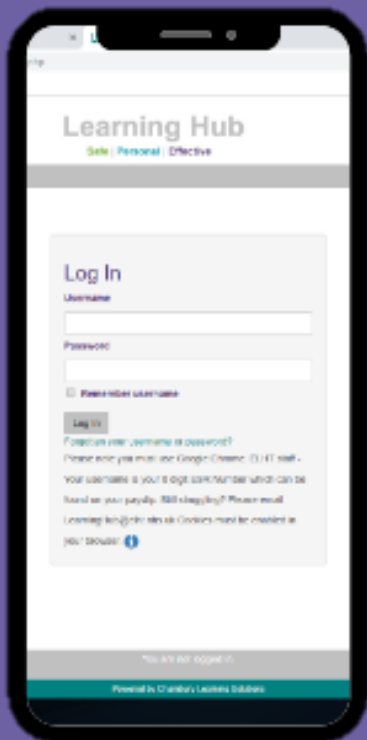


FAQ's – Appraisals on Learning Hub



Questions about how to conduct Appraisals should be directed to the Education Development team:

educationdevelopment@elht.nhs.uk

For information on how to record Appraisal information please email Learning Hub:

Learninghub@elht.nhs.uk

Q	How do I link a member of staff to me so that I can complete their Appraisal on Learning hub?
A	<p>You can find a 'Changes to My Team' form by clicking the green 'Information' side tab on your Learning Hub homepage and then opening the 'Forms & Miscellaneous' folder. Complete this and return it to LearningHub@elht.nhs.uk, and a member of the team will action this for you.</p> <p>This process is not automatic, or linked to changes made to ESR, you need to let the Learning Hub team know whenever a change to your team takes place.</p>
Q	How soon does a member of staff need an Appraisal when they begin working for ELHT?
A	<p>All staff new to the organisation are required to have an appraisal conversation, including completion of the appraisal checklist and formation of objectives within the first six weeks.</p> <p>After this initial Appraisal and objective setting session, staff will be required to have an Appraisal once every 12 months.</p>
Q	Who can input my objectives?
A	<p>Both Manager and staff member have access to input objectives.</p> <p>We advise that objectives are best inputted by the staff member as they will then be able to access and update these objectives throughout the year as required. The Manager/Appraiser will also have access to update objectives.</p> <p>If the manger inputs the objectives then only they are able to edit them, the staff member will not be able to update them.</p>
Q	Can you update my staff member's compliance because they are off sick/on maternity leave?
A	<p>The Learning Hub Team receive a lot of emails stating that their member of staff is on long-term sick or still on maternity leave in response to automated reminder messages.</p> <p>The Team cannot legally change someone's status within the system to</p>

	<p>change their compliance and cannot manipulate the system so that members of staff who are absent are not reported on. These staff will need to arrange their appraisal once they return to work.</p> <p>'Back to Work', 'Phased Return to Work' and 'Keep in Touch' days can be used to complete an appraisal as a Manager sees fit.</p>
Q	How do I check the Appraisal Compliance of My Team on the Learning Hub?
A	<p>Please see your 'Team Compliance' block via the blue 'Reports & Compliance' block.</p> <p>You can use the Appraisal Compliance (Red, Amber, Green) report by clicking on the blue 'Reports & Compliance' block then List of Reports from the Learning Hub home page.</p> <p>You can search for a single member of staff using the First Name, Last Name or Employee Number filters.</p> <p>You can use a Saved Search to check compliance for a Division.</p> <p>If you need to check compliance for a specific Directorate or Cost Centre you can change the filters to choose an organisation and either conduct a search or open up the folders to selected the desired Directorate or Cost Centre.</p>
Q	When will my Required Learning and the Appraisal Compliance Report update after completion of the Appraisal Checklist?
A	Once an appraisal checklist has been completed please allow between 24-48 hours for this to be displayed in your Required Learning and Appraisal Compliance.

Learning Hub

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Appraisals

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