University of Essex

HR Organiser

Professional Development

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HR Organiser

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* Username (required)

* Password (required)

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❓ Contact administrator
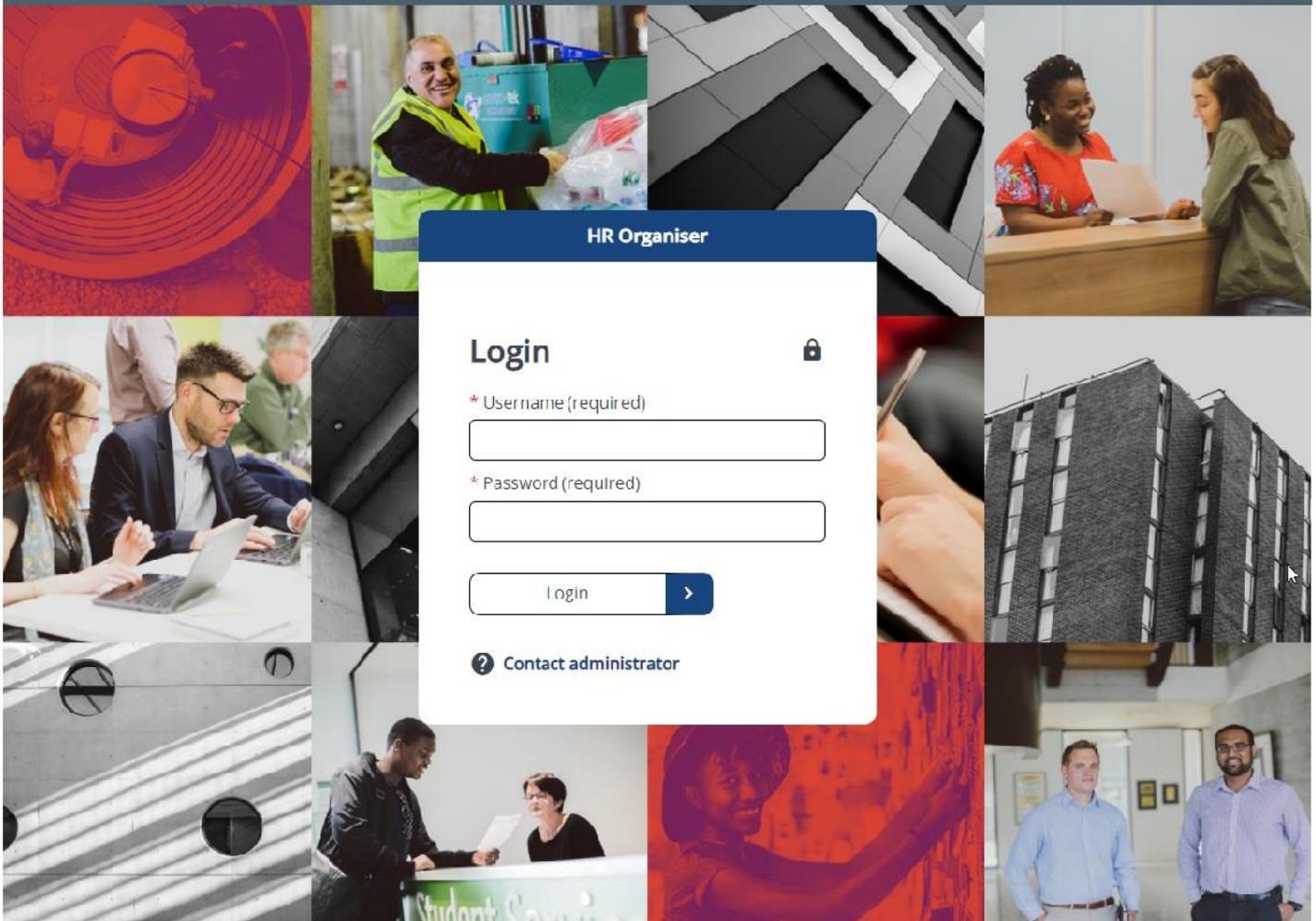
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Booking a Course

The current available courses will show on the 'Professional Development' page in HR Organiser. You can use keywords in the search to filter the results.

To find out more about an event or to book your place, click on the activity title. The next page will provide a summary of the event and list any available dates; click on the 'Book onto course' button for the date you wish to attend.

Choose the origin of request and reason from the drop down and click 'Save'. You will then be emailed confirmation of your booking and a diary event which you can add to your calendar.

Waiting Lists

If you are unable to attend on any of the listed dates, or if they are fully booked, you can add yourself to the waiting list by clicking on the 'Add to waiting list' button.

Again, enter the origin of request and reason, then save. You will be emailed when a space on the course becomes available.

To view the waiting lists you are on, click the 'My activities' tab from the main 'Professional Development' page and change the 'Learning activities' drop-down to 'Waiting list'. To remove yourself from a waiting list, click on the activity and then 'Delete'.
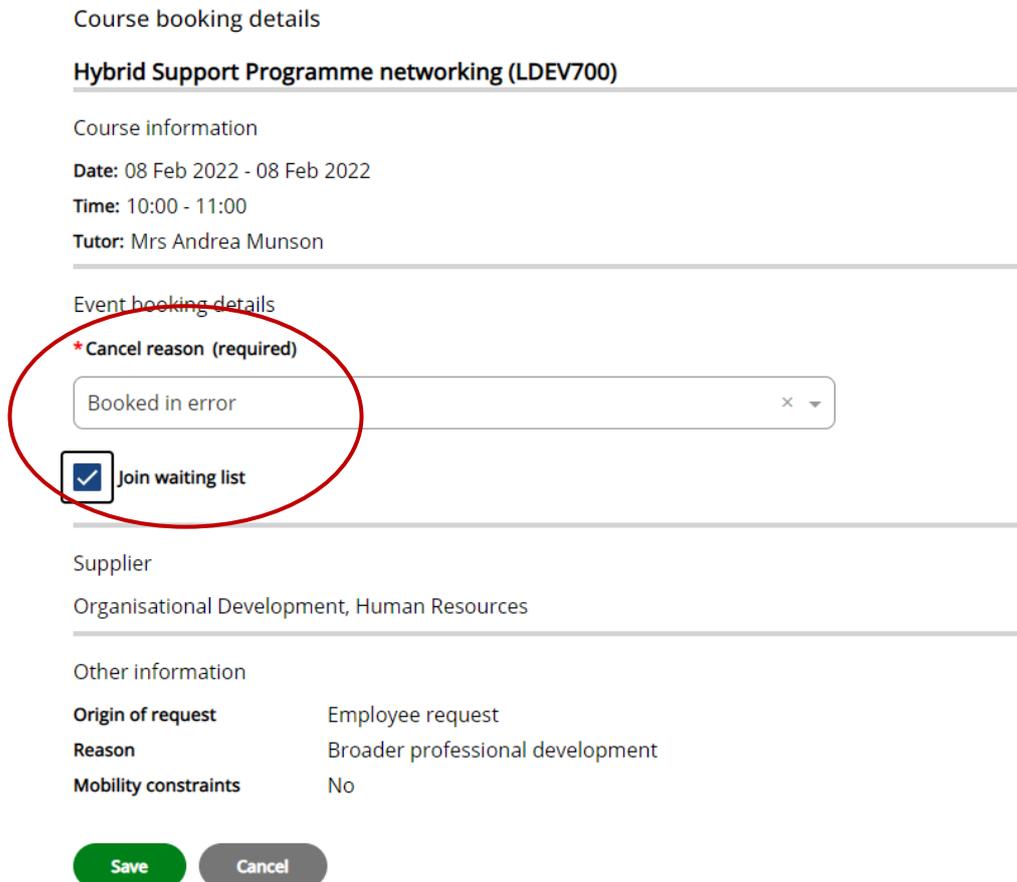
Cancelling your Place

If you are no longer able to attend a course, again navigate to the 'My activities' tab, but this time choose 'Booked' from the drop-down. This will display any courses you are currently booked onto.

Click on the event name and enter a reason for cancelling in the 'Cancel reason' box. You can also choose to join the waiting list at this point by selecting the 'Join waiting list' checkbox. When you have completed the relevant details, click 'Save'.

Evaluation Forms

After you have attended an event you will often be asked to complete an evaluation form. You will be emailed when these are available and ready to be completed. Any evaluation forms requiring completion will show in the 'Learning evaluations' section of the 'My activities' tab.

Click on the evaluation form template name to complete this. The first page will provide details of what is required; click 'Start' to complete the form. Any question with "(required)" next to it is mandatory and you will not be able to submit the form unless this is completed.

Once you have completed the form click 'Summary' to return to the main page, and then click 'Submit'.

Personal Learning Events

You can also record any training or development opportunities that were not scheduled and booked through HR Organiser by adding these as personal learning events. To do this, go to the 'My activities' tab and click the 'Add personal learning' button in the 'Learning activities' box. Enter the details of the course you attended and then click 'Save'.

Personal learning event details

* Event title (required)

Additional Training

☐ Internal

* Start date (dd/mm/yyyy) (required)

09/02/2022

End date (dd/mm/yyyy)

10/02/2022

Duration

Daily

Learning hours

10

Learning event code

☑ Completed

Score

[Save] [Cancel] [+ Add personal learning]

Contact Us

For general HR Organiser queries please contact the [Commercial Applications Helpdesk](#)

For any questions about the courses on offer, or your learning record, contact develop@essex.ac.uk.