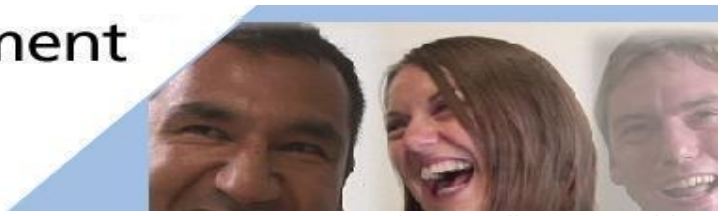

Zynap Talent Studio User Guide
For
Programme and Placement Managers
NHS Graduate Management Training Scheme
Version 1.0

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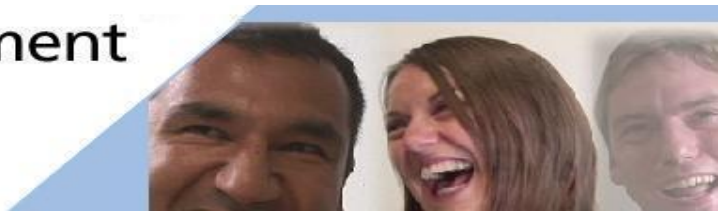
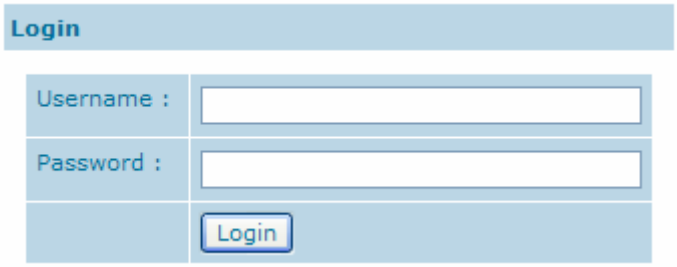


1 Login

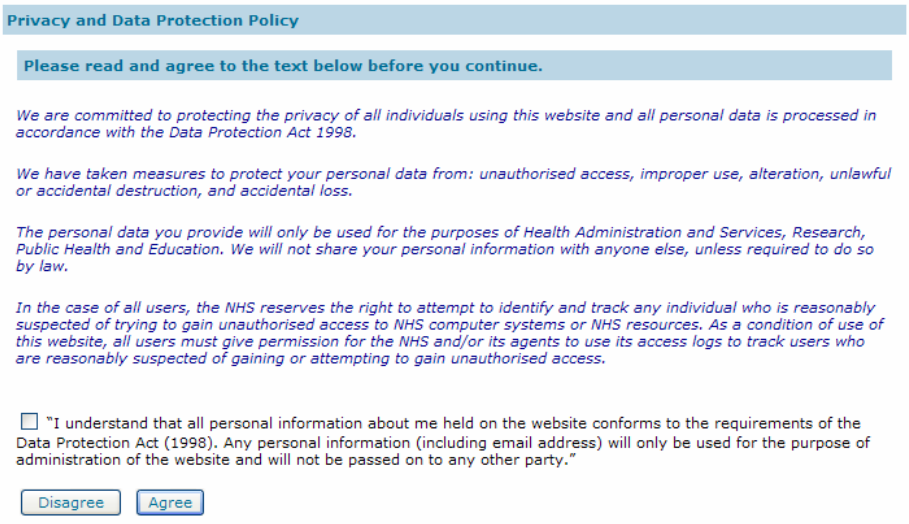
To login to Talent Studio you will need the URL (Internet address), Username and Password that will have been provided to you separately. If you have not received this information please contact the Graduate Management Training Schemes programme administrator.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.



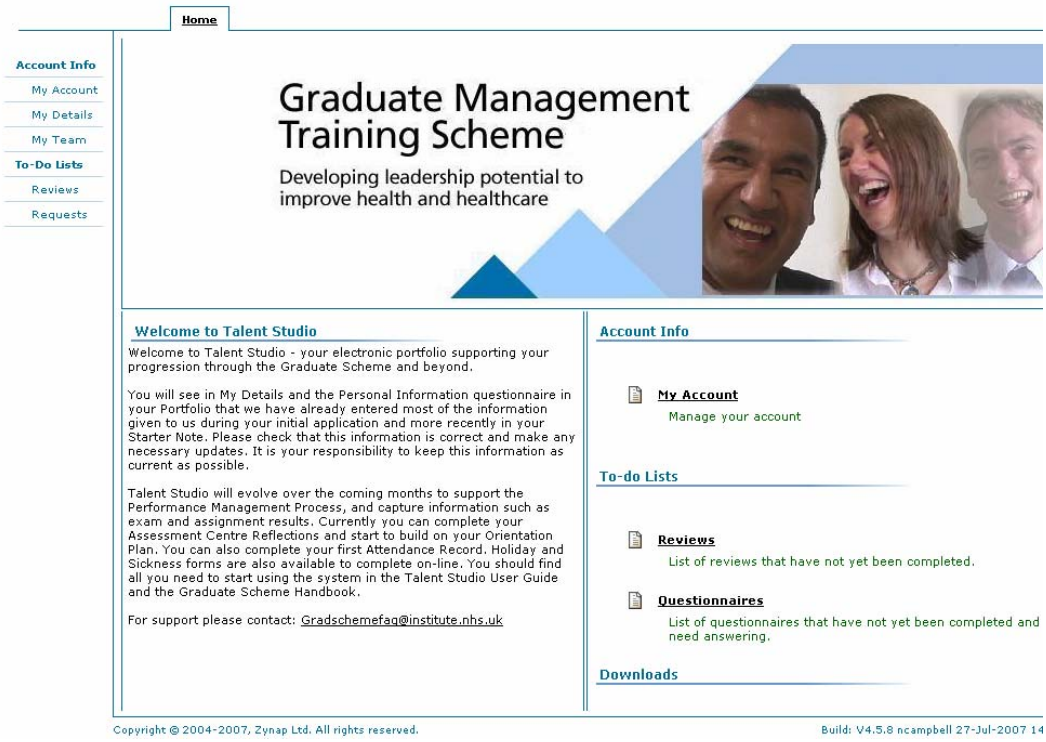
Enter your User Id and Password and click **Login** to login to Talent Studio.

1.1 Data Protection Policy



Read and agree the Data Protection Policy. This is to protect all users of the system who will have to confirm that they have read and agree to the Data Protection Policy each time they login to Talent Studio.

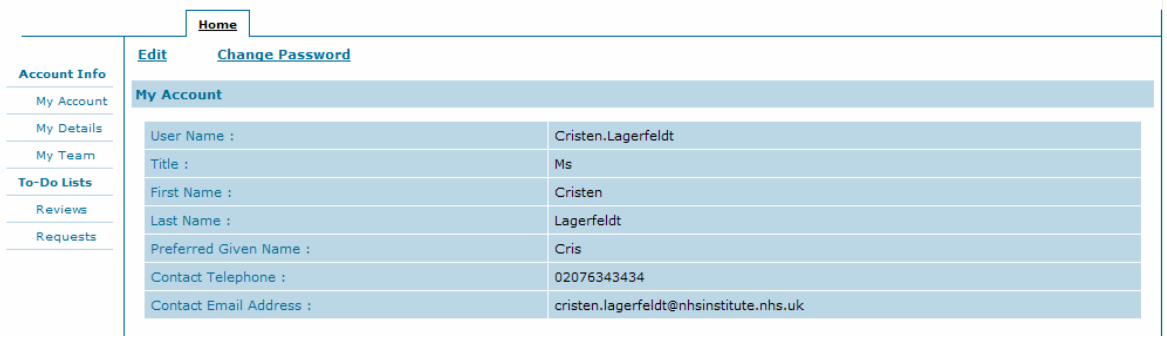
1.2 Home Page



This is your home page, where you will find information relevant to you and your participation in the programme.

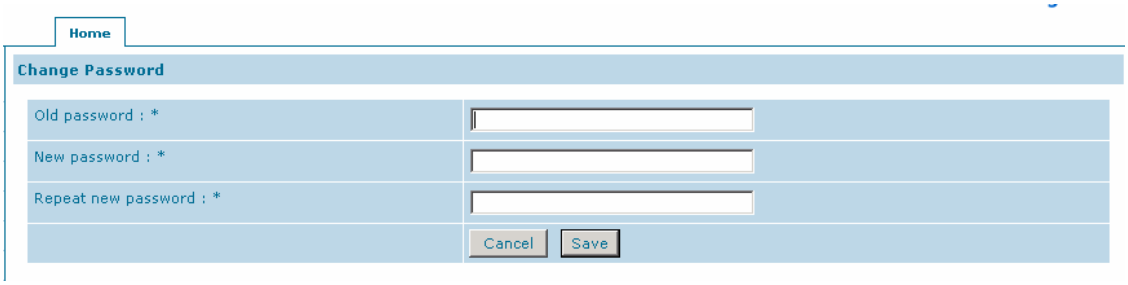
2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information. Please do not use private email addresses for your contact email address.



2.1 Change Password

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.



Click **Save** to save your new password or **Cancel** to abandon the process.

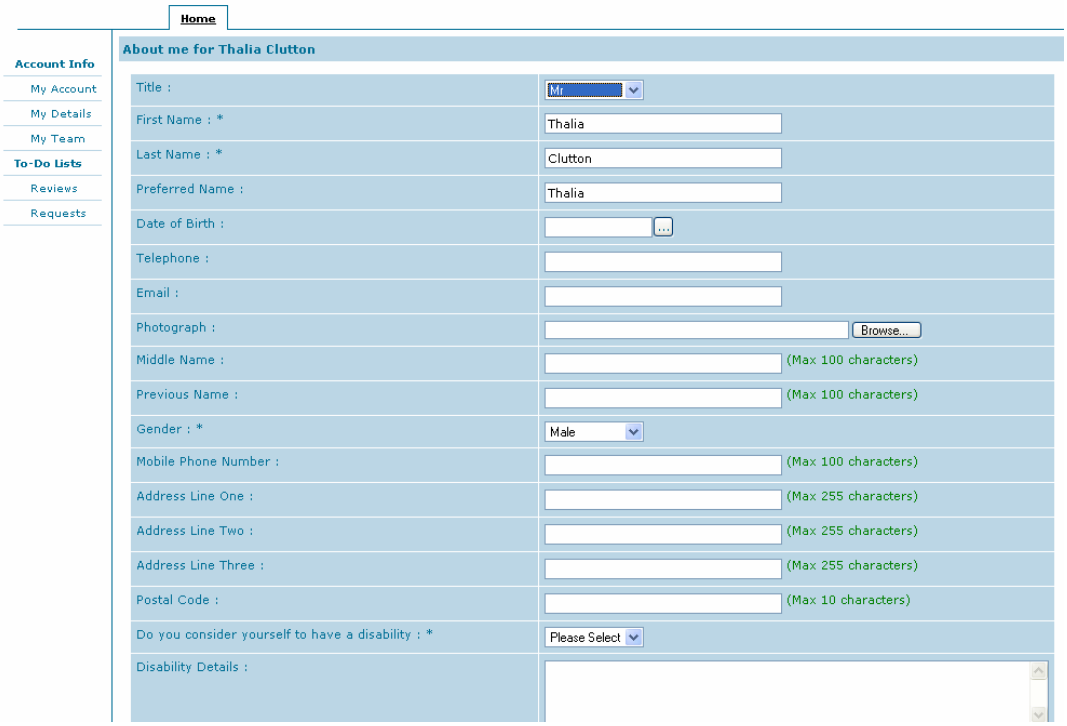
3 My Details

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

This is a standard Talent Studio form and you are not required to complete all the fields but we do need to keep your work contact information up to date.

3.1 Edit

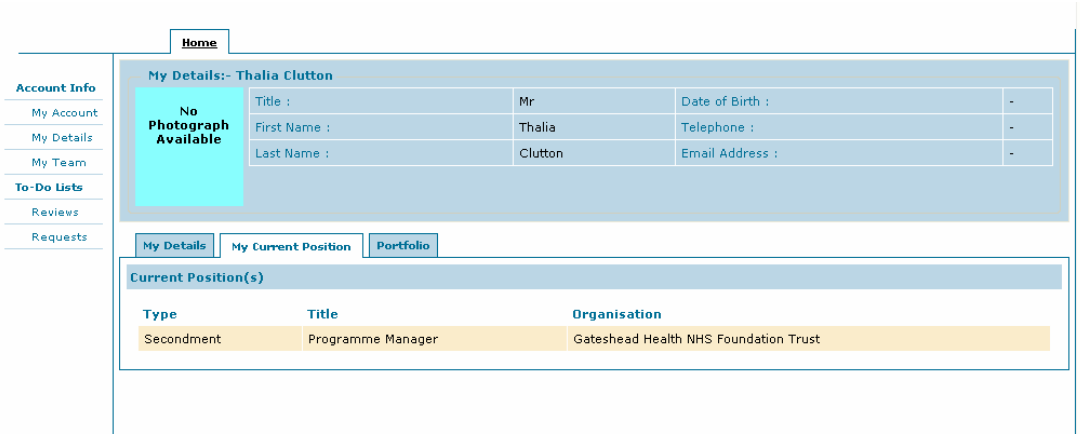
Click **Edit** to add or update your contact information



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

4 My Current Position

Click **My Current Position** to view the details of your position in relationship to the NHS Institute.



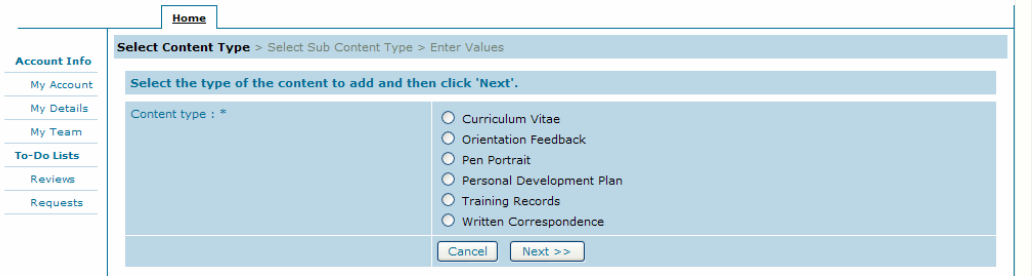
5 Portfolio

Click **Portfolio** to view your uploaded documents and personal questionnaires. This screen

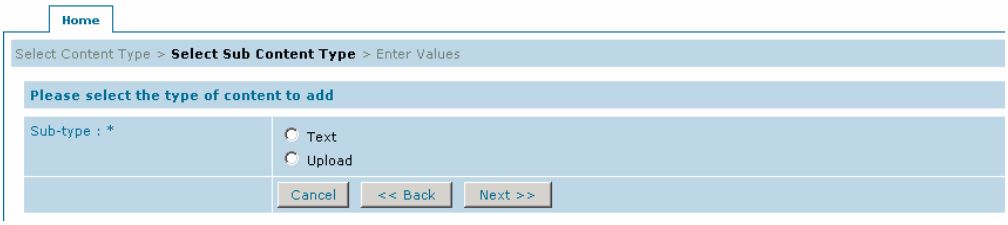
is not currently relevant to your use of Talent Studio.

5.1 Add Item

Click **Add Item** to upload a document (such as a CV or PDP) or add a text file.

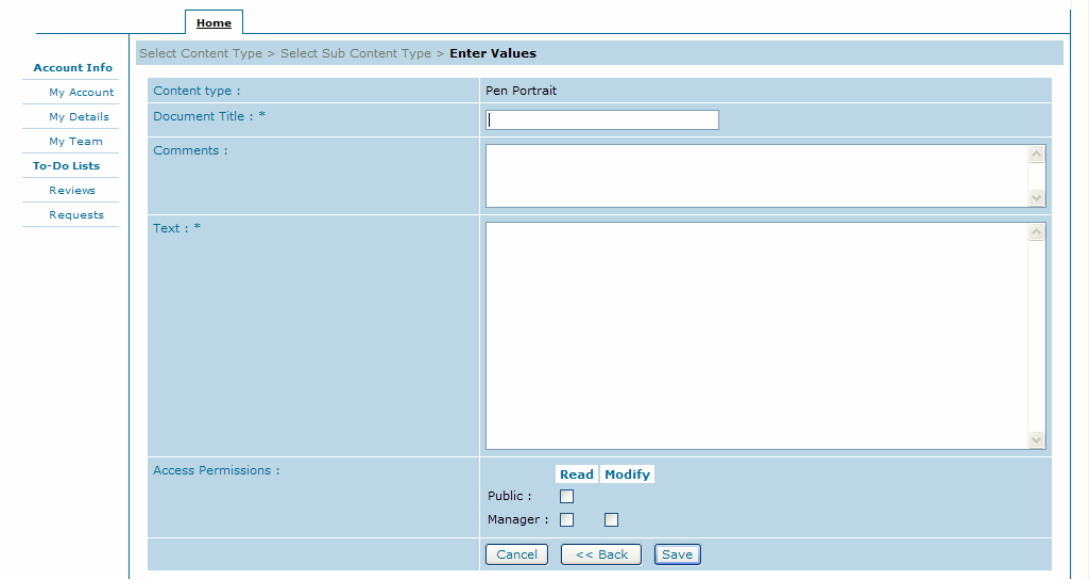


Select the **Content Type** from the list and click **Next** to continue.



Choose **Text** to create a text file or **Upload** to add an existing document.

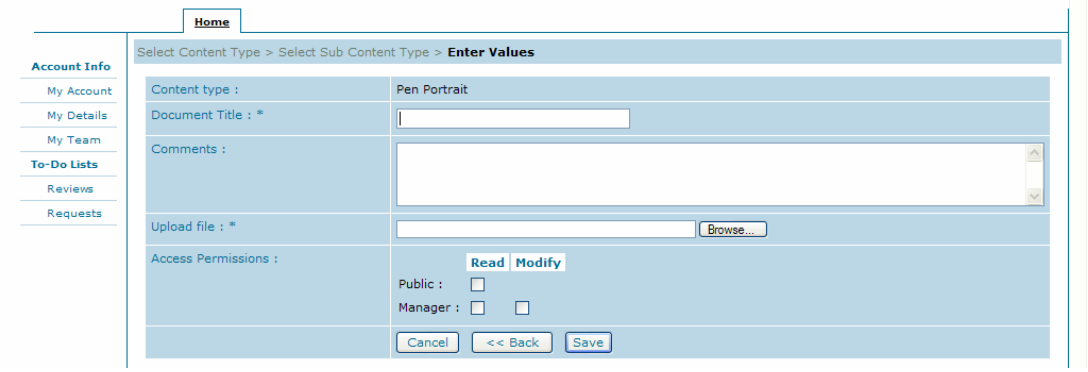
To create a **Text** file enter the information directly into the form.



If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow your manager access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible

by you).

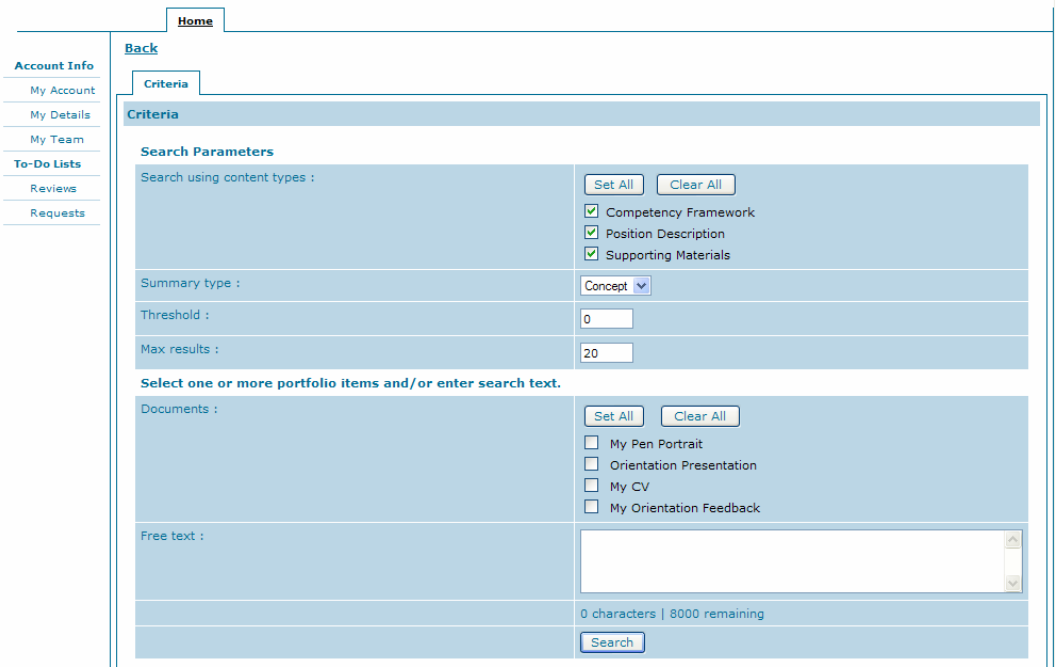
To **Upload** an existing document, enter the information and click **Browse** to locate the file.



If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow your manager access to the document, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).

5.2 Document Search

Click **Document Search** to find documents on the system.

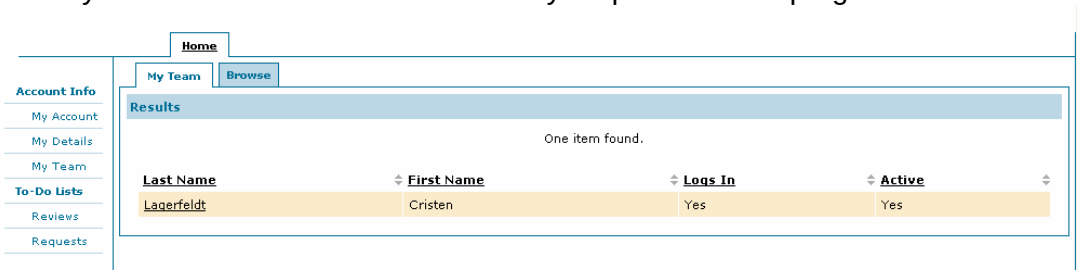


Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and

Max Results to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search.

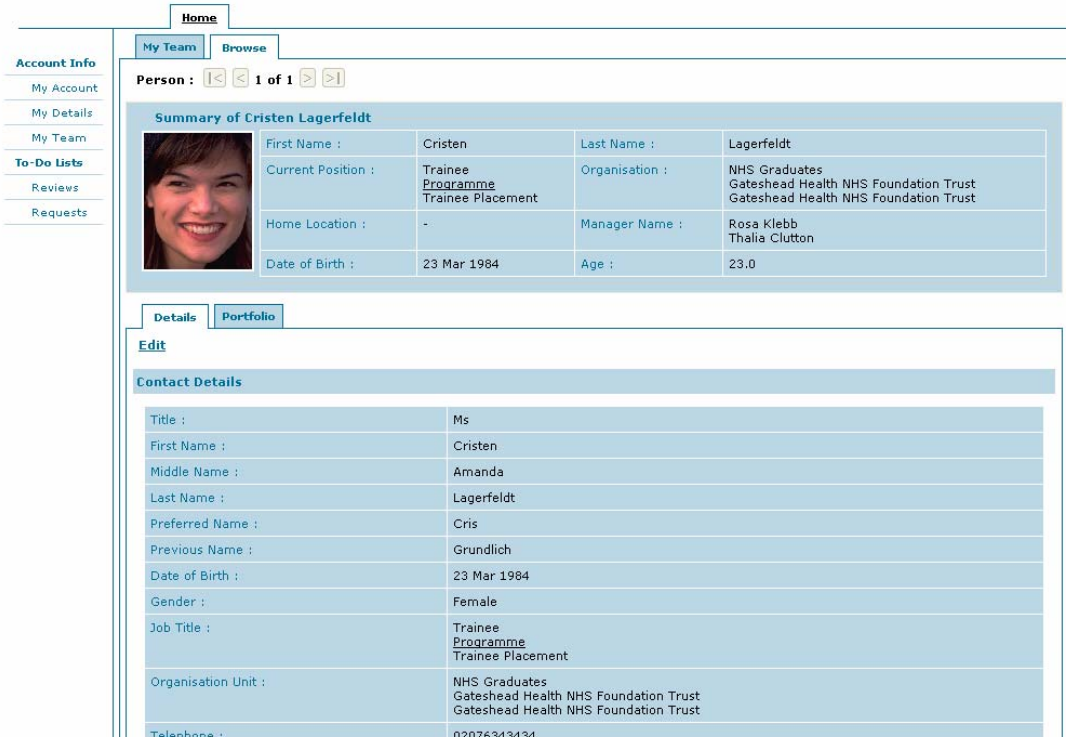
6 My Team

Click My Team to see Trainees that are on your placement or programme.



6.1 Browse

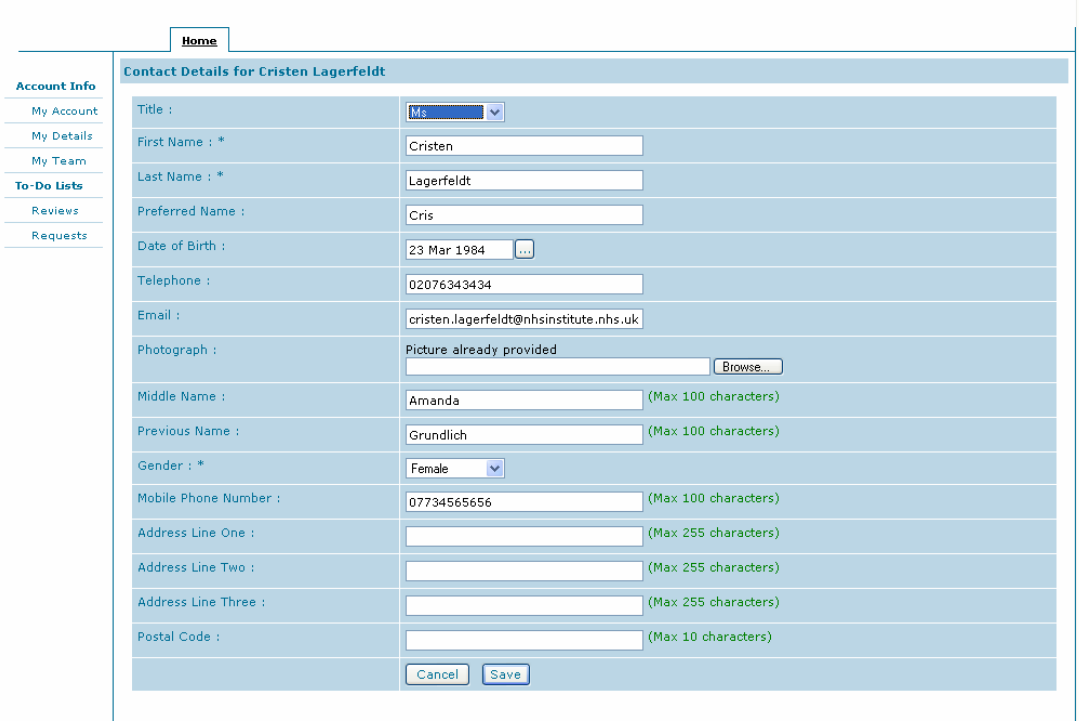
The Browse tab allows you to scroll through your trainees. If you are a Programme Manager you will also be able to see the Placement Managers that the trainees are assigned to.



6.2 Details

The Details screen displays selected placement and contact information about the trainee. Some of this information is read only.

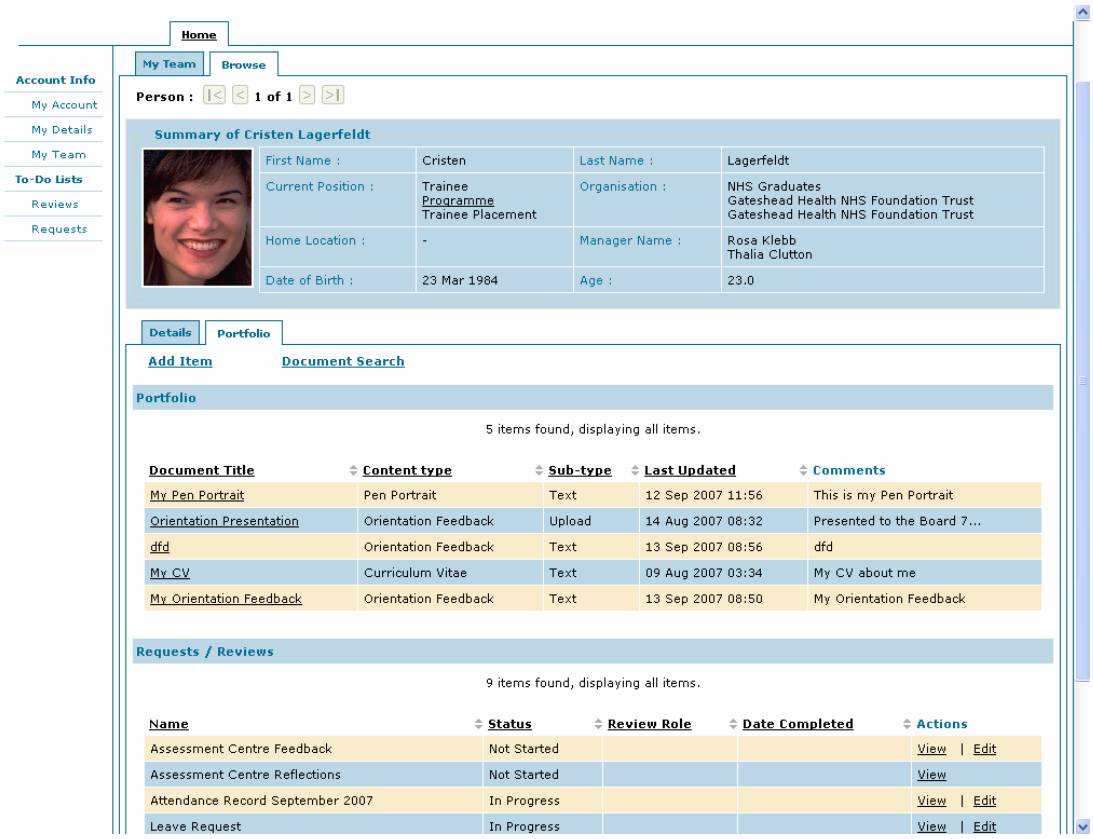
Click **Edit** to edit the Details questionnaire.



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

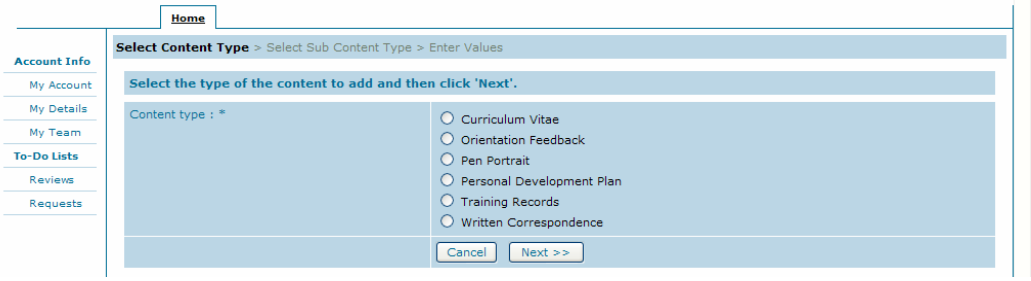
6.3 Portfolio

Click **Portfolio** to view uploaded documents and personal questionnaires relevant to the trainee you are viewing.

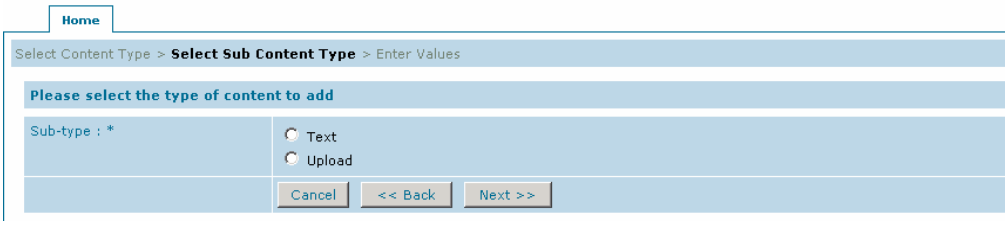


6.4 Add Item

Click **Add Item** to upload a document (such as a CV or PDP) or add a text file.

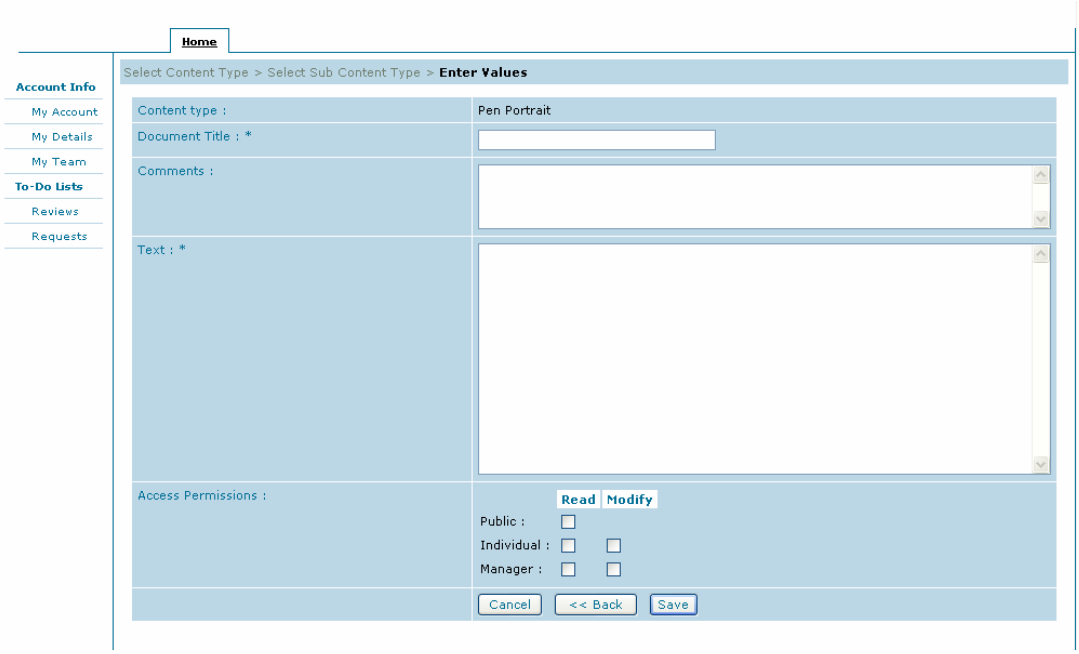


Select the **Content Type** from the list and click **Next** to continue.



Choose **Text** to create a text file or **Upload** to add an existing document.

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



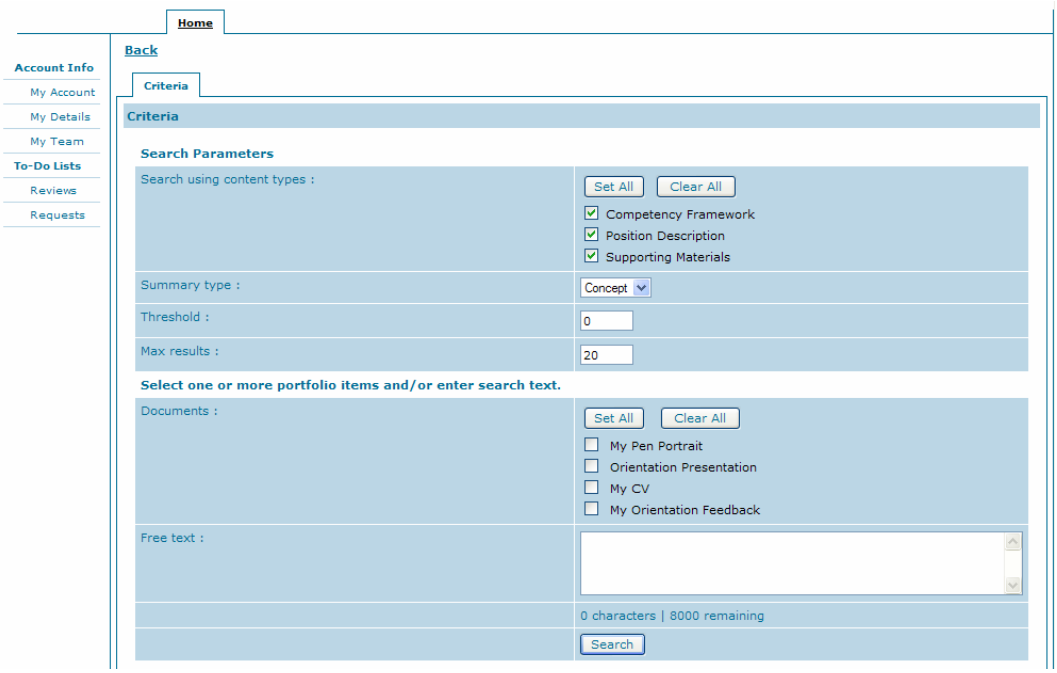
If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow the Leadership Development Manager (Manager), or the Trainee (Individual) access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible by you).

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

If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow the Leadership Development Manager (Manager), or the Trainee (Individual) access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).

6.5 Document Search

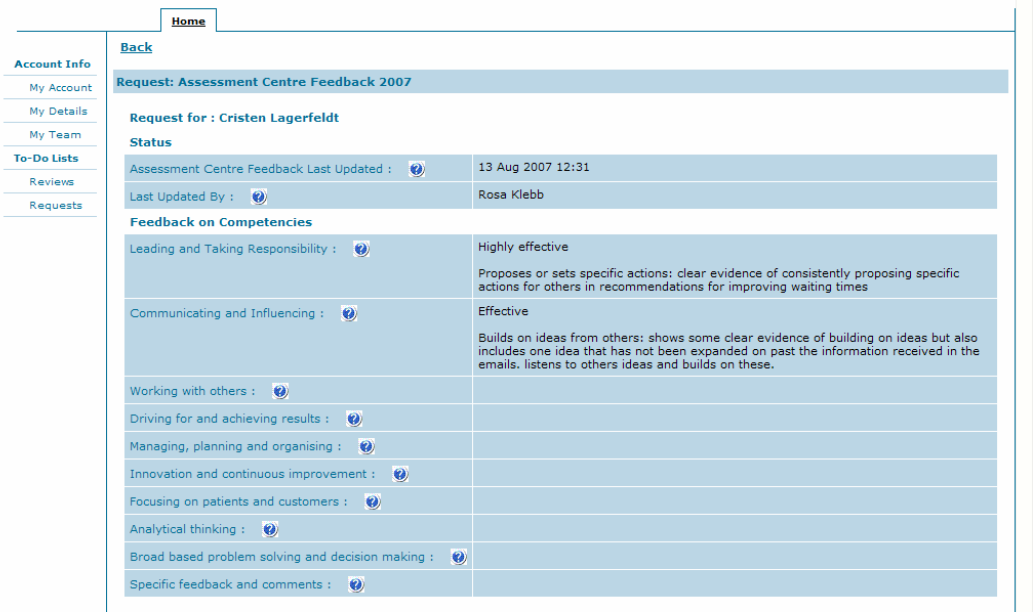
Click **Document Search** to find documents on the system.



Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and **Max Results** to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search.

6.6 Assessment Centre Feedback

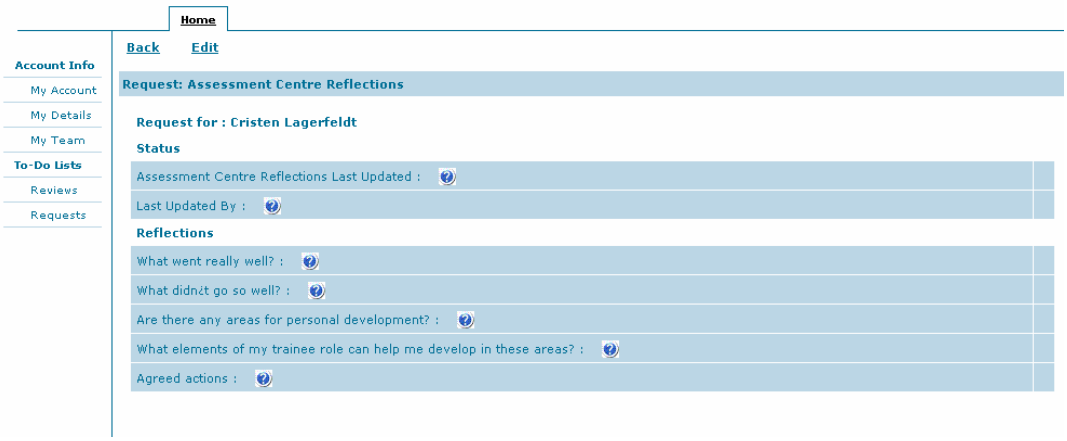
Click **View** to display the **Assessment Centre Feedback** questionnaire.



There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by your Leadership Development Manager based on the trainee's performance at the Assessment Centre.

6.7 Assessment Centre Reflections

Click **View** to edit the **Assessment Centre Reflections** questionnaire.



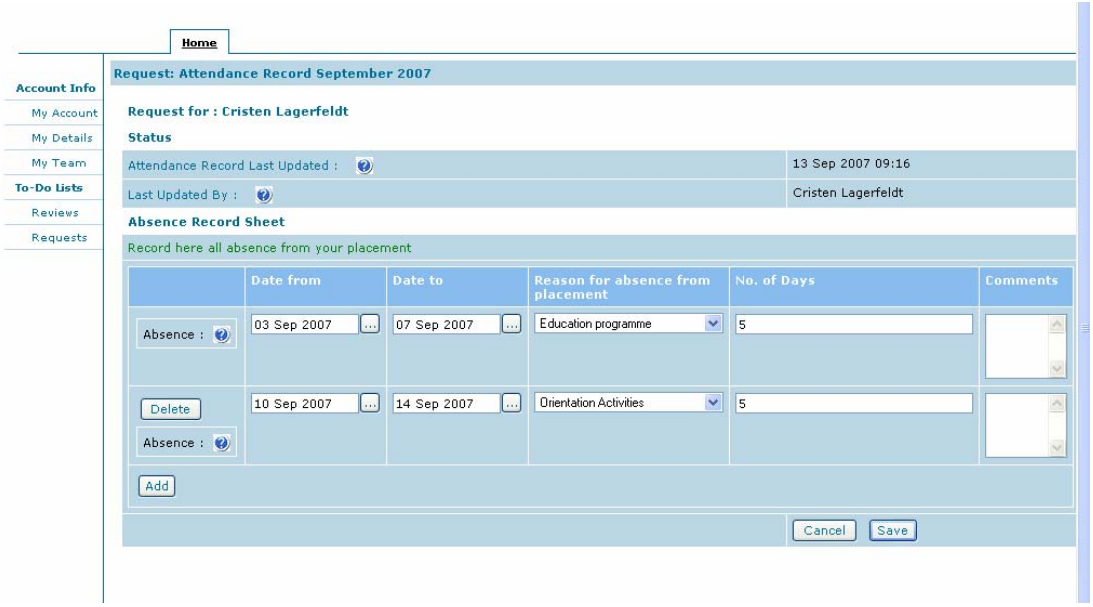
There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee based on their experience at the Assessment Centre.

The Assessment Centre Feedback and the Assessment Centre Reflections are both used to form the basis of the trainee's Personal Development Plan.

6.8 Attendance Record

Click **View** to edit the **Attendance Record** questionnaire.

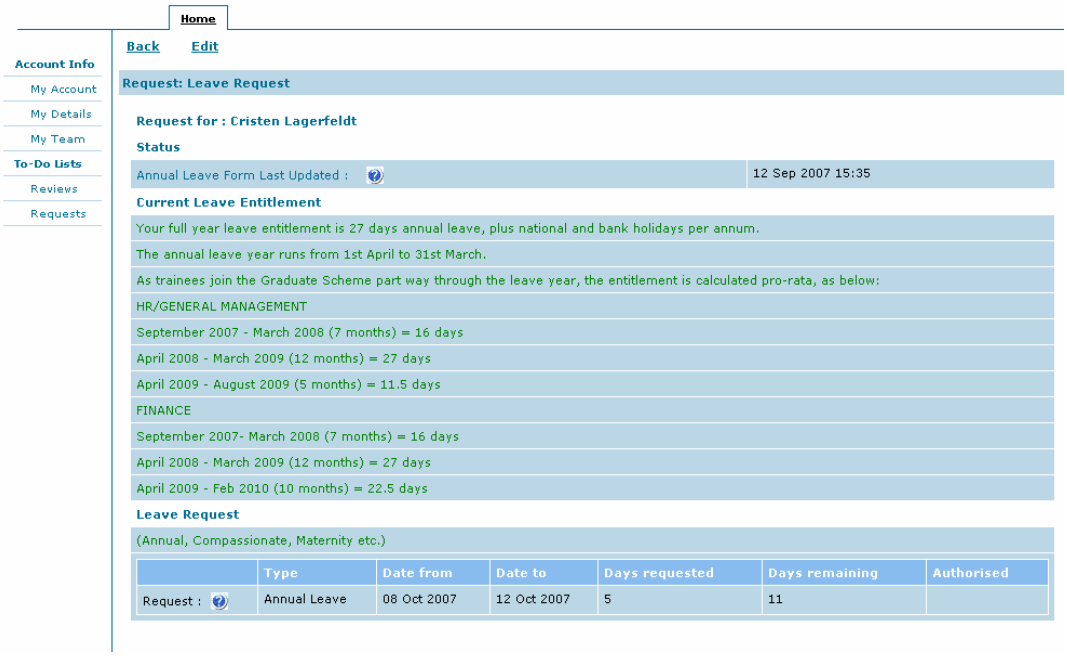
Click **Edit** to edit the **Attendance Record** questionnaire. If the Reason for Absence from Placement drop down list does not include your reason for absence please add more detail in the Comments box.



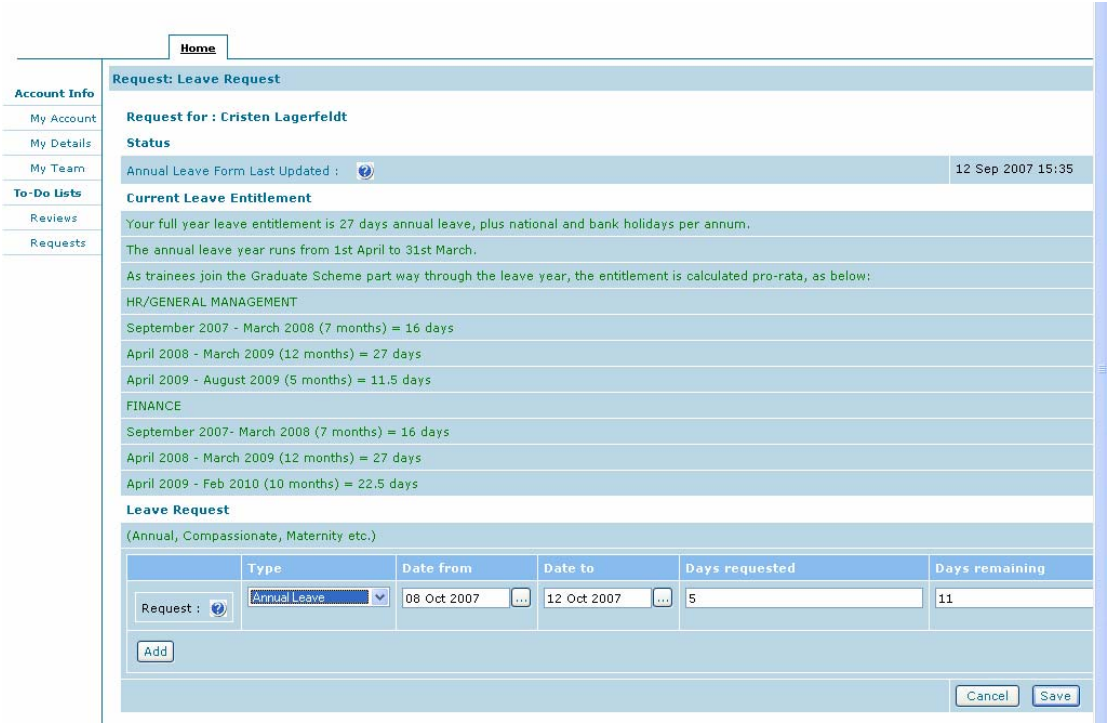
Click **Save** to save the information or **Cancel** to abandon the process.

6.9 Leave Request

Click **View** to display the **Leave Request** questionnaire. The trainee completes the majority of the questionnaire and you are required to authorise the request. You can do this by selecting the date that you are authorising the request in the **Authorised** field.



Click **Edit** to edit the **Leave Request** questionnaire.

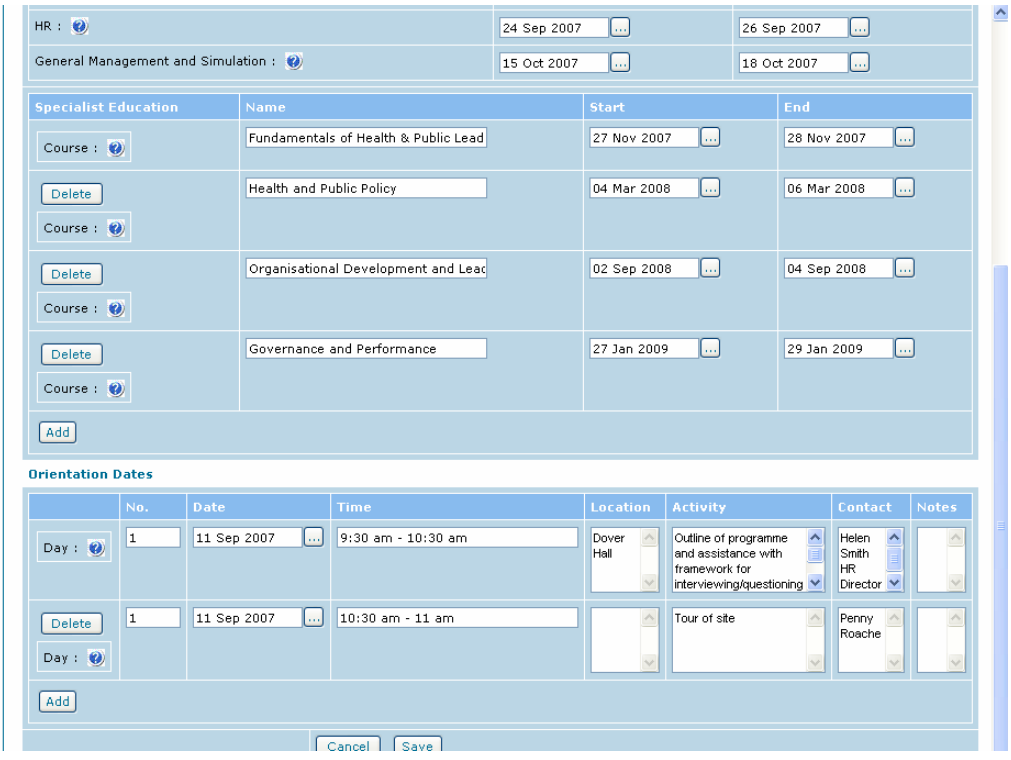


Click **Save** to save the information or **Cancel** to abandon the process.

6.10 Orientation Plan 2007

Click **View** to display the **Orientation Plan 2007** questionnaire.

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

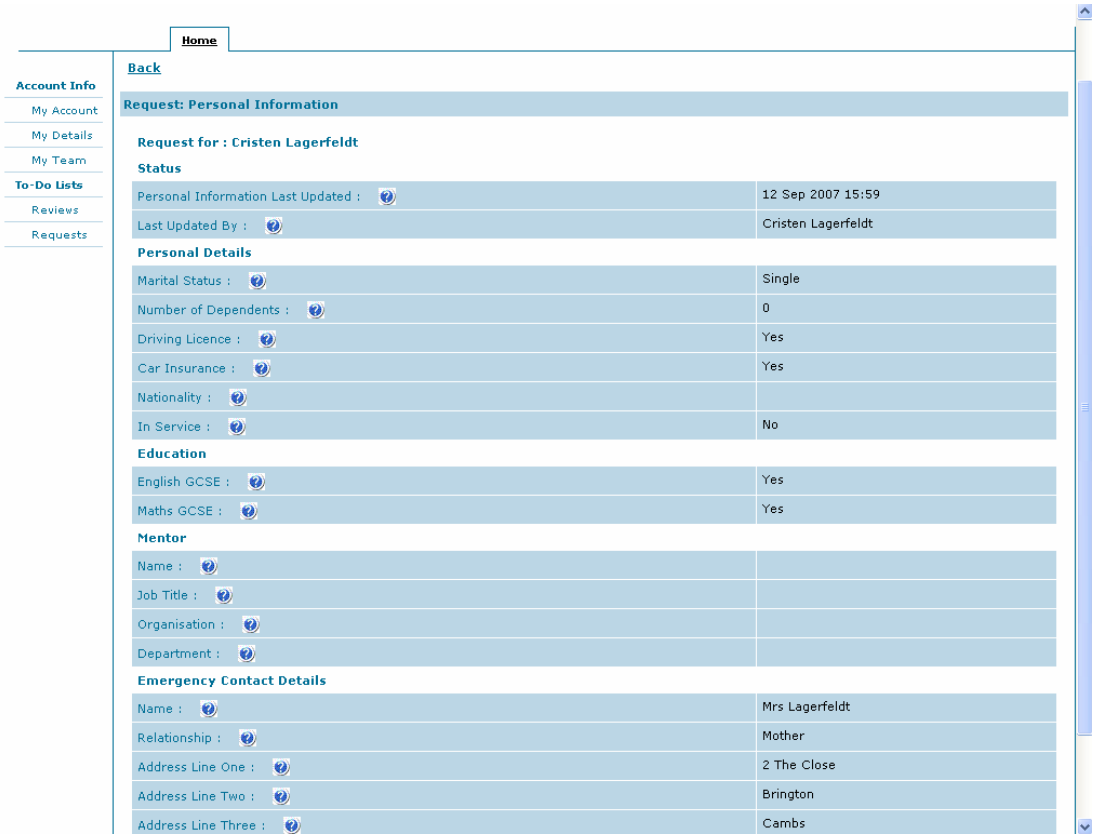


Click **Save** to save the information or **Cancel** to abandon the process.

This questionnaire is for you and your trainee to plan and record their Orientation. There is an area at the top of the questionnaire where you are able to input any Education dates that the trainee has – this will enable you to plan around any set dates.

6.11 Personal Information

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



There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee.

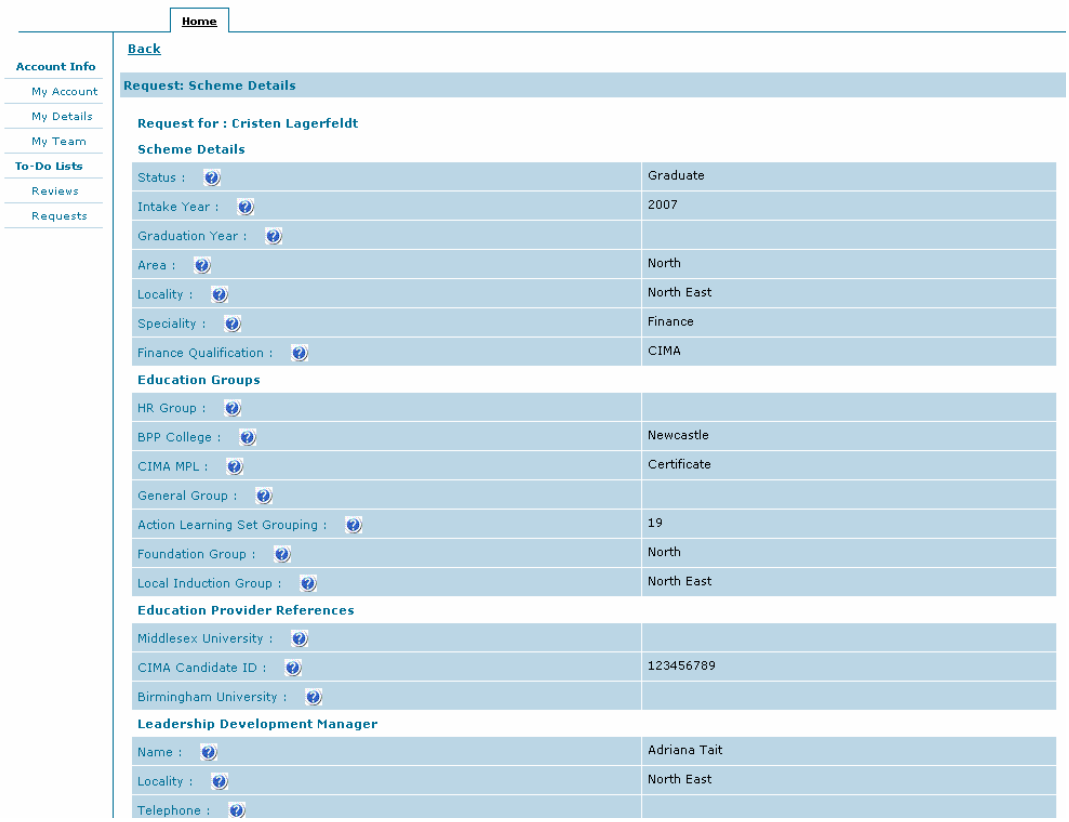
6.12 Qualifications

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

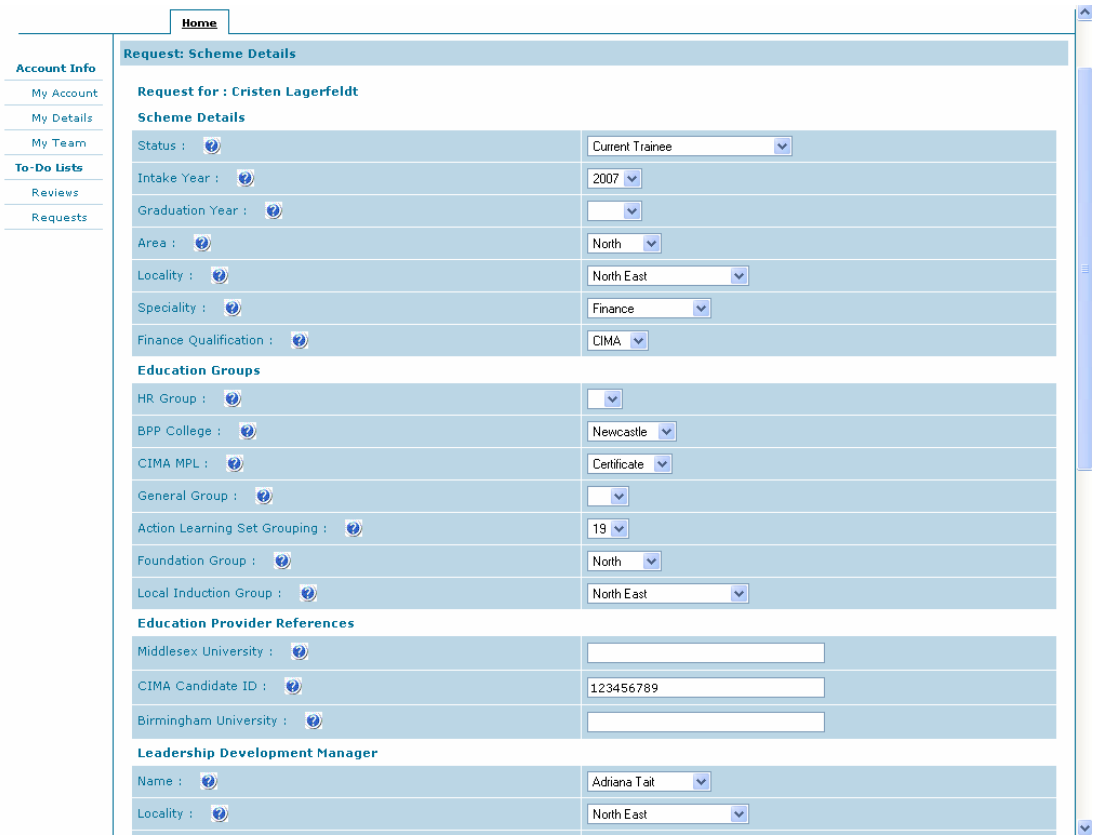
There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee.

6.13 Scheme Details

. Click **View** to display the **Scheme Details** questionnaire.



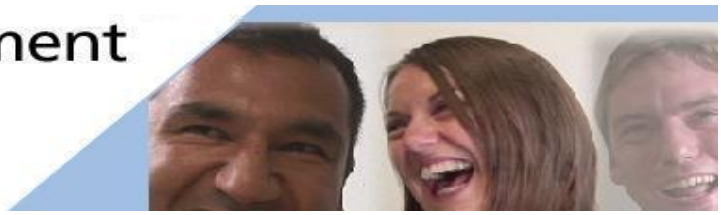
.Click **Edit** to edit the **Scheme Details** questionnaire.

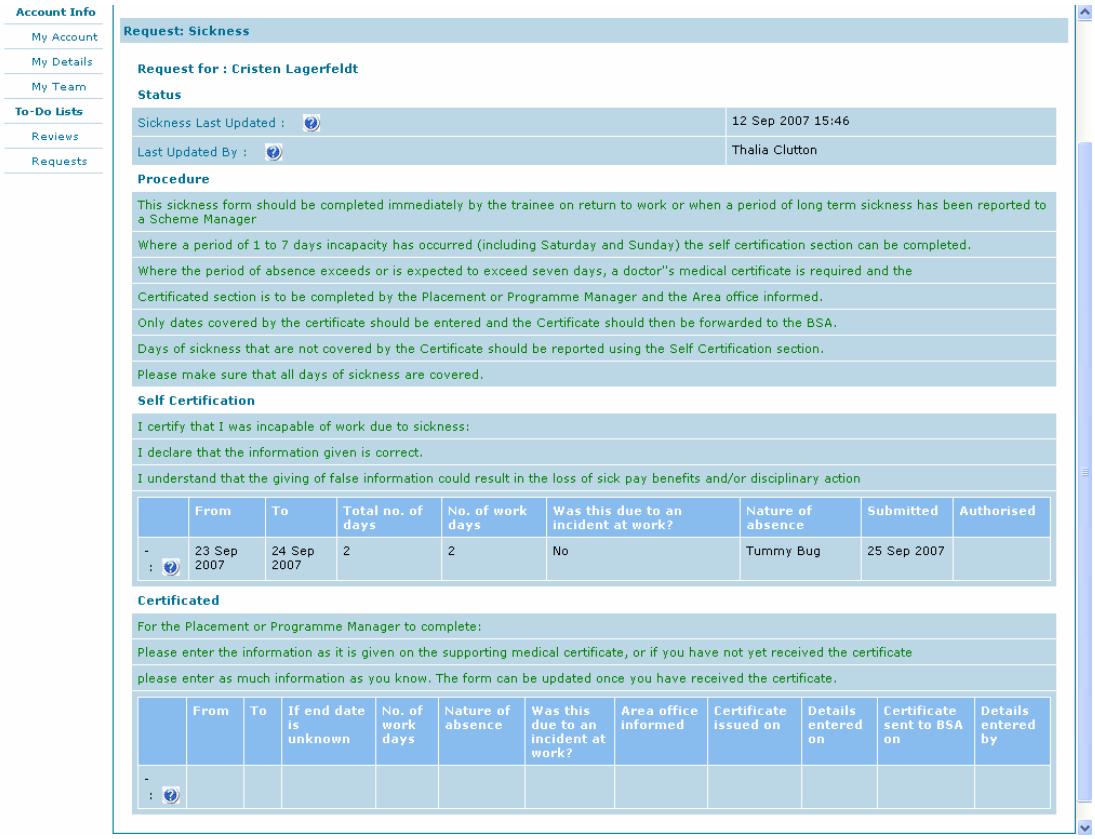


Click **Save** to save the information or **Cancel** to abandon the process.

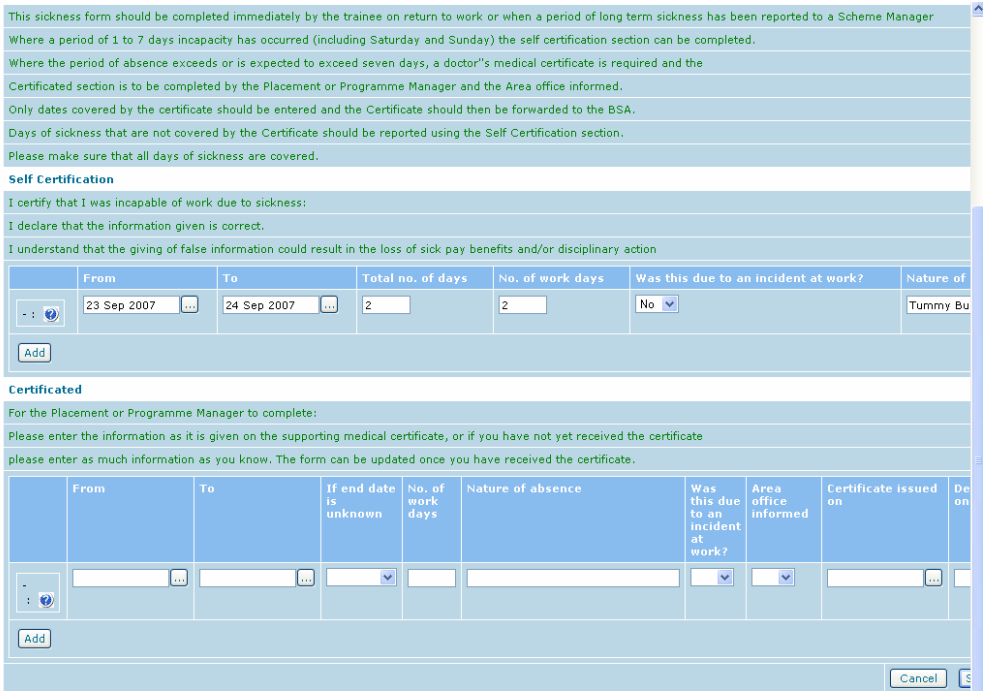
6.14 Sickness

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





Click **Edit** to add or update the appropriate sections of the questionnaire – you will need to authorise any Self Certification section by entering the date that you are authorising in the **Authorised** fields and complete the Certificated section as appropriate.



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

7 Reviews

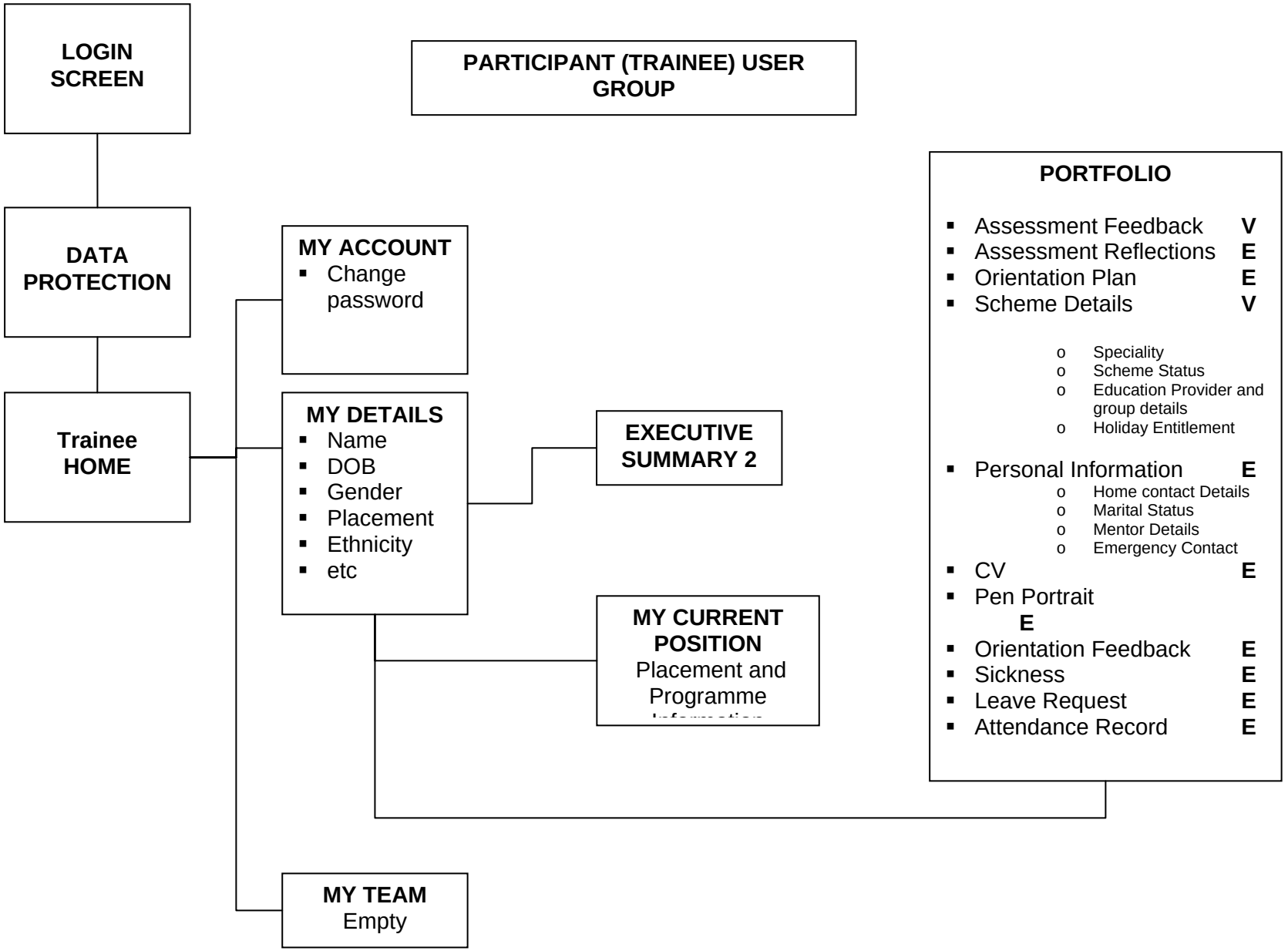
Click **Reviews** to display any appraisal questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are appraisal questionnaires to be completed.

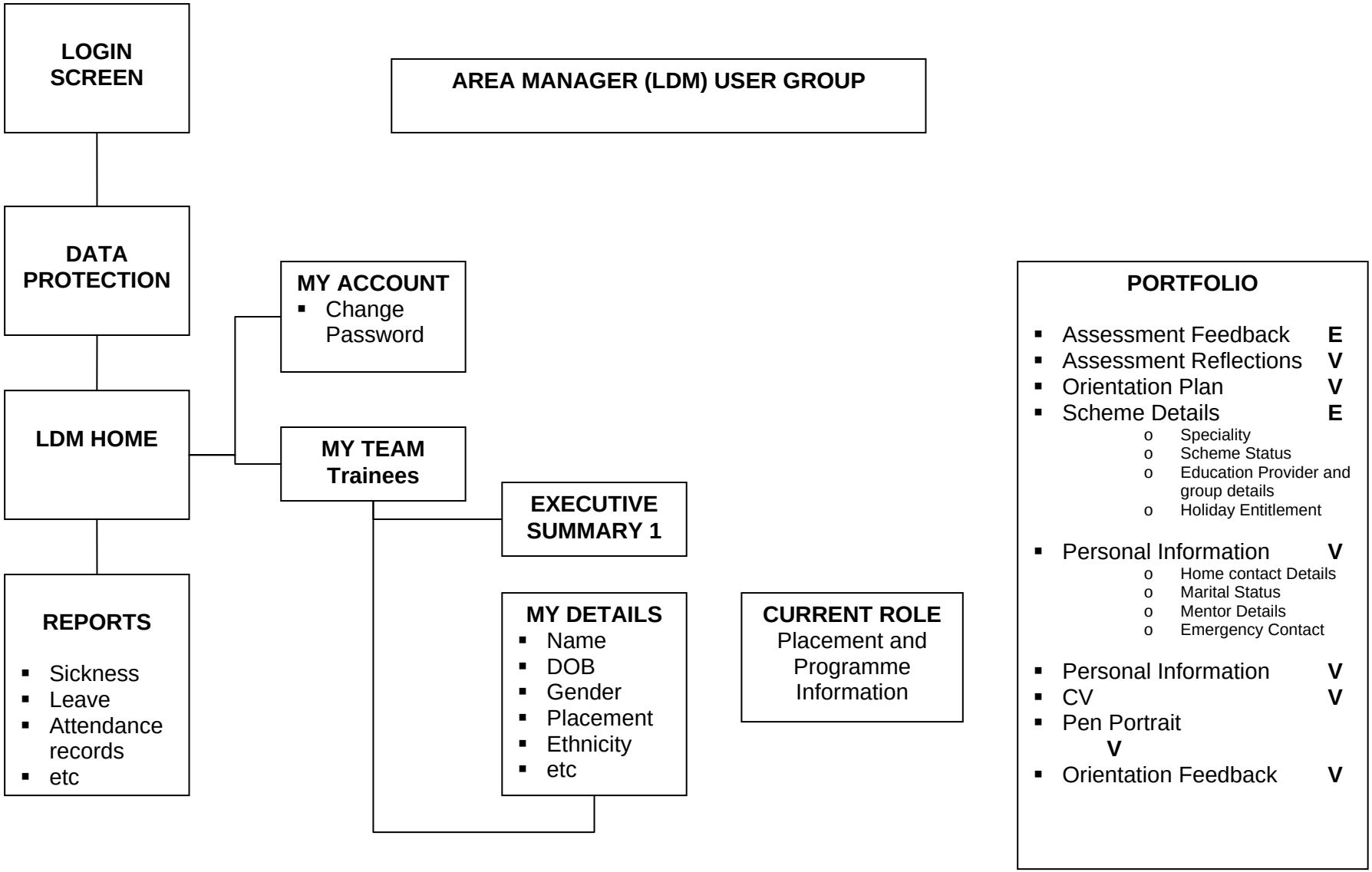
8 Requests

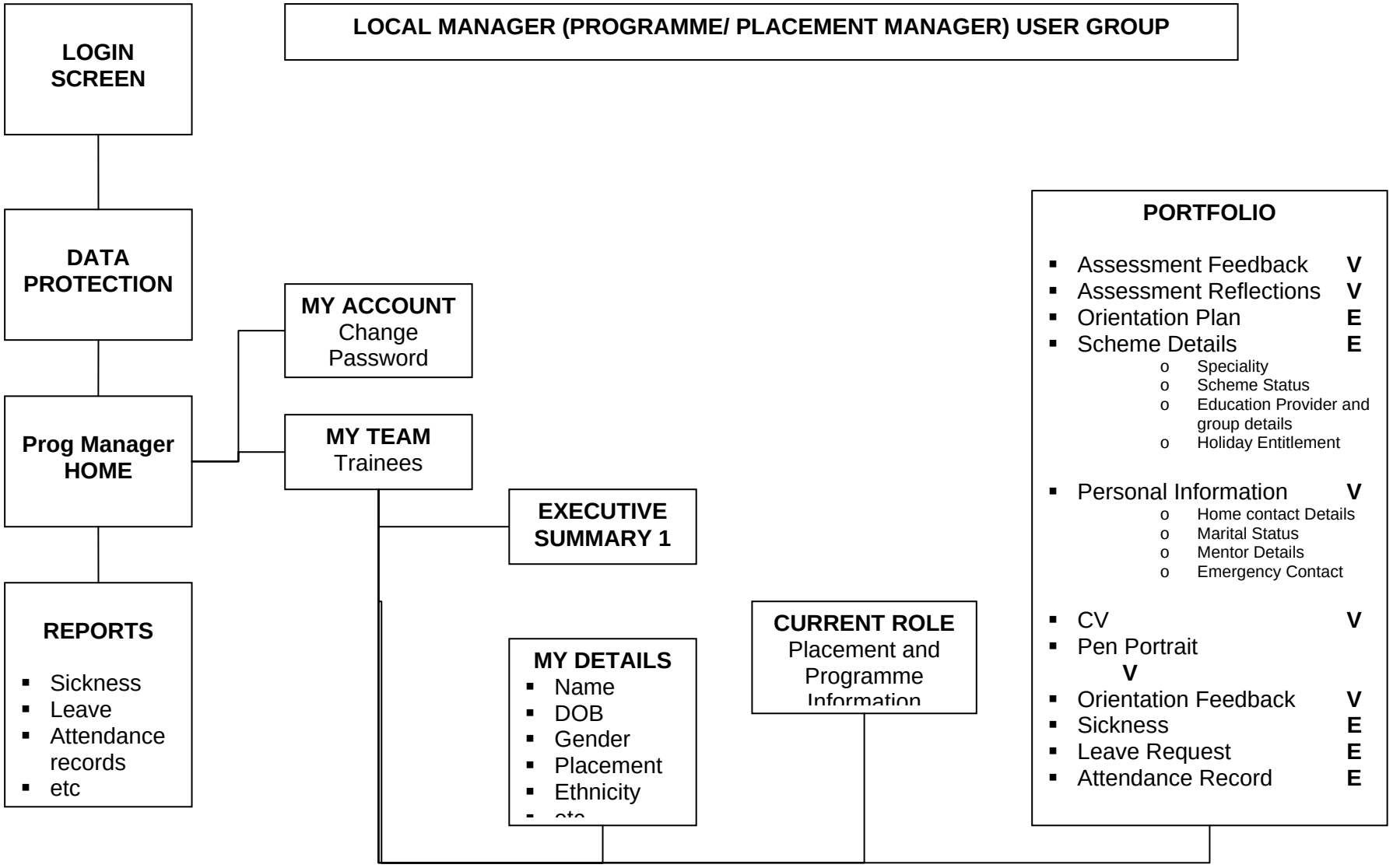
Click **Requests** to display any other questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

9 Information Access

The following maps describe what is currently available in Talent Studio and what is accessible to the three main user groups: Trainees, Placement and Programme Managers, and Leadership Development Managers.


LOGIN SCREEN
DATA PROTECTION
Trainee HOME
PARTICIPANT (TRAINEE) USER GROUP
MY ACCOUNT
Change password
MY DETAILS
Name
DOB
Gender
Placement
Ethnicity
etc
EXECUTIVE SUMMARY 2
MY CURRENT POSITION
Placement and Programme
MY TEAM
Empty
PORTFOLIO
Assessment Feedback V
Assessment Reflections E
Orientation Plan E
Scheme Details V
Speciality
Scheme Status
Education Provider and group details
Holiday Entitlement
Personal Information E
Home contact Details
Marital Status
Mentor Details
Emergency Contact
CV E
Pen Portrait E
Orientation Feedback E
Sickness E
Leave Request E
Attendance Record E


LOGIN SCREEN
AREA MANAGER (LDM) USER GROUP
DATA PROTECTION
MY ACCOUNT
Change Password
LDM HOME
MY TEAM Trainees
EXECUTIVE SUMMARY 1
MY DETAILS
Name
DOB
Gender
Placement
Ethnicity
etc
CURRENT ROLE
Placement and Programme Information
REPORTS
Sickness
Leave
Attendance records
etc
PORTFOLIO
Assessment Feedback E
Assessment Reflections V
Orientation Plan V
Scheme Details E
Speciality
Scheme Status
Education Provider and group details
Holiday Entitlement
Personal Information V
Home contact Details
Marital Status
Mentor Details
Emergency Contact
Personal Information V
CV V
Pen Portrait V
Orientation Feedback V


LOCAL MANAGER (PROGRAMME/ PLACEMENT MANAGER) USER GROUP
LOGIN SCREEN
DATA PROTECTION
Prog Manager HOME
REPORTS
Sickness
Leave
Attendance records
etc
MY ACCOUNT
Change Password
MY TEAM
Trainees
EXECUTIVE SUMMARY 1
MY DETAILS
Name
DOB
Gender
Placement
Ethnicity
CURRENT ROLE
Placement and Programme Information
PORTFOLIO
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