

**Talent Studio User Guide**  
**For Communications Pilot Trainees and Scheme Managers**  
**NHS Graduate Management Training Scheme**  
**Version 1.0**

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## 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 and Managers, Placement Managers who can access records from previous activities and placements, and trainees who may be in different locations at any given time.

## 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/communications\\_pilot/communications\\_pilot\\_document\\_library.htm](http://www.institute.nhs.uk/graduate/communications_pilot/communications_pilot_document_library.htm)

! 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 Managers
- Scheme 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 & Scheme Managers have access to information according to their assigned position on Talent Studio.

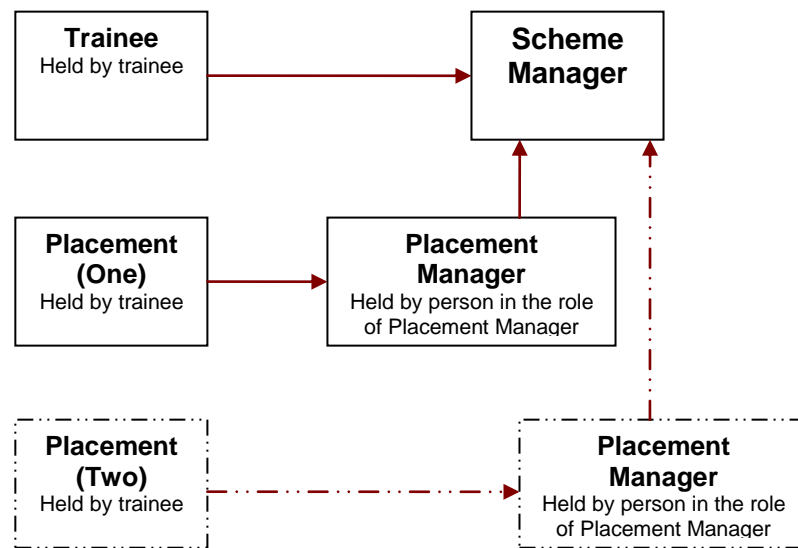
Positions in Talent Studio determine access rights and permissions. If a position has another position reporting in to it, then this position (or the person assigned to it) is deemed to be a Manager in the eyes of Talent Studio. That means that that person is allowed to see details about the subordinate 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 Scheme and Placement Manager for a particular trainee and what organisations do they belong to?

A trainee holds two or more different positions to describe the relationship that they have with the Scheme Manager 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.

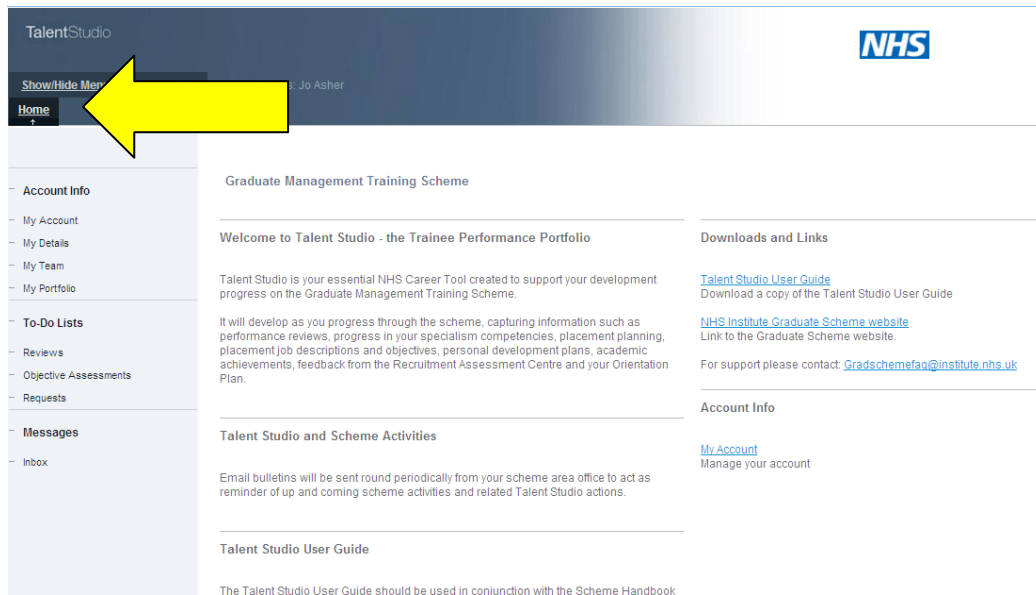


Every position has to report in to another, so for the purposes of Talent Studio the Placement Manager reports to the Scheme Manager.

In some cases other managers within an organisation need to have the same access rights as the official 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 into '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	Home
Scheme 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.**

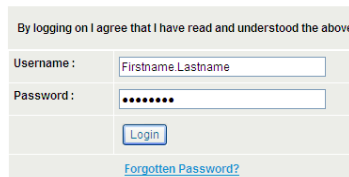
**There is a separate guide describing the administrative functionality.**

## 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>

A screenshot of the Talent Studio login interface. At the top, it says "By logging on I agree that I have read and understood the above." Below this are two input fields: "Username:" with a placeholder "Firstname.Lastname" and "Password:" with a masked password "\*\*\*\*\*". A "Login" button is positioned below the password field. At the bottom of the form, there is a blue link that says "Forgotten Password?".

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 entered incorrectly more than three times in one session your user account will be locked.

If you have forgotten your password or have locked your user account, please click the **Forgotten Password** link and your password will be emailed to the email address that we hold on record for you.

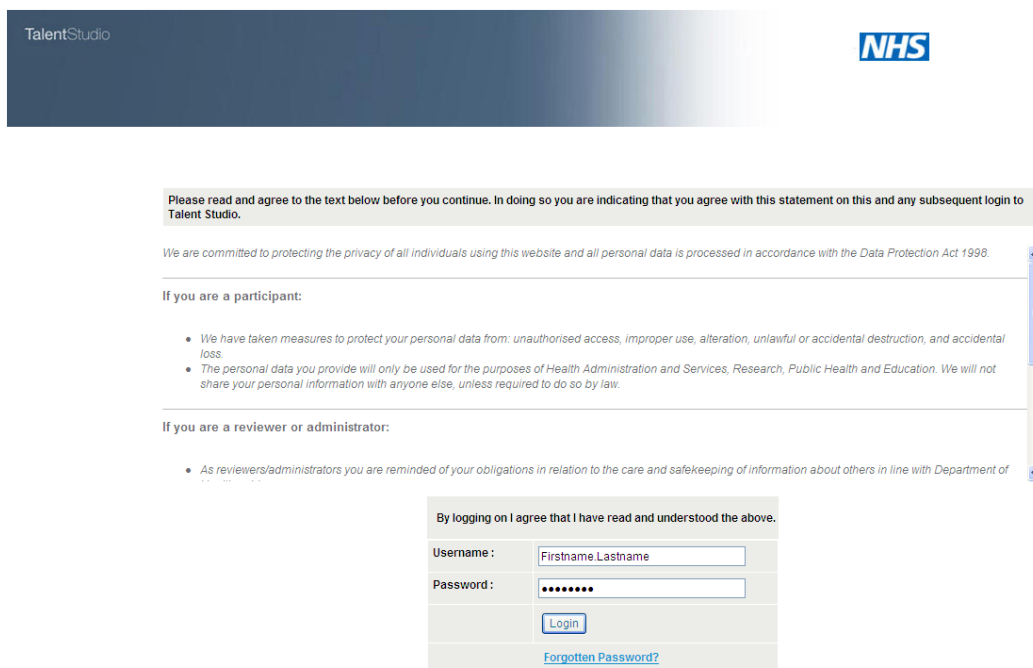
Please note that if you do not have a single valid email address in the [My Details](#) section of Talent Studio you will not receive your password.

For any problems logging in please contact [sonia.srutek@institute.nhs.uk](mailto:sonia.srutek@institute.nhs.uk)

## 5.1 Data Protection Policy

By logging in to Talent Studio you automatically agree to the Data Protection and Privacy Policy.

To read the full policy wording use the right scroll bar to scroll down the text.



The screenshot shows the Talent Studio login interface. At the top left is the 'TalentStudio' logo, and at the top right is the 'NHS' logo. Below the logos is a scrollable area containing the Data Protection Policy. The policy text is as follows:

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

By logging on I agree that I have read and understood the above.

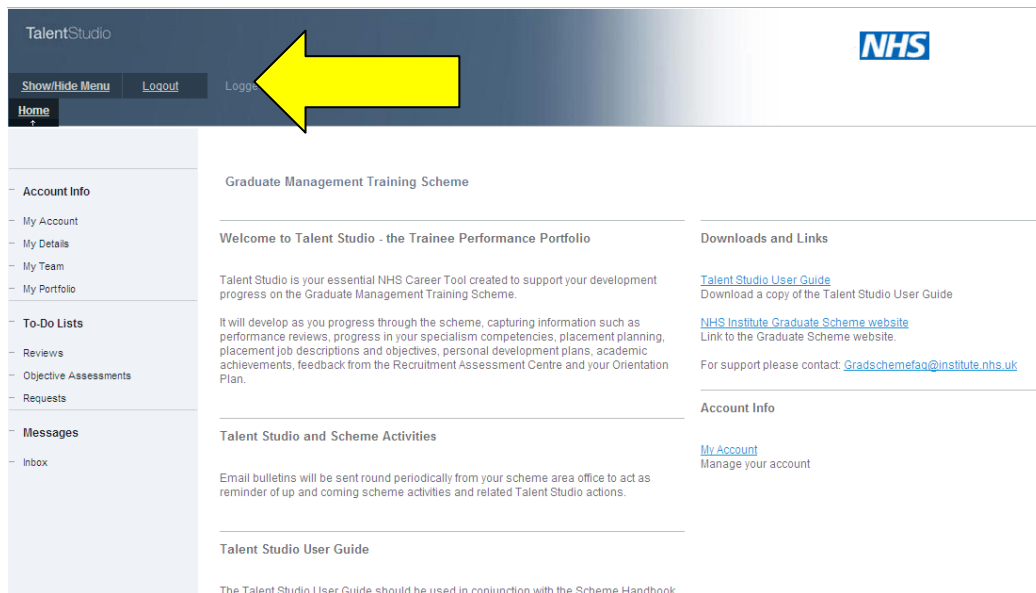
Username :

Password :

[Forgotten Password?](#)

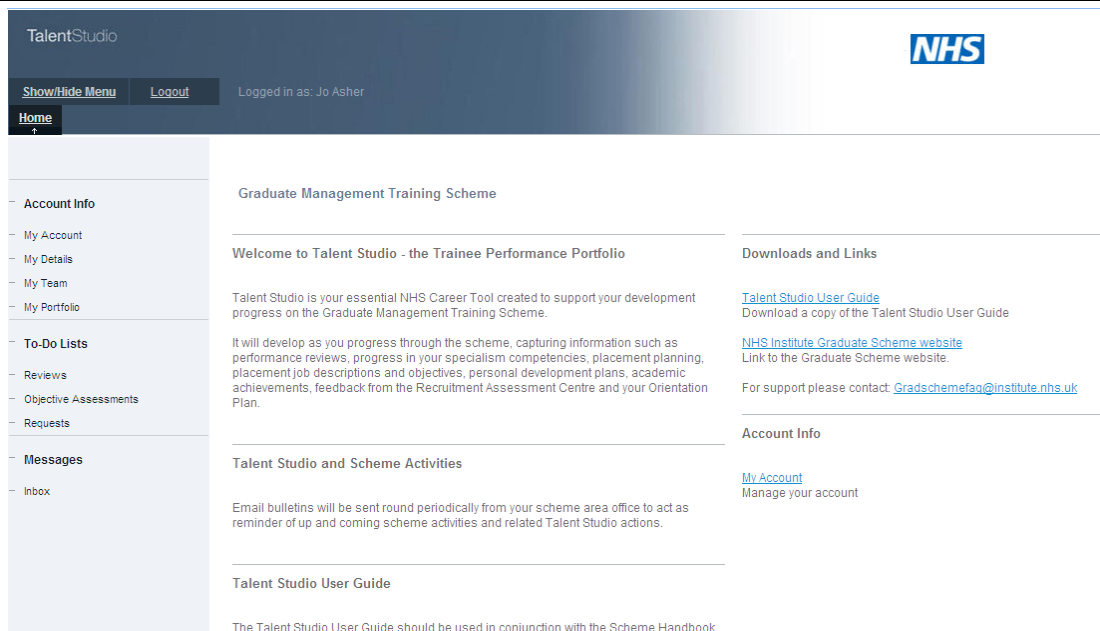
## 6 Logging Out

To securely log out of Talent Studio click the Logout button in the left 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 may 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.

TalentStudio NHS

Show/Hide Menu Logout Logged in as: Jo Asher

Home

Edit Change Password

My Account

User Name :	Jo Asher
Title :	Ms
First Name :	Jo
Last Name :	Asher
Preferred Given Name :	
Contact Telephone :	07000 000002
Contact Email Address :	email@gradscheme

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 [gradscheme@institute.nhs.uk](mailto:gradscheme@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.

TalentStudio NHS

Show/Hide Menu Logout Logged in as: Jo Asher

Home

Change Password

Old password : *	<input type="password"/>
New password : *	<input type="password"/>
Repeat new password : *	<input type="password"/>

Cancel Save

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.

My Details: Jo Asher

	First Name :	Jo	Last Name :	Asher
	Current Position :	Trainee Programme HR Placement HR	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
	Manager Position :	Leadership Development Manager Programme Manager Placement Manager HR	Manager Name :	Sally Kettle Pat Richer Helen Willis
	Email Address :	email@gradscheme	Date of Birth :	01 Jan 1972

My Details   My Current Position   Portfolio

[Edit](#)

About me

Title :	Ms
First Name :	Jo
Last Name :	Asher
Preferred Name :	-
Date of Birth :	01 Jan 1972
Gender :	Female
Job Title :	Trainee Programme HR


### 7.3.1 Edit

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

My Details   My Current Position   Portfolio

[Edit](#)

About me


Title :	Ms
First Name :	Jo
Last Name :	Asher
Preferred Name :	-
Date of Birth :	01 Jan 1972
Gender :	Female
Job Title :	Trainee Programme HR Placement HR
Organisation Unit :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Telephone :	07000 000002
Mobile Phone Number :	-
Email :	email@gradscheme
Correspondence Address Line One :	-
Correspondence Address Line Two :	-
Correspondence Address Line Three :	-
Correspondence Postal Code :	-
Photograph :	
Do you consider yourself to have a disability :	-
Ethnicity :	-
Clinical Background :	-
Clinical Background Type :	-

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.

My Details: Jo Asher



First Name :	Jo	Last Name :	Asher
Current Position :	Trainee Programme HR Placement HR	Organisation :	NHS Institute Area Midshire Healthcare Trust Midshire Healthcare Trust
Manager Position :	Leadership Development Manager Programme Manager Placement Manager HR	Manager Name :	Sally Kettle Pat Richer Helen Willis
Email Address :	email@gradscheme	Date of Birth :	01 Jan 1972

My Details

My Current Position

Portfolio

Current Position(s)

Type	Title	Organisation
Permanent	Trainee	NHS Institute Area
Permanent	Programme HR	Midshire Healthcare Trust
Placement 1	Placement HR	Midshire Healthcare Trust

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 Managers and Scheme 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.

Email Address :email@gradschemeDate of Birth :01 Jan 1972

My Details

My Current Position

Portfolio

Documents

[Add Item](#) [Document Search](#)

Nothing found to display.

Requests / Reviews

Nothing found to display.

Requests

Administration

3 items found, displaying all items.

Name	Status	Date Closed	Actions
Leave Request (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>
Leave Request and Entitlement (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>
Sickness (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

Competencies: 1 Business Knowledge

One item found.

Name	Status	Date Closed	Actions
ZHRC 1-1 HR Function (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

Competencies: 2 Employment legislation

One item found.

Name	Status	Date Closed	Actions
ZHRC 2-1 Employment Legislation (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

Personal Information

## 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.

The screenshot shows the 'Add Portfolio Item' form in the TalentStudio interface. The form is titled 'Add Portfolio Item Enter Values' and includes a instruction: 'Please complete the fields below and press save to add the portfolio item.' The form fields are as follows:

- Content type :** A dropdown menu with 'Please select' as the current selection.
- Sub-type :** A dropdown menu with 'Upload' as the current selection.
- Document Title :** A text input field.
- Comments :** A large text area.
- Upload file :** A text input field with a 'Browse...' button.
- Access Permissions :** A section with checkboxes for 'Public' and 'Manager'. The 'Manager' checkbox is checked. There are also 'Read' and 'Modify' checkboxes, both of which are unchecked.

At the bottom of the form are 'Cancel' and 'Save' buttons. The NHS logo is visible in the top right corner of the interface.

Select the appropriate **Content Type** from the drop down list

From Sub-type choose **Text** to create a text file , **Upload** to add an existing document or **URL** to add a link

The form will change to cater for the chosen sub-type.

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

To create a **Text** file enter the information directly into the text box.

To create a link to a **URL** type in to the text box provided.

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 **Individual** 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.

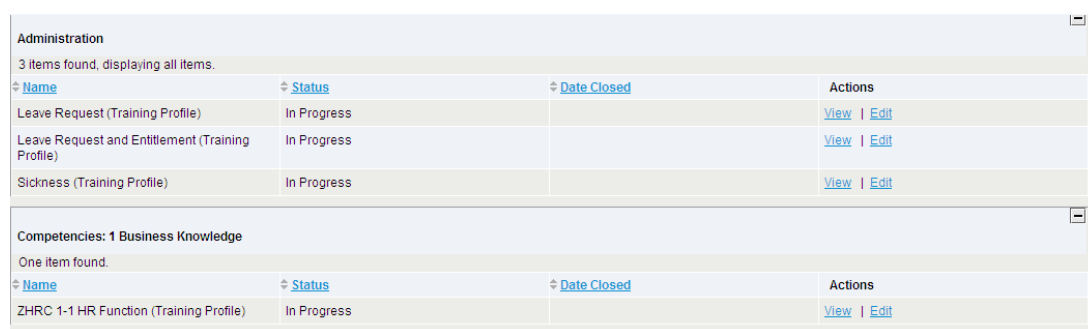
These get in to a portfolio as a result of the system administrator publishing them. They can be closed for further data entry as a result of the administrator changing their Status to Complete or they can be removed from the portfolio altogether.

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.



Administration			
3 items found, displaying all items.			
Name	Status	Date Closed	Actions
Leave Request (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>
Leave Request and Entitlement (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>
Sickness (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

Competencies: 1 Business Knowledge			
One item found.			
Name	Status	Date Closed	Actions
ZHRC 1-1 HR Function (Training Profile)	In Progress		<a href="#">View</a>   <a href="#">Edit</a>

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.

Please select Manager(s) :	Sally Kettle :	<input type="checkbox"/>
	Pat Richer :	<input type="checkbox"/>
	Helen Wills :	<input type="checkbox"/>
Send Email Notification :	<input type="checkbox"/>	
Send Message to Talent Studio Inbox :	<input type="checkbox"/>	
<input type="button" value="Send"/>		
<input type="button" value="Close"/>		

**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.

### 7.7 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 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.

### 7.7.3 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.

### 7.7.4 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.



## 7.7.5 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.

## 7.7.6 Flexi Placement - Scheme Manager Feedback

**Group: Placements**

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

## 7.7.7 Flexi Placement Proposal

**Group: Placements**

This is for the trainee to plan their flexi placement and for their Placement and Scheme 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.

## 7.7.8 Flexi Placement Trainee Feedback

**Group: Placements**

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

## 7.7.9 Leave Request and Entitlement

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 Scheme Managers 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.

#### 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

Request	Type	Date from	Date to	No of Days requested	Remaining Balance	Authorised	Authorised By	Select To Enable/Disable Row
Request: Annual Leave	Annual Leave	28 Oct 2009	29 Oct 2009	2	10	<input type="checkbox"/>		<input type="checkbox"/>
Request: Annual Leave	Annual Leave	22 Oct 2009	23 Oct 2009	2	8	22 Oct 2009	RM	<input checked="" type="checkbox"/> <a href="#">Delete</a>
Request: Annual Leave	Annual Leave	26 Oct 2009	27 Oct 2009	2	6	22		<input checked="" type="checkbox"/> <a href="#">Delete</a>

Send Email Notification: ☐

#### 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.

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leave Carried Over	Approved balance from Year 1	Approved balance from Year 2	Approved balance from Year 3	Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 7.7.10 Mentor Information

#### Group: Personal Information

This is where you can log details about your mentor (name & contact details) and also details of any meetings that you have had.

### 7.7.11 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.

### 7.7.12 Qualifications

#### Group: Personal 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.

### 7.7.13 Placement Information

#### Group: Placements

This form has a number of purposes:

**Pre-Scheme:** area offices can start to add 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 other Managers are identified.

**During the Scheme:** trainees must use this form to keep a record of any changes to their Placement Managers. Please note that the scheme manager 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.

### 7.7.14 Sickness

The sickness form is currently being updated.

### 7.7.15 Surveys

Over the course of the scheme various surveys will be published to trainees to elicit their views on Orientation, Placements and the scheme itself.

These will be published to portfolio groups as appropriate.

These requests will not be visible by Placement Managers. All responses will be collated by the Scheme Office and a report summary will be produced and shared with Scheme Managers to see where further improvements can be made to the Scheme.

## 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.

#### **Scheme Managers:**

Your team should consist of trainees and their Placement Managers. 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
<input type="checkbox"/> Jo Asher	Qualifications has been updated - to review these changes please select the link	<a href="#">Qualifications</a>	23 Apr 2008 11:58	<input type="checkbox"/> X
<input type="checkbox"/> Jo Asher	Leave Request (Training Profile) has been updated - to review these changes please select the link	<a href="#">Leave Request (Training Profile)</a>	23 Apr 2008 15:12	<input type="checkbox"/> X
<input type="checkbox"/> Robin Banks	ZFC 1-1-1 (Training Profile) has been updated - to review these changes please select the link	<a href="#">ZFC 1-1-1 (Training Profile)</a>	24 Apr 2008 12:57	<input type="checkbox"/> X
<input type="checkbox"/> Robin Banks	ZFC 2-1-1 (Training Profile) has been updated - to review these changes please select the link	<a href="#">ZFC 2-1-1 (Training Profile)</a>	24 Apr 2008 13:11	<input type="checkbox"/> X
<input type="checkbox"/> Jo Asher	Leave Request (Training Profile) has been updated - to review these changes please select the link	<a href="#">Leave Request (Training Profile)</a>	24 Apr 2008 13:23	<input type="checkbox"/> 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 Frequently Asked Questions

### 8.1 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.

Please use the [Forgotten Password](#) link – using this will unlock your account and your password will be emailed to you.

If you have forgotten your username please email [sonia.srutek@institute.nhs.uk](mailto:sonia.srutek@institute.nhs.uk)

**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.

### 8.2 My Placement Manager has changed

#### Trainees:

Please contact [sonia.srutek@institute.nhs.uk](mailto:sonia.srutek@institute.nhs.uk)

You can also keep a log of this on the form called Placemen Information in your Portfolio

### 8.3 I haven't received any login details for Talent Studio

Please contact [sonia.srutek@institute.nhs.uk](mailto:sonia.srutek@institute.nhs.uk)

## 8.4 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 [sonia.srutek@institute.nhs.uk](mailto:sonia.srutek@institute.nhs.uk)

## 8.5 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.

## 8.6 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