




# User Guide

Workforce for London  
World Class People  
World Class Healthcare

## 1 Login and Log out

To **login to Talent studio** you will need the

-  URL (internet address) <https://www.zynaphosting.com/nhs>
-  Your Username
-  Your Password

If you have not received your Username and password please contact the NHS London programme administrator by emailing [leadingforhealth@london.nhs.uk](mailto:leadingforhealth@london.nhs.uk)

If you forget your password please contact the NHS London programme administrator by emailing [leadingforhealth@london.nhs.uk](mailto:leadingforhealth@london.nhs.uk)

To log out at any time click the **Log Out button** on the top right of the Talent Studio page

### 1.1 Data protection policy

Read and tick to agree the Data Protection Policy and click **login** to Talent Studio.

This is to protect all users of the system who will have to confirm that they have read and agreed to the data protection policy each time they login to Talent Studio.

### 1.2 Home page

This is your Talent Studio 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 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.

## 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 is given at the end of this guide.

	3.1 Edit
	Click <b>Edit</b> to add or update your personal information. Click <b>Save</b> to save your information or Click <b>Cancel</b> to abandon the edit process.
4	<b>My Current position</b>
	Click <b>My Current Position</b> to view the details of your current post or posts.
5	<b>Portfolio</b>
	Click <b>Portfolio</b> to view your uploaded documents and personal questionnaires.
	Add item
	Click <b>Add item</b> to upload a document (such as a CV or PDP) or add a text document.
	Select the <b>Content type</b> from the list and click <b>Next</b> to continue.
	Choose <b>Text</b> to create a text document or <b>Upload</b> to add an existing document.
	To create a <b>Text document</b> 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 <b>Public</b> box. To allow your manager access to the file, tick <b>Read</b> and <b>Modify</b> as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you).</p>
	<p><b>To Upload an existing document</b>, 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 <b>Public</b> box. To allow your manager access to the file, tick <b>Read</b> and <b>Modify</b> as appropriate.</p> <p>Leave these boxes blank if you want the text document to be private (only accessible by you).</p>
	Document search
	Click Document <b>search</b> to find documents on the system.
	<b>5.1Requests</b>
	Click <b>Requests/Reviews</b> to view any other questionnaires that you may be invited to complete.

	<b>5.1.1 Questionnaires</b>
	In this section you will find the relevant questionnaires that you are asked to complete as you progress through the programme.
	<b>(a) Career Mobility</b>
	Click <b>View</b> to display the <b>Career Mobility</b> questionnaire. Click <b>Edit</b> to add or update the information. Click <b>Save</b> to save the information or <b>Cancel</b> to abandon the process.
	<b>(b) Chief Executive/Sponsor Recommendation</b>
	Click view to display the Chief Executive/Sponsor recommendation. This page will be input to by your Sponsor. There is no edit button. You have access to read this.
	<b>(c) Personal Aspirations</b>
	Click <b>View</b> to display the <b>Personal Aspirations</b> questionnaire. Click <b>Edit</b> to add or update the information. If you would like to select more than one option from the drop down list hold control while using the mouse to pick the various options available. Click <b>Save</b> to save the information or <b>Cancel</b> to abandon the process.
	<b>(d) Tracking Progress</b>
	<p>Click <b>View</b> to display the <b>Tracking Progress Questionnaire</b>. Click <b>Edit</b> to add or update the information.</p> <p>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 <b>Add Comment</b> Box. Enter your comments in the text box against the relevant progress items. Click <b>Save</b> to save your comments or <b>Cancel</b> to abandon the process. Your comments will be time and date stamped together with your name once you click <b>Save</b> at the bottom of the questionnaire.</p>
	<b>5.1.2 Development Activities</b>
	This is where you will find the relevant activities that will take place on the programme. This section also contains the competency criteria to which you are assessed against during the programme.
	<b>(a) Development Activity</b>
	Click <b>View</b> to display the various activities that will take place during the programme. Click <b>Edit</b> to add or update the information.

	(b) 2012 Chief Executive Model - Competencies
	Click <b>View</b> to display the various activities that will take place during the programme. Click <b>Edit</b> to add or update the information.
	<b>5.1.3 Background Information</b>
	(a) Additional Contact Information
	Click here to add any additional information. There is an opportunity here to upload your personal assistant details.
	(b) Experience
	Click here to input relevant experience within the NHS and outside.
	(c) Qualifications
	Click <b>View</b> to display the <b>Qualifications</b> questionnaire. Click <b>Edit</b> to add or update the information. Click <b>Save</b> to save the information or <b>Cancel</b> to abandon the process.
<b>6</b>	<b>My Team (for Sponsors only)</b>
	This section does not require input from participants. Sponsoring managers will be able to view their applicants as 'my team'. Click <b>My Team</b> to access the details of the people you are managing.
<b>7</b>	<b>To-Do Lists</b>
	<b>7.1 Reviews</b>
	Click <b>Reviews</b> 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.
	<b>7.2 Objective Assessments</b>
	Click here to display any additional questionnaires that you may be asked to complete.
	<b>7.3 Requests</b>
	Click <b>Requests</b> to display any requests that you will be sent.

8	<b>Messages</b>																																																		
	<b>8.1 Inbox</b>																																																		
	Click <b>Inbox</b> to display any messages that have been sent to you.																																																		
9	<b>Information access</b>																																																		
	The following tables list all the data fields in the system together with who has <b>read and/or write</b> access.																																																		
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	Manager Read	r/w	r	
	Manager Write	r/w	r/w	
	Private	r/w		

<b>9.3.2 Sponsor Recommendation</b>			
<b>Data Field</b>	<b>You</b>	<b>Your sponsor</b>	<b>Leading for Health administration</b>
Level	r	r/w	r
Salary Band	r	r/w	r
Function	r	r/w	r
Sector	r	r/w	r
Contractual Status	r	r/w	r

<b>9.3.3 Experience</b>			
<b>Data Field</b>	<b>You</b>	<b>Your sponsor</b>	<b>Leading for Health administration</b>
Previous NHS Experience	r/w	r	r
Previous Experience outside of the NHS	r/w	r	r
Other relevant experience	r/w	r	r

<b>9.3.4 Tracking Progress</b>			
<b>Data Field</b>	<b>You</b>	<b>Your sponsor</b>	<b>Leading for Health administration</b>
Key strengths for future role	r/w	r/w	r
Development needs	r/w	r/w	r
Key achievements	r/w	r/w	r
Strategic and/or Operational challenges sought in next role	r/w	r/w	r

<b>9.3.5 Mobility</b>			
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