

E-KSF Reports Directory

Introduction

This document describes the range of reports currently available in **e-KSF version 5.1.2**, and also being launched with e-KSF version 5.2 in May 07.

The Reports – currently available in version 5.1.2

Report Name	Reports group (click “view reports” from the admin menu, then select this reports group, and you’ll see the report available from the following page)	What does this report contain?
List of all users in the organisation	User data reports	This report shows a list of all users in this organisation (sorted A-Z).
List of all users with locked (disabled) accounts	User data reports	This report shows a list of all users in this organisation with locked accounts (sorted A-Z). To unlock an account, use the “edit global user” function.
Who reviews whom?	User data reports	This report shows a list of all users registered in this organisation, along with the name of their allocated reviewer and date of last review. This report is sorted by reviewer’s last name A-Z, and then reviewee’s last name A-Z.
Employee last login	User data reports	This report shows you a list of all the e-KSF users in your organisation who’ve ever logged into the system with the date of last access. This allows you to see how widely, and how often, e-KSF is being used in your organisation.
Staff overview report	User data reports	This simply shows you a one-line summary of the number of e-KSF users you have in your organisation, and the number of these with an assigned post outline, review, and/or PDP.
Reviewer/reviewee ratios by department	User data reports	This report shows you the number of registered reviewees and reviewers in each department of your organisation, and the average and maximum number of reviewees per reviewer. This helps you to see where any reviewers may be over-stretched by having too many reviewees to work with.
Number of post outlines created	Post Outline reports	This report shows the total number of outlines created, by separating them by department. It details how many outlines have been submitted, how many have been approved ready for use by staff, and how many of the total outlines are still awaiting submission to the administrator.
Report Number of post outlines created (Trust-wide)	Post Outline reports	This report shows, for the organisation, the total numbers of outlines created, the total of outlines submitted to the administrator, the total of those that have been approved and the total number of outlines assigned to staff ready for them to start the appraisal process.

Consistency Checking Report	Post Outline reports	This report shows all of the approved outlines in your organisation, together with the pay bands and full outline dimensions. You can use this to check the consistency of posts in the same job family, or same pay band, and make sure that any differences are explainable. You can select whether you want to view approved outlines, or outlines waiting for approval
Outlines with no foundation subset	Post Outline reports	This report shows you a list of all outlines created in your organisation which appear to have no foundation subset. This allows you to monitor the progress of post outline creation in your organisation.
Summary – progression through gateway	KSF Joint Review reports	This report shows, by department, the number of employees with a gateway review this year, and the proportion of those who have had, and passed, their gateway.
Names of individuals passing gateways	KSF Joint Review reports	This report allows you to see the names and details of individuals passing a KSF gateway in any period you select. Please select search criteria from the following boxes, and then click “View report”.
Individuals with problems at gateway	KSF Joint Review reports	This report shows you any individuals recorded on e-KSF where a gateway review has taken place and the individual has not passed through the gateway. Where there is a problem, this report also shows you whether the issue is an organisational one or an individual one, using the standard monitoring codes. This report requires a date range. Please select a “From” and “to” date to find staff with reviews in your defined period.
Analysis of Competence Requirements for the Organisation vs. Achievements	KSF Joint Review reports	This report shows a high-level view of strengths and development needs, across the organisation, related to KSF dimensions. The data here comes from signed-off KSF joint development reviews. “Mean scores” are mathematical averages. “Median scores” are mid-points, to give you additional information. Priority rank shows you which gaps are largest, based on the difference between KSF requirements of the post, and actual current level of individuals.
View pending reviews	KSF Joint Review reports	This report shows you all reviewees on e-KSF who have a planned review date. You can use this to check that reviews are actually being planned and operated. This report requires a date range. Please enter a “from” and “to” date and then click “pending reviews”. If you enter a date range and then click “reviews not added”, you’ll see a report of all staff who do NOT have a review planned (using the review planning page of e-KSF) for the date range selected. Again, you can use this to identify any possibly problems with the progress of reviews.
Audit of reviews completed on paper	KSF Joint Review reports	This report allows you to audit those reviewers who have used the “complete on paper option”, and have therefore not required the reviewee to electronically agree to the data recorded in the review. This report shows you all reviews in the past 12 months, where this option has been used.
List of staff without a review recorded	KSF Joint Review reports	This report shows you a list of all e-KSF users who have no joint review recorded on e-KSF at all. This report includes increment date, so that you can spot and risks to do with staff not having a planned review, and follow up the reviewer and manager accordingly.
Detail of staff’s gateway progress	KSF Joint Review reports	This report shows you a list of all staff who have had a gateway review recorded on e-KSF, along with the outcome of the review.

Detail of staff's gateway progress – upcoming gateways	KSF Joint Review reports	This report shows you a list of staff with a gateway in operation this year, and an increment date within the next 3 months. This allows you to focus on urgent gateway discussions.
Detail report – number of learning needs	PDP and Learning reports	This report shows the number of learning activities entered in staff's PDPs which they have related to core and specific KSF dimensions. The columns show the type of activity as categorised by the individual. This report gives you an overview of which dimensions are creating the greatest learning requests
Learning needs analysis – by dimension	PDP and Learning reports	This report allows you to see, by dimension and level, the specific learning activities identified by staff in your organisation. Please start by selecting the dimension you're interested in.
KSF – Overall summary of progress	KSF Monitoring reports	This report shows you a departmental summary of your KSF progress – for each department in your organisation, the number of staff on e-KSF, and the number with an assigned outline, review and PDP recorded. This lets you monitor KSF progress.
KSF – Post Outline progress	KSF Monitoring reports	This report first asks you for a date range. It will then display the number of post outlines assigned to staff in this date range. The report also always shows you the total number of outlines assigned using e-KSF.
KSF – Gateway Outcomes	KSF Monitoring reports	This is an at-a-glance summary of all the gateway outcomes in your organisation – the number of staff who have had a gateway review (foundation and second) and how many reviews resulted in full progression, extenuating circumstances or pay progression deferred.
KSF – Gateway Progress	KSF Monitoring reports	This report asks you for a date range, and then shows you how many staff have been due, and have actually had, a KSF gateway review in this period. This is useful for any National KSF monitoring.

(5.2 reports overleaf...)

New reports – to be added in version 5.2 (May 07)

Report name	Reports group	Who can access this report?	What does this report contain?
KSF Review progress	NEW – manager reports	Manager	This report gives you information to manage the KSF review processes in your team, including last and planned review dates and pay increment dates
Employees pay data	NEW – manager reports	Manager	This report shows pay information for the employees in your team
Summary of reviews, objectives, PDPs	NEW – manager reports	Manager	This report gives you a quick overview of how your staff are progressing through the KSF process, including who has got a post outline assigned, KSF review completed or development activities planned.
KSF review outcomes	NEW – manager reports	Manager	This report shows you a summary of your team's most recent KSF reviews. This allows you to identify individual and team-wide strengths, and areas for development.
PDP activities agreed	NEW – manager reports	Manager	This report shows you, for dates you select, the PDP activities agreed between reviewers and reviewees in your team. This helps you to track and manage training and development budgets, time and resources.
Usage summary by tier 1 departments	User data reports	Organisational admin, Reports-only user	This report gives you a summary of e-KSF usage in your organisation.
Full staff data download	User data reports	Organisational admin	These 4 reports, which you can run independently of each other, large contains a full export of staff data. You can use this for further analysis, and also combine data here with other reports.
Post Outline List	Post Outline Reports	Organisational admin, Reports-only user	This report lists all post outlines in your organisation, including the ones in draft, allowing you to manage post outline creation and approval processes. Click on a number in the “number of employees actually assigned this outline” in this report to drill-down and see names of individuals assigned each outline
Post Outline Progress Report	Post outline reports	Organisational admin, reports-only user	This report will help you to manage the post outline creation processes in your organisation
Employees assigned old outlines	Post Outline Reports	Organisational admin, reports-only user	The purpose of this report is to allow you to spot which staff need to be assigned a new outline, as their existing outline has been deleted from your local library
Rejected post outlines	Post Outline reports	Organisational admin, reports-only user	This report shows all post outlines that have been submitted for approval and then “rejected” for further work

Summary of reviews, objectives, PDPs by employee name	KSF monitoring reports	Organisational admin, reports-only user	This report gives you a quick overview of how staff are progressing through the KSF process, including who has got a post outline assigned, KSF review completed or development activities planned.
Detail of comments about gateway outcomes	KSF monitoring reports	Organisational admin	This report lists all comments made where an individual still has development needs at gateway review time. The data here can be used to spot trends and organisation-wide problems
KSF review outcomes	KSF review reports	Organisational admin	This report shows you a summary of the most recent KSF reviews in your organisation. This allows you to identify individual and team-wide strengths, and areas for development. Pay band and point is included to help you work out second gateway points. This report should be treated as confidential.
Equal opportunities monitoring	Equal Opportunities Monitoring Reports	Organisational admin	This set of reports allows you to track the progress of key KSF implementation milestones, by various demographic categories
Usage summary by organisation	KSF Monitoring reports	SHA admin	This report shows a high-level summary of the numbers of e-KSF users for organisations in your SHA
Summary of KSF progress by organisation	KSF Monitoring reports	SHA admin	This report shows a summary of recorded KSF progress for all organisations in your SHA.
Summary of PDP data	PDP reports	T&D admin only	This potentially large report contains PDP data for all staff in your organisation. This report should be treated as confidential.
List of dimensions linked to KSF	PDP reports	e-KSF admin, T&D admin, reports-only user	This anonymised report helps you to identify how often a KSF dimension has been linked to a PDP activity

Reports – the future

We will be releasing another set of reports around December 07, which will include enhancements to the existing set of reports for administrators, and also two significant new developments:

- 1) Managers will be able to run reports on staff in their entire department/directorate (not just staff directly reporting to them)
- 2) Administrators will have access to new “workforce planning” reports, which will show graphically, a summary of KSF information to help identify overall gaps between *requirements* for knowledge and skills (post outlines) and *supply* of knowledge and skills (reviews). This data will be a powerful tool to help embed KSF in workforce planning and HR strategies.

If you have any other ideas about useful future reports, please contact us at support@e-ksf.org so we can consider these for our future plans.