only available when the request is opened in View mode.

This will open a pdf version of the form that includes both questions and responses in a new window. This can then be printed or saved.

7.6.5 Entering text in to Requests

Text may be typed directly in to text boxes in requests but can also be cut and pasted from other documents.

Please be aware that if you do this you may lose certain formatting and some characters such as bullets and hyphens may be converted to other types of characters. Once you have Saved the request you need to check that the formatting is as it should be and make any changes necessary within the form.

Some text fields have limits to the amount of text you can put in to them; you should receive an error message if you exceed this limit.

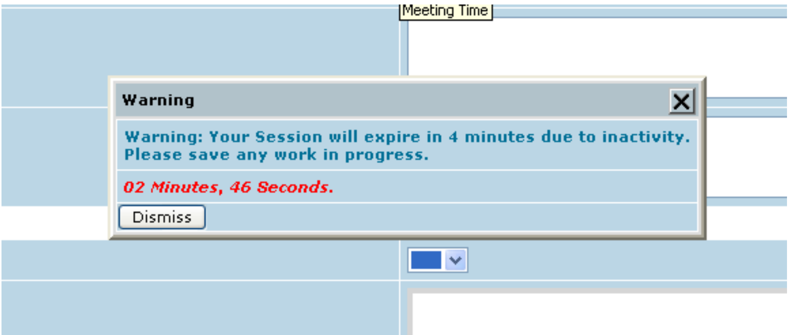
Some fields are limited to Manager access only e.g. authorisation fields, so only someone deemed to have manager status can enter data in to these fields.

All text fields can be edited with the exception of blog comments fields; these are fields that note the date and person who has entered the text and can be found, for example, in the Performance Review requests. Once the request has been saved with these comments these fields become un-editable although new comments can be added.

7.6.6 System Time-out

For security purposes the system times out after a period of non-use. Non-use in this case that you haven't clicked any buttons during this period e.g. typing text in to a request/form without clicking Save does not count as 'use'.

System Time-out has been set to 60 minutes. Once this has happened you will need to log back in to the system. Any work that you were doing at the time should be retained.

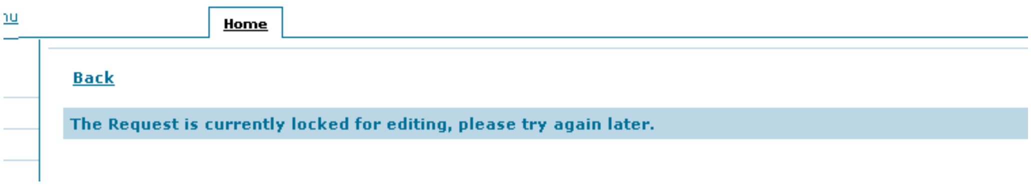


You will receive a warning message five minutes before you are automatically logged off. The remaining five minutes is then counted down during which time you have the option to save any work that you've been doing. If you do so, the timeout will be reset to 60 minutes. You can always re-open the request you were working on once you have saved to continue entering data.

7.6.7 Request Locking

Due to the fact that more than one person could potentially want to access the same portfolio request at the same time there is a locking mechanism in place.

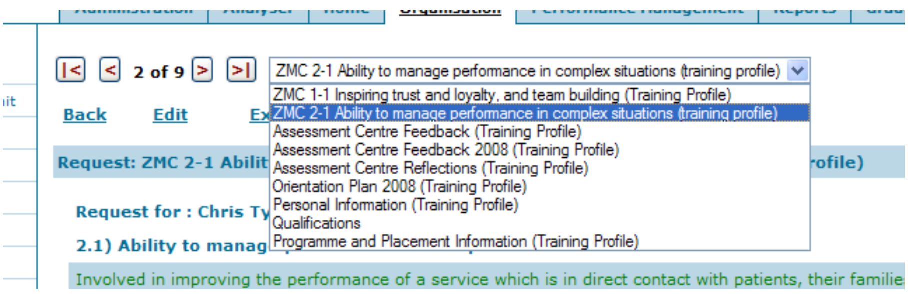
If a second person tries to open a request that is already open they will see the following message:



7.6.8 Portfolio Navigation

Once you have opened a Portfolio form in either View or Edit mode you can navigate to other forms without having to go back to the Portfolio.

You can either use the back or forwards arrow to move between the forms or you can use the drop down list to select a specific form. The list order is as per the order in the Portfolio and therefore is not alphabetical.



If you open the original form in View mode all proceeding forms will also open in View. Once you then decide to Edit a particular form the navigation will then only open those forms which you have permission to Edit. To go back to View only click Close at the bottom of the form. To then return to the Portfolio click Back.

This will be particularly useful when using the competency forms.

7.7 Requests – Specific Information

Each request:

- capture different types of information
- is accessible to different people dependent on the permission settings
- is made available when necessary i.e. not all of the requests will be available in the portfolio during the entirety of the Scheme

7.7.1 Academic Record

Group: Performance

This form is used to display exam/ assignment results and is particular to each specialism. Results are entered on to the form as the results become available along with any comments relating to the results.

7.7.2 Assessment Centre Feedback

Group: Orientation and Assessment
This form is pre-populated with Assessment Centre data and should be used by the trainee and their Managers to inform the trainee's Personal Development Plan.

7.7.3 Assessment Centre Reflections

Group: Orientation and Assessment
This form allows the trainee to reflect on their experiences and feedback from their performance at the Assessment Centre and should be used to inform the trainee's Personal Development Plan.

7.7.4 Annual Leave Entitlement

Group: Administration

This form was originally used for the 2007 Intake to record basic Annual Leave Entitlement, any additional entitlement that trainees might be eligible for due to previous NHS service and any balances authorised to be carried over to the next year
The information on this form should have been transferred on to the form Leave Request and Entitlement 2007.

7.7.5 Competency Forms

Group: There should be one competency form for each specialism competency and these have been published to groups that reflect the relevant Competency document groupings.

Trainees should only have their own specialism competencies in their portfolio.

Trainees
If the evidence you would like to add exceeds the equivalent one side of A4 please use the document upload function in your Portfolio to upload additional detailed evidence to the document upload type Additional Competency Evidence.

If you need to use this functionality you must:
- write a summary of your evidence in the evidence text box on the Competency form
- include a reference to the uploaded document in the evidence text box so that the reader is aware of the supplementary information and what it is called
- name the document appropriately

Please note that you do not have to upload additional evidence if your full evidence fits the evidence text box.

Managers
When you receive a competency for signing off, please review the evidence given. Add any comments you feel are appropriate and choose from the drop down list of 'Not Achieved' or 'Partially Achieved' or 'Fully Achieved'. Then choose the option 'send to Talent Studio Inbox' to inform your trainee that you have made edits.

7.7.6 Conference Request

Group: Administration

It allows trainees to request which conference they would like to attend and to state the reasons along with other information such as accommodation and travel requests. Once a conference has been attended trainees can then feedback whether it met with their expectations.

This form will be available in the Portfolio when trainees are eligible to request conference attendance.

Trainees:
Please enter full information as requested on the form, both pre and post conference attendance.

Managers:
Please review the information entered by the trainee and fill in your Comments and Authorisation.

There is also a section in this form for Programme Co-ordinators to note what action they are taking once a request has been approved.

7.7.7 Flexi Placement Manager Evaluation

Can be found near the top of the Portfolio in the section headed Requests/ Reviews

The reason why this is not in the Placement group along with the rest of the flexi placement forms is that flexi placement managers do not have any access to the trainee Portfolio and therefore this information is entered in a different way.

Please note that this is the only information that the flexi placement manager has access to – they are not able to access the full trainee profile or portfolio.

7.7.8 Flexi Placement - Programme Manager Feedback

Group: Placements

This is for the Programme Manager to complete once the trainee and the Flexi Placement Manager have completed their evaluations.

7.7.9 Flexi Placement Proposal

Group: Placements

This is for the trainee to plan their flexi placement and for their Programme Manager and Leadership Development Manager to give their feedback. This form may go through several iterations before it is complete and ready for the steering group.

Some area offices may download the form in to the steering group template in preparation for presentation to the steering group.

7.7.10 Flexi Placement Trainee Feedback

Group: Placements

This is for the trainee to feedback on their flexi placement.

7.7.11 Leave Request

Group: Administration

This form has now been replaced by the form Leave Request and Entitlement.

7.7.12 Leave Request and Entitlement

As a result of removing the Attendance Record and the need to improve the current form, The Leave Request and the Annual Leave entitlement forms have been combined.

This allows all users to see how much leave a trainee is entitled to and how much leave they have taken.

The form states what the current basic entitlement is and it allows LDMs or area office administrators to enter any additional entitlements or carried over leave balances. These fields cannot be edited by trainees.

Please note that automatic calculations are not possible on this form.

How the form works:

Trainees:

§ Enter the details for your leave request in the appropriate period. There is a separate group for each leave period.
§ To add a new request for a certain time period click Add to add a new row.
§ Use the date pickers to add your start and end dates, and then state how many days you are requesting. Remember not to include Bank Holidays or weekends in your number of days requested.
§ Then state the new balance of your leave entitlement for that period.
§ Once complete you can use the Send Email Notification or Send to Talent Studio Inbox to inform your managers that you have requested leave.

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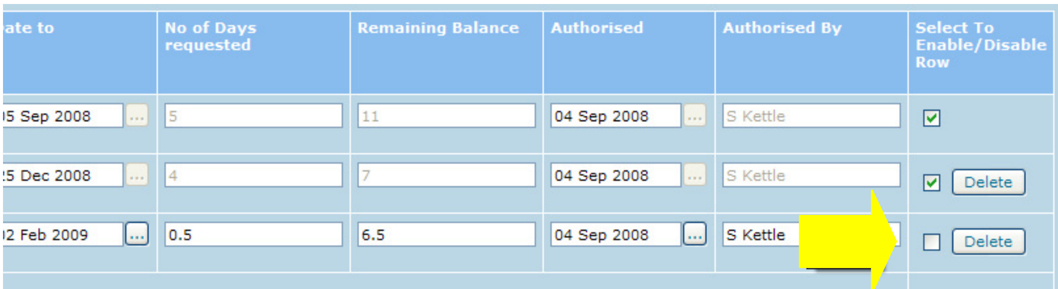
Managers:

§ To approve leave you need to
§ select the date of authorisation
§ add your name to the 'Authorised By'.
§ **Please then check the box in the enable/Disable Row column**. This means that the row is locked for editing and the leave request cannot be altered.

To edit a leave request:

If a leave request needs updating once it has been approved by the manager, a manager needs to uncheck the box in the Enable/Disable Row column, make the updates and then lock the row again by re-checking the box. If the leave is not taken at all once approved the manager can just remove the details from the row to make it blank



ate to	No of Days requested	Remaining Balance	Authorised	Authorised By	Select To Enable/Disable Row
5 Sep 2008	5	11	04 Sep 2008	S Kettle	☑
5 Dec 2008	4	7	04 Sep 2008	S Kettle	☑ Delete
2 Feb 2009	0.5	6.5	04 Sep 2008	S Kettle	☐ Delete

Area Offices/ Administrators

The top section of the form allows entry of any additional entitlements or approved carried over leave from a previous leave year.

27 days

Additional Entitlement and Carried Over Leave

Additional Leave may be available for those trainees who have previous NHS service whether it be continuous or reckonable service.

Total entitlement is the sum of the current entitlement , additional entitlement and approved carried over balances from the previous year

Leave may only be carried over in exceptional circumstance which must be approved

Additional Entitlement	Year 1	Year 2	Year 3	Comments
: ?				previous NHS Service

Leave Carried Over	Approved balance from Year 1	Approved balance from Year 2	Approved balance from Year 3	Comments
: ?				

7.7.13 Orientation Plan

Group: Orientation and Assessment Centre

There are two separate parts to the Orientation Plan.
The first section is for the manager to plan the first 20 days of the Scheme and a second section for the trainee to complete.
Both sections are editable by the trainee and their Managers in case any details change.
To enable the planning of the first 20 days, the first 5 weeks of education dates are listed at the top of this form.
For more information on education dates and for a full list refer to the website or the home page of Talent Studio.
It is not possible to re-order items listed on this form without re-entering the information in the order that you wish it to appear.
It is also possible to upload Orientation Plans in other formats to the Portfolio

7.7.14 Personal Information

Group: Background Information

Trainees should enter details such as Mentor information and Emergency Contact details on this form.

7.7.15 Performance Reviews

Group: Performance

Performance Reviews are held throughout the trainee's time on the Scheme. The schedule for performance reviews is laid out in the Handbook.

These forms will be made available a month before a Performance Review is due to take place and will be **named accordingly**.

The form is split in to sections. The top section called Meeting Details is for planning your Performance Review meeting and the details can be entered by trainees or managers.

The rest of the form is accessible to managers only and is for the review itself.

The comments fields are blog comment fields i.e. when a comment is entered the details of the person who entered the comment and the time and date that the comment was made is logged. Once the form has been Saved these comments are non-editable. To enter a comment click the grey square to the bottom right of the box.

Managers
Please mark the review as complete once it is finished by selecting from the drop down box in the **Review Status** field at the bottom of the form.

7.7.16 Placement and Programme Information

Group: Placements

This form has a number of purposes:

Pre-Scheme: area offices can start to add Programme Manager and Placement Manager information. This information can then be used to assign Managers to their Talent Studio position and set them up as Talent Studio users. Lead Contact details can also be added so that area offices know who to contact in the organisation who is hosting the trainee before Programme Managers are identified.

During the Scheme: trainees must use this form to keep a record of any changes to their Programme and Placement Managers. Please note that area offices should still be informed of these changes to ensure that the new managers receive training and Talent Studio login details.

Trainees and Scheme staff can also start to add details of second placements when these are known.

7.7.17 Qualifications

Group: Background Information

Trainees can use this form to log Education, Professional, Practitioner and Development courses and results outside of the formal education programme of the Scheme.

7.7.18 Sickness

Group: Administration

The form is split in to two sections.

Self Certification
Any absence up to and including 7 days (including weekends) should be entered on Talent Studio, by completing and saving a new Sickness Self Certification as soon as the trainee returns to work.

The BSA requires weekends are included in sickness reporting
e.g. If a period of sickness includes a Friday and the trainee returns to work on the following Monday then the days reported as sick should include Friday, Saturday and Sunday with the Monday as the first day of non-sickness.

Certificated

Any absence over 7 days will require a doctor's certificate / GP's sick note. For certificated sickness, the Placement Manager should enter the information as soon as they are aware of this kind of sickness on this section of the form. This can be updated as more information is known i.e. when the medical certificate is received.

The fields on this section are manager-access only.

7.8 My Team

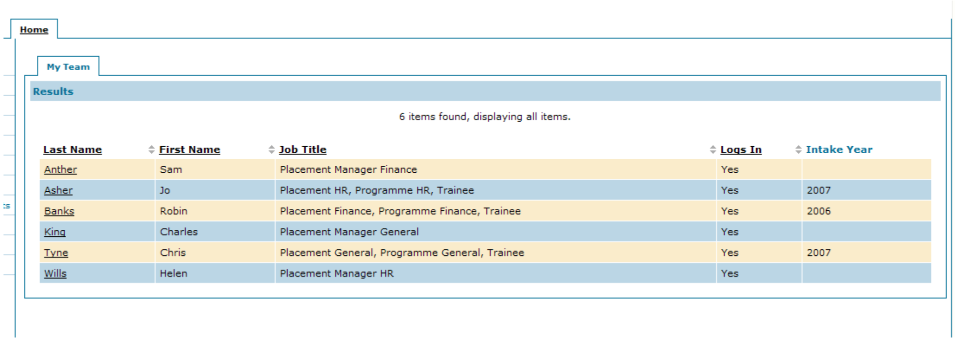
Click **My Team** to access the details of people you are managing i.e. people assigned to positions that report to your position.

Trainees:
You won't see anybody listed here as you do not manage any Talent Studio users.

Placement Managers:
Your team should consist of any trainees that you currently have on Placement with you.

Programme Managers:
Your team should consist of any trainees and their Placement Managers who you look after. You will be able to distinguish between trainees and Managers by the Intake Year column: only trainees will have an entry in this column.

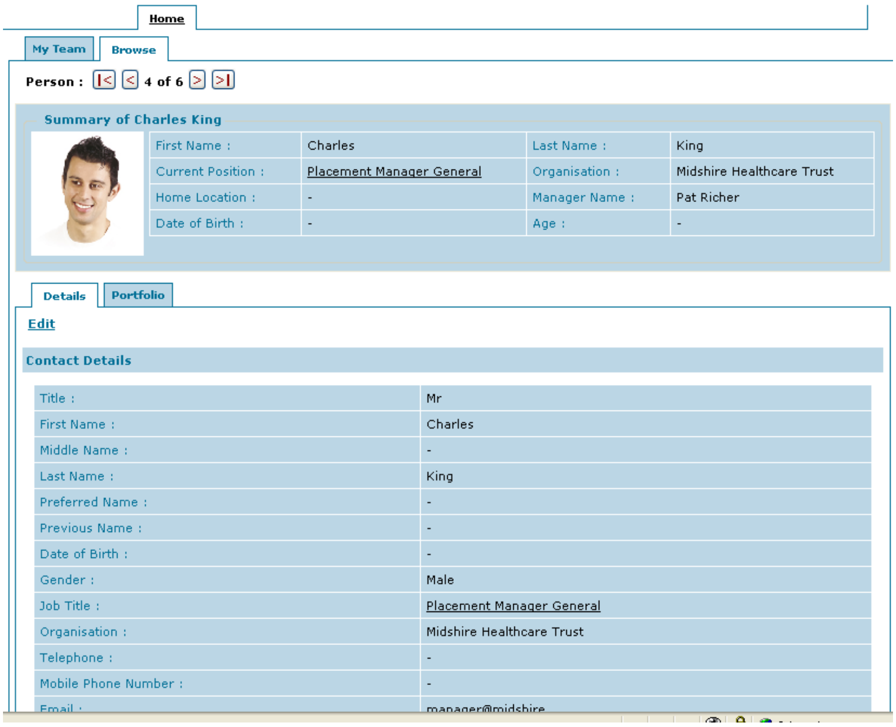
Leadership Development Managers:
Your team should consist of trainees and their Programme Manager who are in your area. . You will be able to distinguish between trainees and Managers by the Intake Year column: only trainees will have an entry in this column.



Logs in simply means whether or not that person has a user account to Talent Studio. Most Graduate Scheme Users will have a user account with the exception of future intake trainees who do not yet use Talent Studio.

Click on the hyper-linked **Last Name** to go directly to their details.

Once you have done this the **Browse** option will become available allowing you to scroll through each individual team member - use the forwards and backwards arrows to do this.



7.9 My Portfolio

Clicking on this link on the left hand menu will take users directly to their own Portfolio.

Please refer to the section on Portfolio for detailed information.

7.10 To Do Lists

7.10.1 Reviews

Click **Reviews** 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. *We only use this functionality for flexi placement managers who only need to complete a single form and do not have access to their trainee's portfolio.*

7.10.2 Objective Assessments

Click **Objective Assessments** to display any Objective Assessments you may be invited to complete.

This functionality is not currently used so you should not see anything here for you to do.

7.10.3 Requests

Click **Requests** to display any other questionnaires that you may be invited to complete. These are generally requests that have been published with a particular completion date on them or are requests that are only for an individual to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

We may use this for functionality to carry out trainee surveys but trainees should receive either an email or some other kind of communication before surveys are carried out.

7.11 Inbox Messages

Here you will find links to any requests that require your attention.

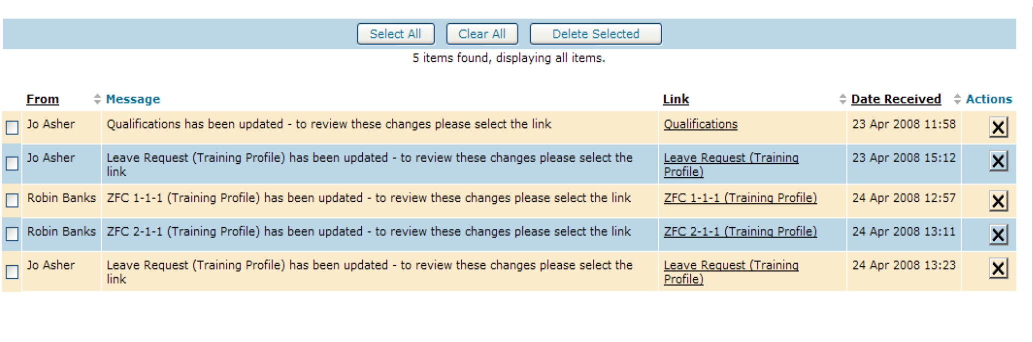
From: This is the Talent Studio user who has sent the message

Message: Describes the Request that the message relates to

Link: Click on this link to take you directly to the request

Date Received: This is the date that the Talent Studio user sent you the message

Actions: this allows you to delete the message from your Inbox; to do this click the x in the Actions column.


Select All | Clear All | Delete Selected

5 items found, displaying all items.

	From	Message	Link	Date Received	Actions
☐	Jo Asher	Qualifications has been updated - to review these changes please select the link	Qualifications	23 Apr 2008 11:58	X
☐	Jo Asher	Leave Request (Training Profile) has been updated - to review these changes please select the link	Leave Request (Training Profile)	23 Apr 2008 15:12	X
☐	Robin Banks	ZFC 1-1-1 (Training Profile) has been updated - to review these changes please select the link	ZFC 1-1-1 (Training Profile)	24 Apr 2008 12:57	X
☐	Robin Banks	ZFC 2-1-1 (Training Profile) has been updated - to review these changes please select the link	ZFC 2-1-1 (Training Profile)	24 Apr 2008 13:11	X
☐	Jo Asher	Leave Request (Training Profile) has been updated - to review these changes please select the link	Leave Request (Training Profile)	24 Apr 2008 13:23	X

Multiple Deletion of Messages:

To delete more than one message you can either use the **Select All** button at the top of the screen, or use the check boxes in the left hand column.

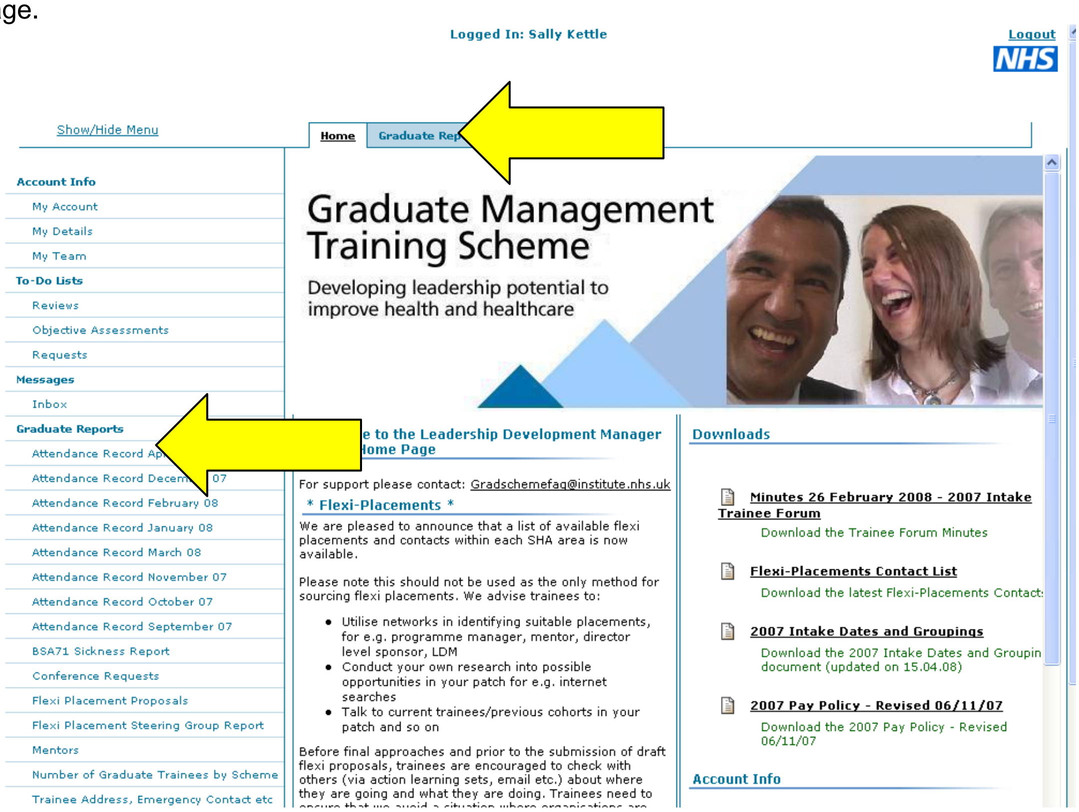
To un-select items either un-check each item individually or use the **Clear All** button to un-check everything.

Use the **Delete** Selected to delete all checked items.

Items can be deleted individually by clicking on the cross in the right hand column.

8 Graduate Reports Arena

This is available as a separate tab from the Home page and also is shown as a menu item on the left hand page.

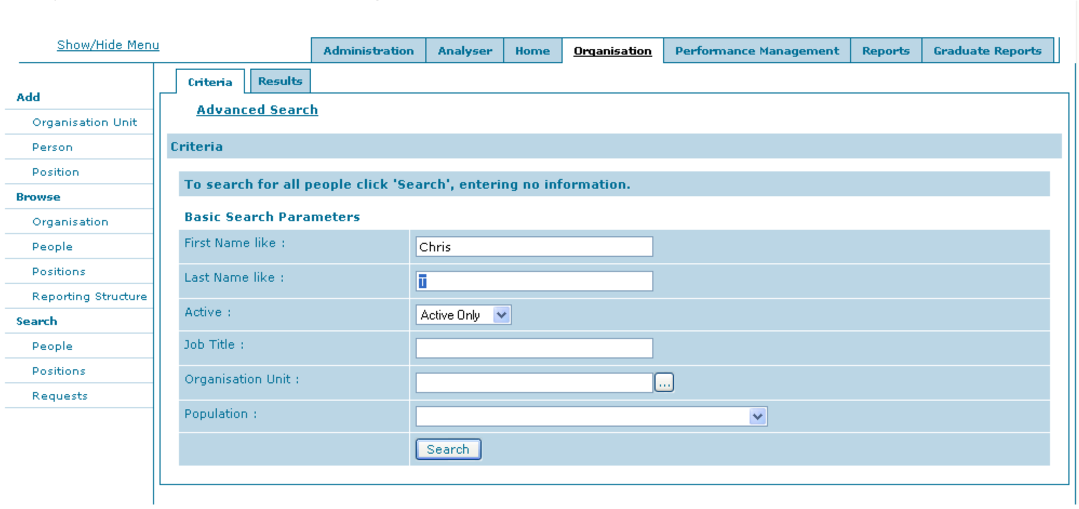


8.1 Graduate Reports Tab

Clicking on this tab will present you with options to search and browse documents, people and positions.

8.1.1 Browse People

This allows you to find people according to different criteria.



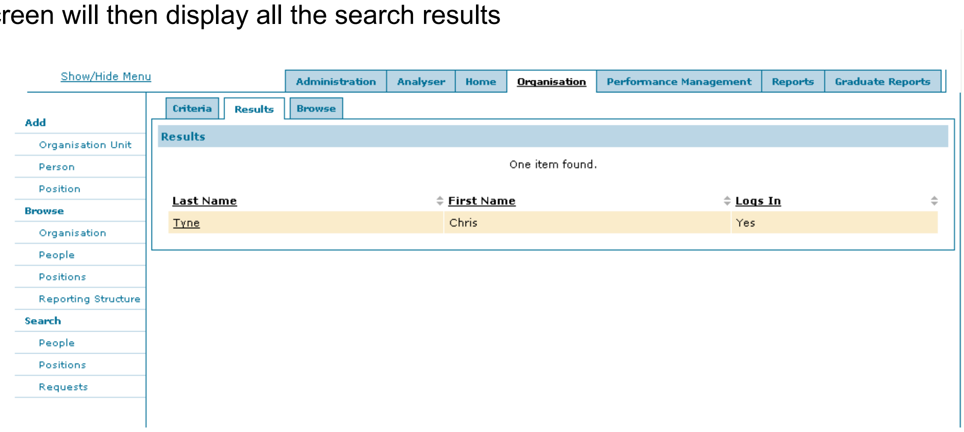
Enter your Search criteria

You can search by **Name**, **Job Title**, **Organisation**, or **Population**.

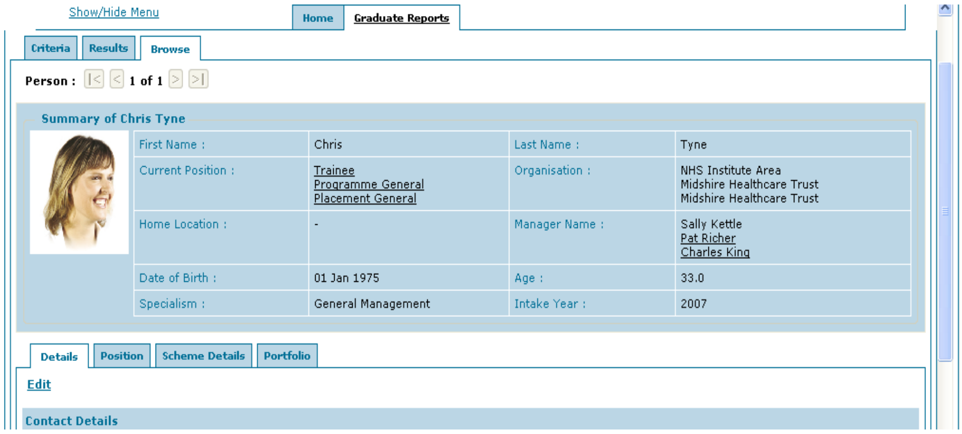
You do not have to enter the name exactly.

Click **Search**

The next screen will then display all the search results

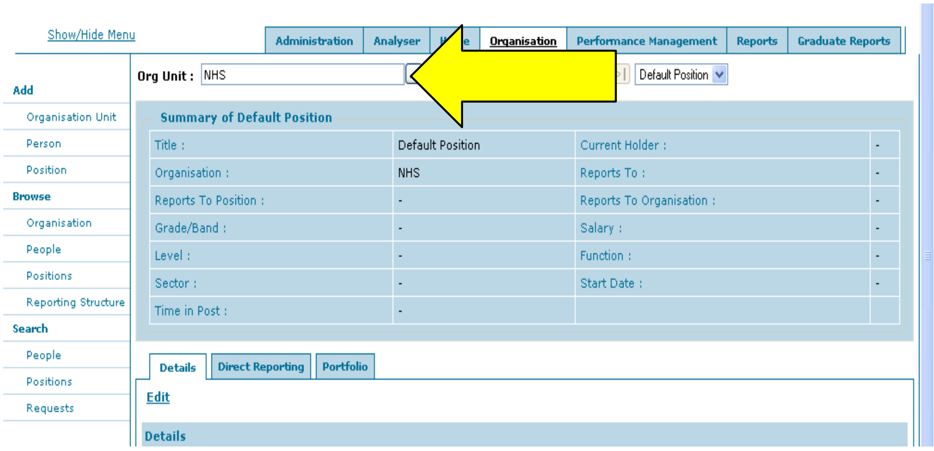


Click on the hyperlinked Last Name to go to that person's details, or alternatively select the **Browse** tab to scroll through the different results.

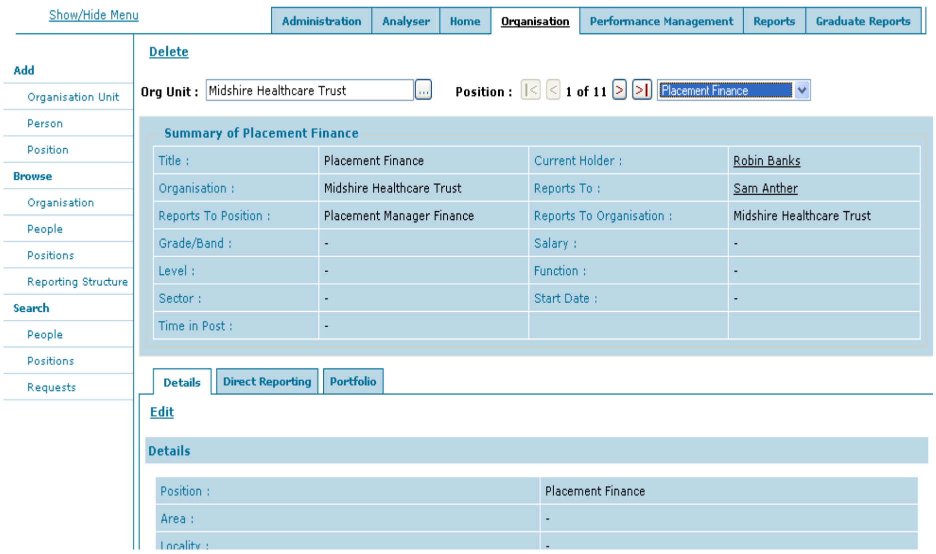


8.1.2 Browse Positions

This allows you to browse all the positions within a particular organisation.



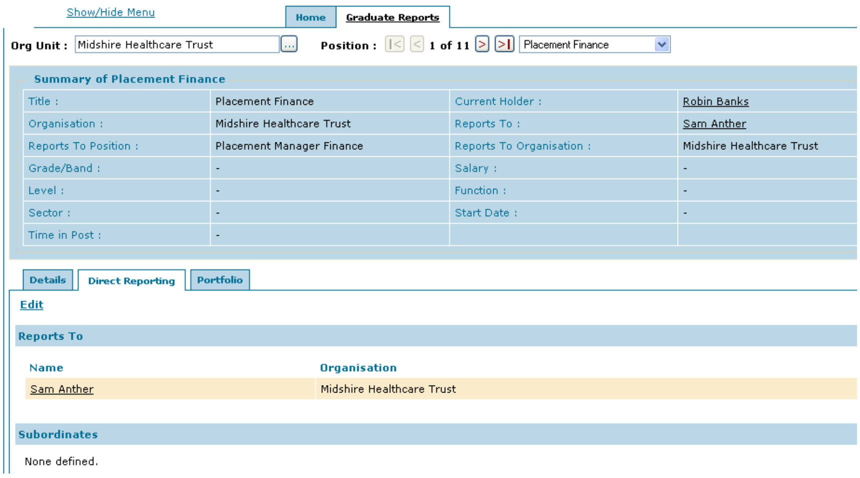
Select the desired Organisation from the Organisation Picker



You will then be able to scroll through or select from the drop down all the positions that exist within that organisation and see details about who holds the position and who that position reports to.

Click on **Edit** to change the title of the Position

Click on the tab **Direct Reporting** to see who the positions reports to, and whether it has any subordinates



Click on **Edit** in this tab to change who the position reports to.

Note: It is not possible to change who the subordinates are; this can only be done by making changes to the subordinate's positions directly.

Clicking on the hyperlinked names will take you to that person's details

For further information on positions see the section on Talent Studio Reporting Structure.

8.1.3 Search Documents

This screen allows you to search through different documents that trainees have uploaded.

8.1.4 Search People

This works in exactly the same way as Browse People

8.1.5 Search Positions

This works in exactly the same way as Browse Positions

8.2 Graduate Reports Menu Item

You also have the option to run reports from the left hand menu. See section called Running Reports.

9 Other Information for Scheme Staff users

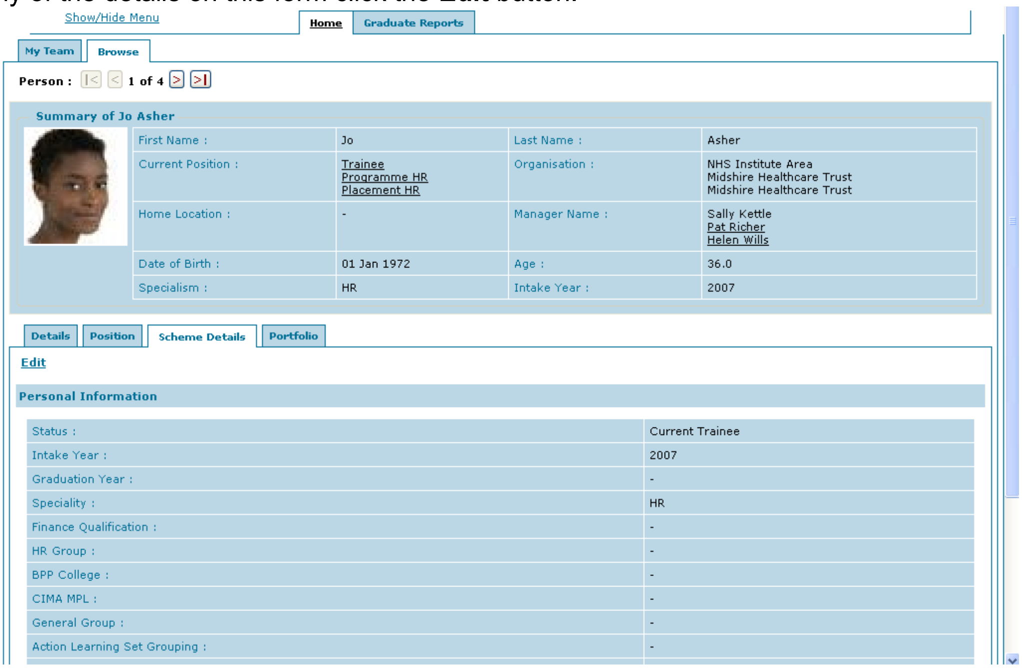
9.1 Scheme Details

When viewing team members you will see that you have an additional tab called **Scheme Details** available to you other than the Details, Position and Portfolio tabs.

Scheme Details is only available to Scheme Staff i.e. LDMs and Administrators. Trainees, Placement and Programme Managers do not have access to this tab.

This tab holds all details relevant to the trainee on the Scheme e.g. Intake year, specialism, education provider details etc.

To Edit any of the details on this form click the **Edit** button.



Field Details and their options:

Status	Future Intake	Trainee due to start in the next intake
	Current Trainee	Trainee currently on the Scheme
	Graduate	Trainee who has successfully graduated the first part of the Scheme
	Alumni	Alumni
	Non-graduate	Trainee who has not successfully graduated the first part of the Scheme
	Maternity	Trainee on authorised maternity leave
	Long Term Sickness	Trainee still on Scheme but signed off as long term sick
	Ex-trainee – not completed Scheme	Trainee who has resigned from the Scheme early
Intake Year	Should be pre-populated	Year that the trainee joined the

		Scheme
Graduation Year	Select from a list of years	Year that the trainee graduates from the first part of the Scheme
Specialism	Should be pre-populated but can be amended	Specialism i.e. HR, Finance or General Management Note: because this is a shared database this field might contain options that do not relate to the Graduate Scheme
Finance Qualification	Select CIMA or CIPFA	
HR Group	Select from the list of a or b	
BPP College	Select from a list of BPP Colleges	
CIMA MPL	Select from Certificate, Managerial, Strategic or TOPCIMA	Applicable to Finance trainees only
General Group	Select from a list of numbers	
Action Learning Set Group	Select from a list of numbers	
Foundation Group	Select from a list of regions	
Local Induction Group	Select from a list of areas	
Middlesex University	Free text field	Student ID Applicable to HR trainees only
CIMA Candidate ID	Free text field	Student ID Applicable to Finance trainees only
Birmingham University	Free text field	Student ID Applicable to General Management trainees only
Transferred from	A list of Institute Areas	This field is to be used when a trainee transfers to a different area
Transfer Date	Select a date	This should note the effective date of transfer

Click **Save** when you have made your change.

9.2 Organisation Structure and Picker

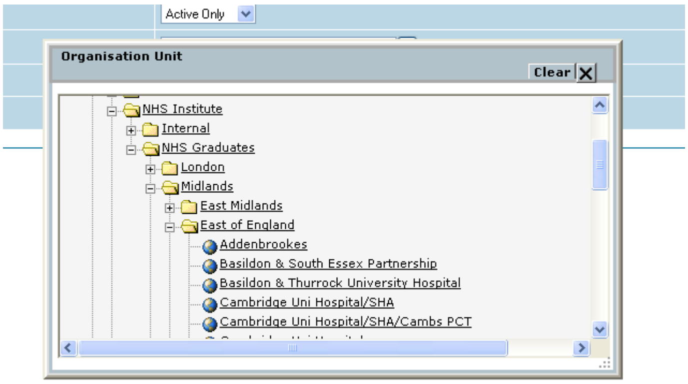
The organisation structure within Talent Studio has to reflect that the database caters for other NHS Users.

All organisations that relate to the Graduate Scheme can be found under NHS Institute. There you will find all areas and regions, and within these you will find the organisations where the trainees are placed. In all cases where you need to select an organisation you will use the Talent Studio Organisation Picker.

The Organisation Picker works in the following way:
Select the grey button to the right hand side of the organisation field.
A box will open.

- Select NHS England
- Select NHS Institute
- Select NHS Graduates
- Then select appropriate area and organisation

If you wish to close the box click **Clear** at the top right hand of the box.



This box is expandable and can be moved around the screen:

To expand the box:

Put your cursor over the grey dotted area in the right hand corner of the box. You will see a black double ended arrow. Click your mouse and then move the cursor in the direction that you wish the box to expand. You can make the box smaller in the same way.

To move the box:

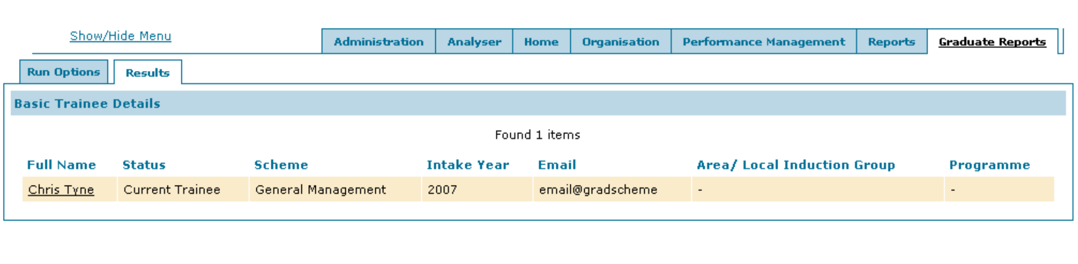
Put your cursor in the grey area at the top of the box. You will see a black four ended arrow. Click your mouse and then drag the box to where you want it to go.

9.3 Running Reports

9.3.1 To run a report from the menu

Select the report that you wish to run from either the Home Page left hand menu or the Graduate Reports left hand menu.

The report will run automatically using the default population and the results will be displayed on the screen.



There are various hyperlinks displayed on the screen.

Clicking on a hyperlink will take you where that information has been derived. E.g. If the information has come from a request in the Portfolio clicking on the link for a particular trainee will open the specific request of that person. Once you have viewed that information you can click Back to take you back to the report.

Generally clicking on a hyperlinked name will open the profile of that person.

9.3.2 To run a report with a different population

To change Population:

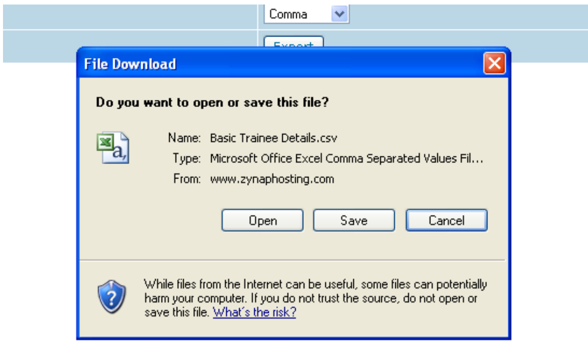
Click on the Run Options tab

Select from the drop down list which population you wish to include in the results.
If you want to change how the report is ordered you can change the Order By and Sort Order.
Click Run to display the results of the new report on the screen.

9.3.3 To export the results to an Excel spreadsheet

To download the report to Excel
Click **CSV export**

Click **Export**

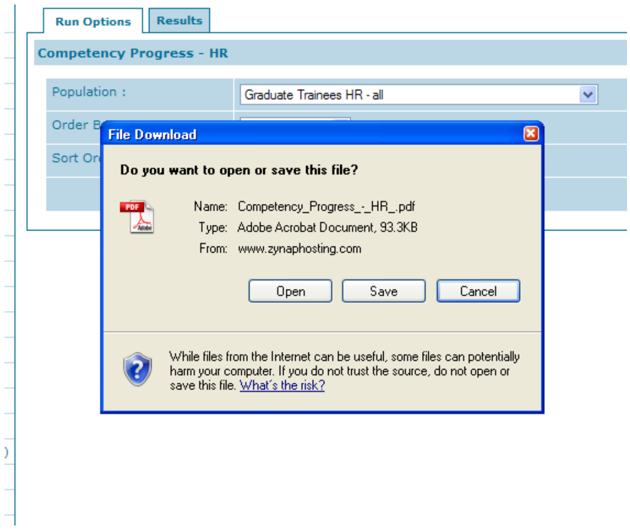


Follow the instructions in the window dependent on whether you want to **Open** or **Save** your report.

If you choose to open your report a new excel window will be opened containing the results of your report.
Remember to save your file as excel file i.e. .xls

9.3.4 Printing Report Results to PDF

To print the report to PDF
Click **PDF Export**



Follow the instructions in the window dependent on whether you want to Open or Save your report.

10 Frequently Asked Questions

10.1 I can't log in / I get an error when I log in

System Messages on Login and what they mean

Invalid login. Please make sure that you have entered a correct username and password.
The user has entered an incorrect username or password

You have exceeded the maximum number of attempts allowed to login.
An incorrect username or password can only be entered three times in one go before the user account is locked. The password will have to reset and re-issued.

You could not be logged on to Outlook Web Access. Make sure your domain\user name and password are correct, and then try again
It means the user has clicked the Zynap URL from within an email being viewed in Webmail. They need to cut and paste the URL in to the address bar of Internet Explorer and they should then be able to access Talent Studio.

3 The page cannot be displayed The page you are looking for is currently unavailable. The Web site might be experiencing technical difficulties, or you may need to adjust your browser settings.
This could mean a number of things but one thing to check is that they have entered the URL correctly i.e. **https**://www.zynaphosting.com/nhs

Please note particularly the '**S**' in https – you will not be able to get access to the login page if this **s** is missing.

10.2 My Programme/ Placement Manager has changed

Trainees:

Please contact gradschemefaq@institute.nhs.uk and your Area office.

You can also keep a log of this on the form called Placement and Programme Information in your Portfolio.

10.3 I haven't received any login details for Talent Studio

Please contact gradschemefaq@institute.nhs.uk

10.4 System Errors

Very occasionally Talent Studio user might get a system error.

You will see something like this:

```
A System Error has occurred and a message has been sent to support.
Please contact your system administrator and report the error details displayed
and the steps that lead to the error occurring.

Click here to view details of the error.
```

Even though an email is automatically sent to the software provider we still need to capture more information.

Make a note of what you were doing at the time of the error.

If you are still able to view the details of the error and cut and paste them in to an email

Send this email to gradshchemefaq@institute.nhs.uk

10.5 My Manager is not receiving emails from Talent Studio

In order to send emails Talent Studio requires an email address, and obviously this needs to be correct. Check the spelling if there is already an email address held.

Update/ add the email address if necessary.

10.6 How do I take a screen shot?

- Make sure that what you need to a screen shot of is displayed on the screen
- Hit the Print Screen key (typically at the top of your keyboard)
- Right click your mouse and select Paste in to a word document or email

10.7 Where do trainees enter information about their Mentor?

Mentor information can be entered on the form called Personal Information. This is found in the group called

Background Information in the trainee Portfolio.