

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0220 - GUIDE TO ESRBI APPRAISALS AND PMP DASHBOARD

Information Classification: PUBLIC

|                |                                 |
|----------------|---------------------------------|
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### Approvals:

|       |                                    |
|-------|------------------------------------|
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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 |
| 01/09/2025 | Matt Madya | 8.0     | Updated following new ESRBI developments |
|            |            |         |  |

## REVIEWERS

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## DISTRIBUTION

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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 Staff Group ▼

| Objectives Set | Objectives Completed | % Completed |
|----------------|----------------------|-------------|
| 2603           | 338                  | 12.99       |

View as Table ▼

| 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

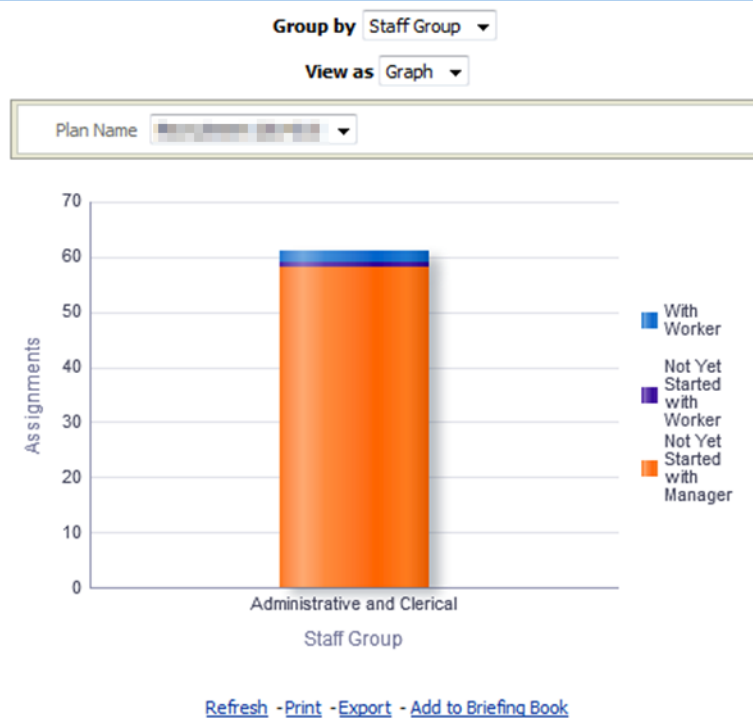
### View Selector

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 |
|---|-------------------|----------------------|--|------------------|----------------|-----------|---------------------------|-------------|
|  | 20101326          | Bradley04, Mr. Derek | 236111 Speciality Registrar 091 Anaesthetics | 504 Anaesthetics | 01/05/2015     | Completed | 504 Revalidation Template | Review      |
|  | 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 Analysis Tab

### Prompts

\* Appraisal Date Between  
Status  
Review Type  
Template

## Summary

### Description

This analysis provides a count of responses (where completed) for all appraisal questionnaire question types.

The table prompt included provides an option to select and analyse a single question at a time.

### Data Items

| Title                          | Description  |
|--------------------------------|--|
| Appraisee Question             |  |
| Appraisee Answer               |  |
| Appraisee Responses Count      | Count of assignments completing appraisal questionnaire question as appraisee      |
| Main Appraiser Question        |  |
| Main Appraiser Answer          |  |
| Main Appraiser Responses Count | Count of assignments completing appraisal questionnaire question as main appraiser |
| Participant Question           |  |
| Participant Answer             |  |
| Participant Responses Count    | Count of assignments completing appraisal questionnaire question as participant    |

### View Selector

Graph (Default: Appraisee Question & Response Count)

Graph (Main Appraiser Question & Response Count)

Graph (Participant Question & Response Count)

Pivot Table (Appraisee Question & Response Count)

Pivot Table (Main Appraiser Question & Response Count)

Pivot Table (Participant Question & Response Count)

### Table Prompts

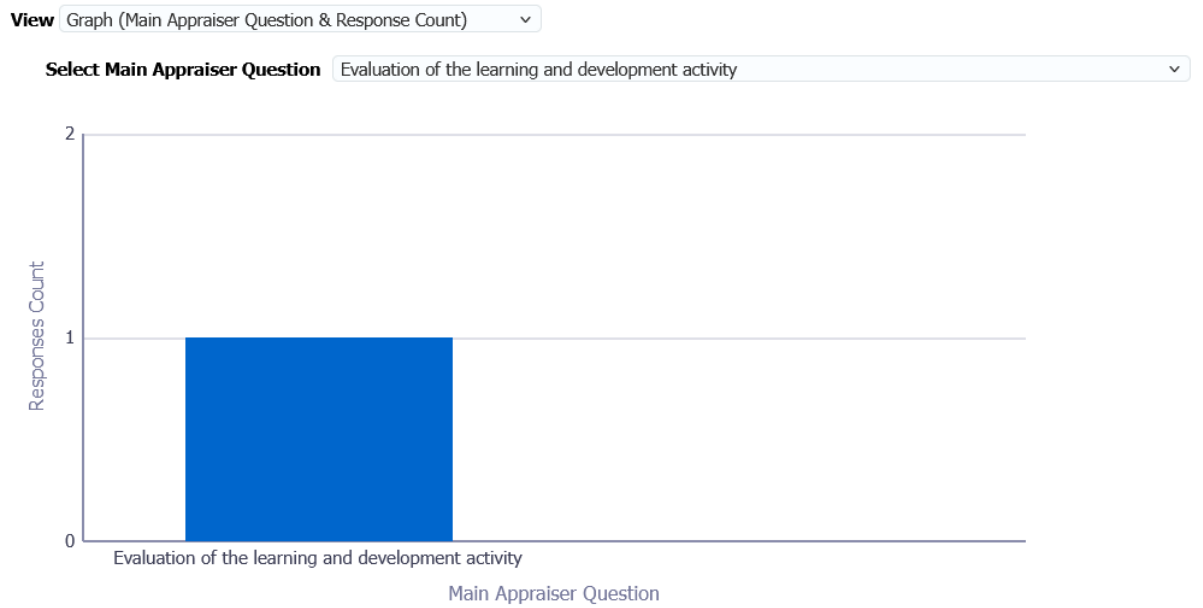
Select Appraisee Question

Select Main Appraiser Question

Select Participant Question

Example Screenshot

Summary



## Detail

### Description

This analysis provides a detailed view of responses (where completed) for all appraisal questionnaire question types.

### Data Items

|                         |                         |
|-------------------------|-------------------------|
| Assignment Number       | Employee Name           |
| Organisation            | Appraisal Review Type   |
| Appraisal Template      | Appraisee Date          |
| Appraisee Question      | Appraisee Answer        |
| Main Appraiser Question | Main Appraiser Answer   |
| Participant Question    | Participant Answer      |
| Organisation            | Organisation Level 1-13 |
| Staff Group             |                         |

### Column Selector

Organisation

Organisation Level 1-13

Staff Group

### View Selector

Appraisee Question & Answer (Default)

Main Appraiser Question & Answer

Participant Question & Answer

### Example Screenshot

**Detail**

Group by Organisation and and and OK

View Main Appraiser Question & Answer

| Organisation         | Employee Name  | Assignment Number | Review Type | Template       | Appraisal Date | Evaluation of the learning and development activity | Hours and dates | How can I overcome these obstacles? | How will I know that I have completed this development and it is successful? What are the review dates? | Learning and development activity | PDP Date | What is the development need? | What is the development need? Relate the development need to the NHS KSF dimensions and levels | What will I do to develop myself in this area and how will I do this? | What will I do to get this help and support? | What/who might stop me from achieving my objectives? | Who/what can help me to achieve my objectives? | Work has changed since learning and development by |
|----------------------|----------------|-------------------|-------------|----------------|----------------|---|-----------------|-------------------------------------|---|-----------------------------------|----------|-------------------------------|--|---|--|--|--|--|
| 000 NHS Organisation | Blogs, Mr. Joe | 12345678          | Review      | General Review | 12/08/2008     |   |                 |                                     |   |                                   | 07.02.12 | Attendance at LEAN training   |  |   | Head of Clinical Governance                  |  | Learning and Development                       |  |
| 000 NHS Organisation | Blogs, Mr. Joe | 12345678          | Review      | General Review | 31/07/2012     |   |                 |                                     |   |                                   |          |                               |  |   |  |  |  |  |
| 000 NHS Organisation | Blogs, Mr. Joe | 12345678          | Review      | General Review | 03/05/2013     |   |                 |                                     |   |                                   |          |                               |  |   |  |  |  |  |
| 000 NHS Organisation | Blogs, Mr. Joe | 12345678          | Review      | General Review | 06/08/2014     |   |                 |                                     |   |                                   |          |                               |  |   |  |  |  |  |
| 000 NHS Organisation | Blogs, Mr. Joe | 12345678          | Review      | General Review | 10/08/2016     |   |                 |                                     |   |                                   |          |                               |  |   |  |  |  |  |

## Questionnaire Detail Tab

### Prompts

\*Appraisal Date Between

Status

Review Type

Template

## Questionnaire Detail

### Description

This analysis provides a detailed view of Questionnaire information by assignment including all appraisal questionnaire question and answers.

### Data Items

|                         |                         |
|-------------------------|-------------------------|
| Assignment Number       | Employee Name           |
| Appraisal Template      | Appraisal Date          |
| Appraisee Question      | Appraisee Answer        |
| Main Appraiser Question | Main Appraiser Answer   |
| Participant Question    | Participant Answer      |
| Organisation            | Organisation Level 1-13 |
| Staff Group             |                         |

### Column Selector

Organisation

Organisation Level 1-13

Staff Group

### Example Screenshot

Organisation(s) (All Column Values) Staff Group(s) (All Column Values) Assignment Category Fixed Term Temp;h Person Type(s) Employee;Employee Employee Person Type(s) (All Column Values) Assignment Status NULL;Acting Up;Acti 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 | Appraisee Question  | Appraisee 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 |

### 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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