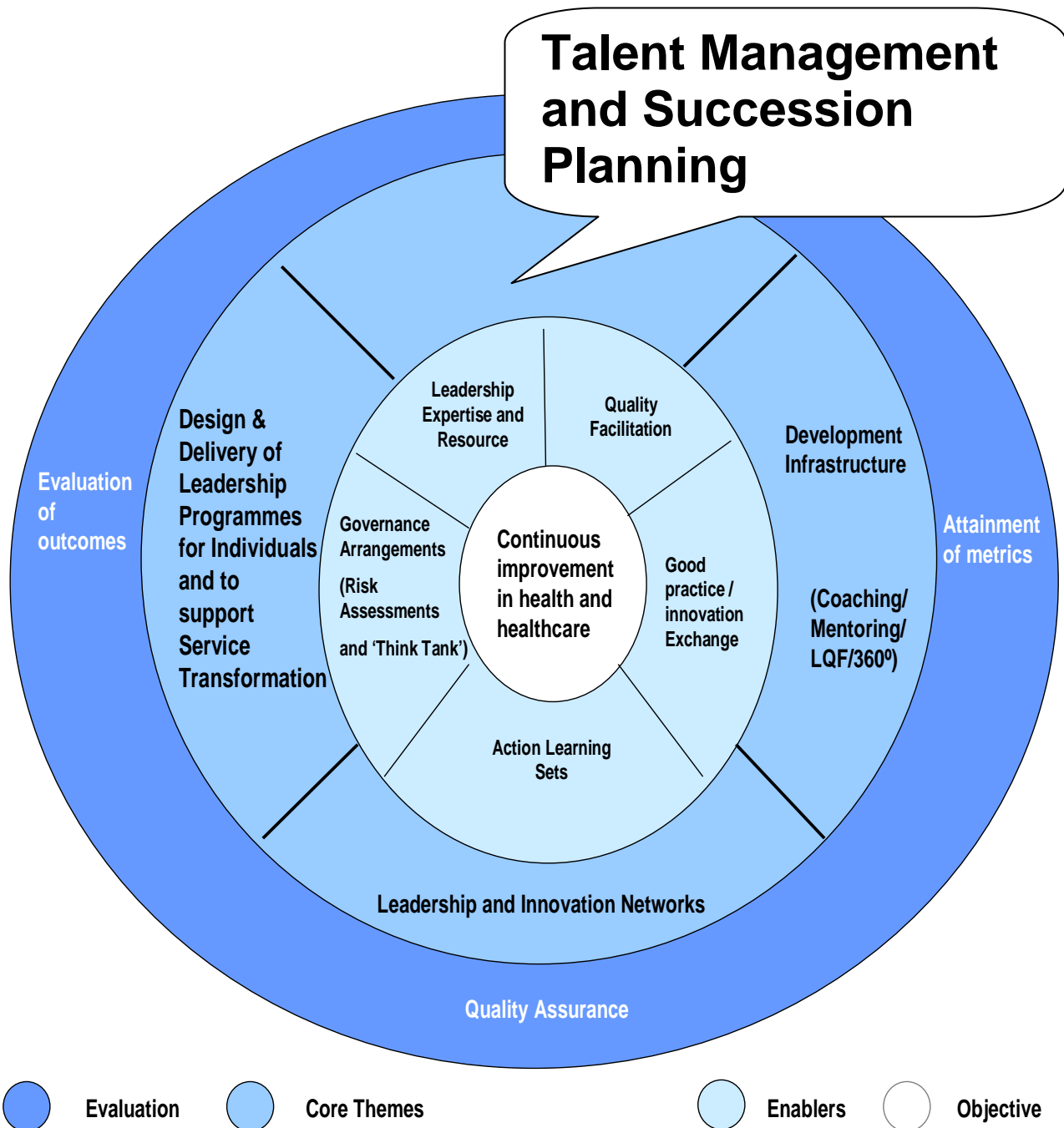




NHS East of England Approach to Leadership

Talent Studio User Guide

Welcome to Talent Studio software to support the High Potential Executive Programme





1 Login and Log out	
	<p>To login to Talent studio you will need the</p> <ul style="list-style-type: none"> ✚ URL (internet address) https://www.zynaphosting.com/nhs ✚ Your Username ✚ Your Password <p>If you have not received your Username and password please contact the East of England programme administrator by emailing talent.studio@eoe.nhs.uk</p> <p>If you forget your password please contact the East of England programme administrator by emailing talent.studio@eoe.nhs.uk</p> <p>To log out at any time click the Log Out button on the top right of the Talent Studio page</p>
1.1 Data protection policy	
	<p>Read and tick to agree the Data Protection Policy and click login to Talent Studio.</p> <p>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.</p>
1.2 Home page	
	<p>This your Talent Studio home page, where you will find information relevant to you and your participation in the programme.</p>
2 My Account	
	<p>Click My Account to view your details. Click Edit to add or update the information</p>
2.1 Change Password	
	<p>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.</p>
3 My Details	
	<p>Click My Details to view your personal information. Access to this information is strictly controlled. Full details of who can see what is given at the end of this guide.</p>
3.1 Edit	
	<p>Click Edit to add or update your personal information. Click Save to save your information</p>



	or Click 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 document.
	Select the Content type from the list and click Next to continue
	Choose Text to create a text document or Upload to add an existing document
	To create a Text document enter the information directly into the form
	<p>If you wish everyone who has access to the system to be able to read the text document, tick the Public box. To allow your manager access to the file, tick Read and Modify as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you)</p>
	<p>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 file, tick Read and Modify as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you)</p>
	5.2 Document search
	Click Document search to find documents on the system
	5.3 Chief Executive Recommendation
	Click view to display the Chief Executive recommendation. This page will be input to by your Chief Executive. There is no edit button. You have access to read this.



	5.4 Experience
	Click View to display the Experience questionnaire
	Click Edit to 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 Questionnaire . Click Edit to add or update the information. 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 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.
	5.6 Mobility
	Click View to display the Mobility questionnaire. Click Edit to add or update the information. Click Save to save the information or Cancel to abandon the process.
	5.7 Personal Aspiration
	Click View to display the Personal Aspiration questionnaire. Click Edit to add or update the information. Click Save to save the information or Cancel to abandon the process.
	5.8 Qualifications
	Click View to display the Qualifications questionnaire. Click Edit to add or update the information. Click Save to save the information or Cancel to abandon the process.
6	My team
	This section does not require input from participants. Sponsoring Chief executives will be able to view their applicants as my team. Click My Team to access the details of the people you are managing.
7	Appraisals
	Click Appraisals to display any appraisal questionnaires that you may be invited to complete. You will receive an email invitation to alert you when there are questionnaires to



	be completed.																																																																																													
8	Questionnaires																																																																																													
	Click Questionnaires to display any other questionnaires that you may be invited to complete. You will receive an email 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																																																																																													
	<table> <tr> <th>Data Field</th><th>You</th><th>Your manager</th><th>EoE Admin</th><th>EoE CEO</th></tr> <tr> <td>Title</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>First Name</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Last Name</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Date of Birth</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Gender</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Job Title</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Organisation</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Telephone</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Mobile Phone</td><td>r/w</td><td></td><td>r/w</td><td>r</td></tr> <tr> <td>Email</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Personal Asst</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>PA Telephone</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>PA Email</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Address line 1</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Address line2</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>Town</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> <tr> <td>County</td><td>r/w</td><td>r</td><td>r/w</td><td>r</td></tr> </table>				Data Field	You	Your manager	EoE Admin	EoE 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	r/w		r/w	r	Email	r/w	r	r/w	r	Personal Asst	r/w	r	r/w	r	PA Telephone	r/w	r	r/w	r	PA Email	r/w	r	r/w	r	Address line 1	r/w	r	r/w	r	Address line2	r/w	r	r/w	r	Town	r/w	r	r/w	r	County	r/w	r	r/w	r
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Personal Asst	r/w	r	r/w	r																																																																																										
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PA Email	r/w	r	r/w	r																																																																																										
Address line 1	r/w	r	r/w	r																																																																																										
Address line2	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
	Photo	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				
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	Data Field	You	Your manager	EoE Admin	EoE 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				
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	9.3.1 Documents				
	Access	You	Your Manager	EoE Admin	EoE CEO
	Public	r/w	r	r	r
	Manager Read	r/w	r		
	Manager Write	r/w	r/w		



	Private	r/w			
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9.3.2 Chief Executive Recommendation					
Data Field	You	Your Manager	EoE Admin	EoE 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	EoE Admin	EoE CEO	
Previous NHS Experience	r/w	r	r	r	
Previous Experience outside of 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	EoE Admin	EoE 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 and/or Operational challenges sought in next role	r/w	r/w	r	r	

9.3.5 Mobility					
Data Field	You	Your Manager	EoE Admin	EoE CEO	
Readiness to	r/w	r	r	r	



	move				
	Constraints	r/w	r	r	r

9.3.6 Personal Aspiration					
Data Field	You	Your Manager	EoE Admin	EoE 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	EoE Admin	EoE 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	