

NHS ELECTRONIC STAFF RECORD

ESR-NHS0220 - GUIDE TO ESRBI APPRAISALS AND PMP DASHBOARD

Information Classification: PUBLIC

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Creation Date:	May 2016
Last Updated:	February 2024
Version:	7.0

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
16/08/2016	Matt Madya	2.0	Updated following new ESRBI developments
04/07/2017	Matt Madya	3.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	4.0	Updated following new ESRBI developments
04/09/2020	Matt Madya	5.0	Updated following new ESRBI developments
17/09/2021	Matt Madya	6.0	Updated following new ESRBI developments
01/02/2024	Matt Madya	7.0	Updated following new ESRBI developments

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Name	Position
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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Appraisals and PMP Dashboard

Description

This dashboard is designed to provide the user with intelligence around Appraisal and PMP functionality within ESR. This includes information on Appraisals, Objectives, Questionnaires and Scorecards.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management

Prompts

Organisation(s)
Staff Group(s)
Assignment Category
Person Type
Employee Person Type
Assignment Status
Occupation Code
Pay Grade
Primary Assignments Only
Effective Date

Summary Tab

Prompts

Objective Start Date Between
Objective Target Date Between
Objective Group

Objective Summary

Description

This analysis provides totals for Objectives Set, Objectives Completed and % of Objectives Completed. Grouping is available by Org Levels 1-13, Staff Group, Role and Pay Scale.

Data Items

Title	Description
Objectives Set	Distinct Count of Objective IDs
Objectives Completed	Distinct Count of Objective IDs where Objective Achievement Date is not null
Completed %	Distinct Count of Objective IDs where Objective Achievement Date is not null / Count of Objective IDs
Grouping	

Column Selector

Group by

View Selector

Bar Graph (default)

Table

Example Screenshot

Objective Summary

Group by

Objectives Set	Objectives Completed	% Completed
2603	338	12.99

View as

Staff Group	Objectives Set	Objectives Completed	% Completed
Add Prof Scientific and Technic	0	0	0.00
Additional Clinical Services	3	0	0.00
Administrative and Clerical	2582	338	13.09
Allied Health Professionals	2	0	0.00
Estates and Ancillary	16	0	0.00
Healthcare Scientists	0	0	0.00
Nursing and Midwifery Registered	0	0	0.00

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Actions

% Completed>Objective Detail

PMP Scorecard Status

Description

This analysis provides an assignment count grouped by Scorecard Status. Further grouping by Org Levels 1-13, Staff Group, Role and Pay Scale is also available.

Data Items

Title	Description
Number of Assignments	Count of Assignment Number
Scorecard Status	
Grouping	

Table Prompt

Plan Name

Column Selector

Group by

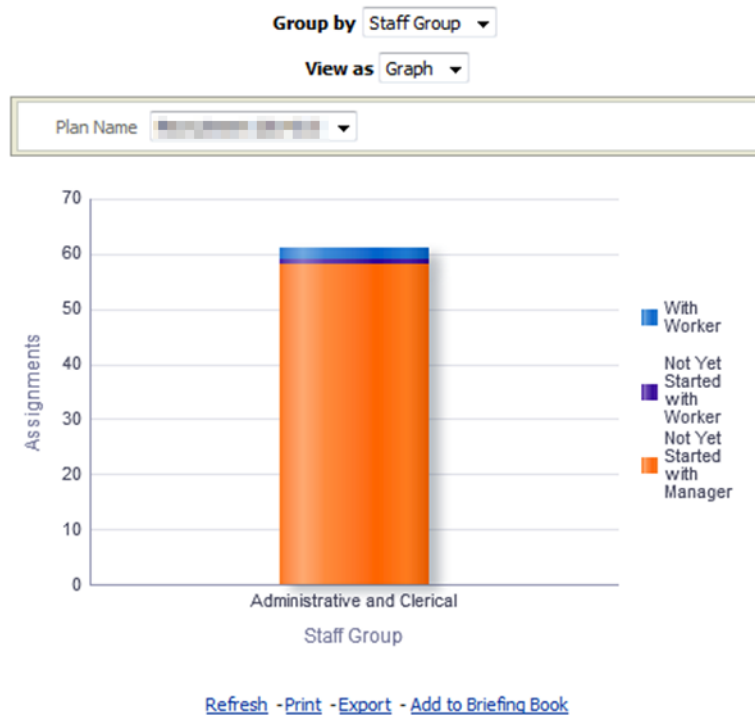
View Selector

Bar Graph (default)

Table

Example Screenshot

PMP Scorecard Status



Actions

of Assignment>PMP Scorecard Detail

Appraisals Tab

Prompts

Appraisal Date Between

Status

Template

Appraisal Detail

Description

This analysis provides a detailed view of Appraisal information by assignment including Appraisal Date, Status and Review Type.

Data Items

Assignment Number	Employee Name
Position	Organisation
Appraisal Date	Status
Template	Review Type
Overall Appraisal Rating	Org Level 1-13

Column Selector

Org Level 1-13

Navigation

Users are able to use the View column to navigate to an Employee Detail page and view employee specific details on Appraisals, Competencies, Objectives and Questionnaires.

Example Screenshot

NHS Electronic Staff Record - Business Intelligence

Organisation(s) Staff Group(s) Assignment Category Person Type(s) Employee Person Type(s) Assignment Status Occupation Code Pay Grade(s) Primary Assignments Only Effective Date

Appraisal Date Between - Status

View	Assignment Number	Employee Name	Position	Organisation	Appraisal Date	Status	Template	Review Type
<input type="checkbox"/>	20101326	Bradley04, Mr. Derek	236111 Speciality Registrar 091 Anaesthetics	504 Anaesthetics	01/05/2015	Completed	504 Revalidation Template	Review
<input type="checkbox"/>	20095183	Nelson04, Mr. Art	84608 Staff Nurse Band 6 N6A Surgery	504 Ward 10	01/05/2015	Completed	504 Revalidation Template	Review

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Actions

View>Employee Details

Objective Detail Tab

Prompts

Objective Start Date Between

Objective Target Date Between

Objective Group

Objective Detail

Description

This analysis provides a detailed view of Objective information by assignment including Objective Name, Detail, Comments and Success Criteria.

Data Items

Employee Number	Assignment Number
Employee Name	Position Name
Organisation	Objective Name
Measure Name	Measurement Style
Measure Comments	Target Date
Target Value	Actual Value
Detail	Comments
Complete (%)	Achievement Date
Success Criteria	Start Date
Objective Performance Rating	Objective Performance Comments
Creation Date	Created By
Last Update Date	Last Updated By

Column Selector

None

Navigation

None

Questionnaire Detail Tab

Prompts

Appraisal Date Between

Status

Template

Questionnaire Detail

Description

This analysis provides a detailed view of Questionnaire information by assignment including Appraiser Question and Appraiser Answer.

Data Items

Assignment Number	Employee Name
Organisation	Appraiser Date
Appraiser Question	Appraiser Answer
Participant Question	Participant Answer
Organisation	Staff Group
Organisation Level 1-13	

Column Selector

Organisation

Organisation Level 1-13

Staff Group

Navigation

None

Example Screenshot

Organisation(s) (All Column Values) Staff Group(s) (All Column Values) Assignment Category Fixed Term Temp;A Person Type(s) Employee;Employee
 Employee Person Type(s) (All Column Values) Assignment Status NULL;Acting Up;Act Occupation Code (All Column Values) Pay Grade(s) (All Column Values)
 Primary Assignments Only --Select Effective Date 04/09/2020 00:00

Next Apply Reset

Appraisal Date Between - Status NULL;Completed;On

Apply Reset

Group by Organisation and and and OK

Assignment Number	Employee Name	Organisation	Appraisal Date	Appraiser Question	Appraiser Answer
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	12/04/2013	Evaluation of the learning and development activity	
				Hours and dates	
				How can I overcome these obstacles?	1. Promote the event 2. Send reminders to participants.
				How will I know that I have completed this development and it is successful? What are the review dates?	1. Career sessions scheduled on 24th April 2013. 2. 360 meetings held and provide appropriate feedback to participants in the process to complete by June 2013.
				Learning and development activity	
				PDP Date	12 April 2013
				What is the development need?	1. Develop Knowledge and deliver presentation to wider

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PMP Scorecard Detail Tab

Prompts

Plan (All Column Values)

Scorecard Status (All Column Values)

PMP Scorecard Detail

Description

This analysis provides a detailed view of PMP Scorecards by assignment including Plan Name and Scorecard Status.

Data Items

Assignment Number	Employee Name
Position Title	Organisation
Plan Name	Scorecard Status

Column Selector

None

Action Links

None

Example Screenshot

Plan Scorecard Status

Assignment Number	Employee Name	Position Title	Organisation	Plan Name	Scorecard Status
12345678	Blogs, Mr. Joe	Business Support Assistant	000 NHS ESR Organisation	Recruitment 2014/15	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	DWS Programme Manager	000 NHS ESR Organisation	Hire to Retire	Published
12345678	Blogs, Mr. Joe	DWS Programme Manager	000 NHS ESR Organisation	WfIS Team	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	DWS Programme Manager	000 NHS ESR Organisation	WfIS Team 2	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	DWS Programme Manager - Digital Learning Solutions	000 NHS ESR Organisation	Hire to Retire	Published
12345678	Blogs, Mr. Joe	DWS Programme Manager - Digital Learning Solutions	000 NHS ESR Organisation	WfIS Team	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	DWS Programme Manager - Digital Learning Solutions	000 NHS ESR Organisation	WfIS Team 2	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	Director, Welsh Employers Unit	000 NHS ESR Organisation	WfIS Team	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	Director, Welsh Employers Unit	000 NHS ESR Organisation	WfIS Team 2	Not Yet Started with Manager
12345678	Blogs, Mr. Joe	H2R Project Manager - DLS	000 NHS ESR Organisation	Hire to Retire	Published

   Rows 1 - 10

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