



NHS North West

## Talent Studio User Guide



**Welcome to Talent Studio software to support the NHS North West  
Leadership Academy**



# NHS NORTH WEST

## LEADERSHIP ACADEMY



Talent Studio User Guide

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## Talent Studio

Welcome to Talent Studio, the NHS North West Leadership Academy's software for tracking talented individuals in the North West. Knowing where our talented individuals are and tracking them is a key strand of the Academy's Talent Management Strategy. All individuals who access the Academy programmes will have their details entered on the system, not only to support individuals and ensure talent is monitored, but to support senior leadership appointments throughout the North West.

### What is Talent Studio?

Talent Studio is a strategic talent management tool that provides a comprehensive solution that will be used to capture and present succession and career planning information. The web application brings together employee information from a wide range of sources, and makes it available for executive-level talent review. Talent Studio provides a best practice platform to use in talent management processes. This holistic view provides organisation-wide knowledge of all critical workforce information to support easy and informed decision-making. Using Talent Studio's powerful search capabilities, the Academy and North West organisations can access, sort, and analyse human capital information to strategically plan and manage their workforce.

### What are the benefits?

The advantages of the Talent Studio are that the information is made available to:

- Senior staff who can easily enter and review their own pertinent data such as their qualifications, experience and aspirations.
- Line managers who can easily enter and review employee development, suitability for future roles and tracking data.
- Board members who can easily retrieve and review organisational data on their talent including leadership potential, key skill holders and critical competencies.
- HR Directors can easily define, configure, and administer their senior "pool" of talent in the organisation.

The benefits of Talent Studio include:

- improved use of existing resources,
- employee development and assignment,
- senior employee retention, and senior employee development
- enhanced access to individuals ready for promotion

### How is it used in the North West Region?

All those having access to an NHS NW Leadership Academy programme have the opportunity to enter their details onto Talent Studio, this allows individuals to demonstrate their current competencies and their future aspirations, uploading CVs, development data etc. In addition, data will be entered of those in the North West on current national schemes such as Gateway to Leadership and Breaking Through programmes.

NW Chief Executives and HR Directors from NHS NW Leadership Academy member organisations will be able to enter and gain information about the numbers of individual ready to progress to senior leadership positions.



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## 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 North West Leadership Academy administrator by emailing [info@nwacademy.nhs.uk](mailto:info@nwacademy.nhs.uk)

If you forget your password please contact the NHS North West Leadership Academy administrator by emailing [info@nwacademy.nhs.uk](mailto:info@nwacademy.nhs.uk)

To log out at any time click **Log Out** 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 agree to the data protection policy each time they login to Talent Studio.

### 1.2 Home page

This 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.



	<b>3.1 Edit</b>
	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
<b>4</b>	<b>My Current position</b>
	Click <b>My Current Position</b> to view the details of your current post or posts
<b>5</b>	<b>Portfolio</b>
	Click <b>Portfolio</b> to view your uploaded documents and personal questionnaires
	<b>5.1 Add item</b>
	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>
	<b>5.2 Document search</b>
	Click <b>Document search</b> to find documents on the system



	<b>5.3 Questionnaires</b>
	<b>5.3.1. Career Mobility</b>
	Click <b>View</b> to display the <b>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>5.3.2. Chief Executive/Sponsor Recommendation</b>
	Click view to display the Chief Executive recommendation. This page will be input to by your Chief Executive/Sponsor. There is no edit button. You have access to read this.
	<b>5.3.3. Development Activity</b>
	Click <b>View</b> to display the <b>Development Activity</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 edit process
	<b>5.3.4. Future Role Review</b>
	Click <b>View</b> to display the <b>Future Role Questionnaire</b> . Click <b>Edit</b> to add or update the information.  Both you and your sponsor 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. 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.
	<b>5.3.5. Personal Aspiration</b>
	Click <b>View</b> to display the <b>Personal Aspiration</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>5.3.6. Experience</b>
	Click <b>View</b> to display the <b>Experience</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 edit process



	<b>5.3.7. Qualifications</b>																																		
	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</b>																																		
	This section does not require input from participants. Sponsors will be able to view their candidates under My Team. Click <b>My Team</b> to access the details of the people you are managing.																																		
<b>7</b>	<b>Appraisals</b>																																		
	Click <b>Appraisals</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.																																		
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	Click <b>Questionnaires</b> 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.																																		
<b>9</b>	<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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	<table border="1"> <thead> <tr> <th>Data Field</th><th>You</th><th>Your Sponsor</th><th>Academy Admin</th></tr> </thead> <tbody> <tr> <td>Title</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>First Name</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>Last Name</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>Date of Birth</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>Gender</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>Job Title</td><td>r/w</td><td>r</td><td>r/w</td></tr> <tr> <td>Organisation</td><td>r/w</td><td>r</td><td>r/w</td></tr> </tbody> </table>			Data Field	You	Your Sponsor	Academy Admin	Title	r/w	r	r/w	First Name	r/w	r	r/w	Last Name	r/w	r	r/w	Date of Birth	r/w	r	r/w	Gender	r/w	r	r/w	Job Title	r/w	r	r/w	Organisation	r/w	r	r/w
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### 9.3.4 Future Role Review

Data Field	You	Your Sponsor	Academy Admin
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

### 9.3.5 Mobility

Data Field	You	Your Sponsor	Academy Admin
Readiness to move	r/w	r	r
Constraints	r/w	r	r

### 9.3.6 Personal Aspiration

Data Field	You	Your Sponsor	Academy Admin
Level	r/w	r	r
Salary Band	r/w	r	r
Function	r/w	r	r
Sector	r/w	r	r

### 9.3.7 Qualifications

Data Field	You	Your Sponsor	Academy Admin
Educational	r/w	r	r
Professional	r/w	r	r
Practitioner	r/w	r	r
Development	r/w	r	r