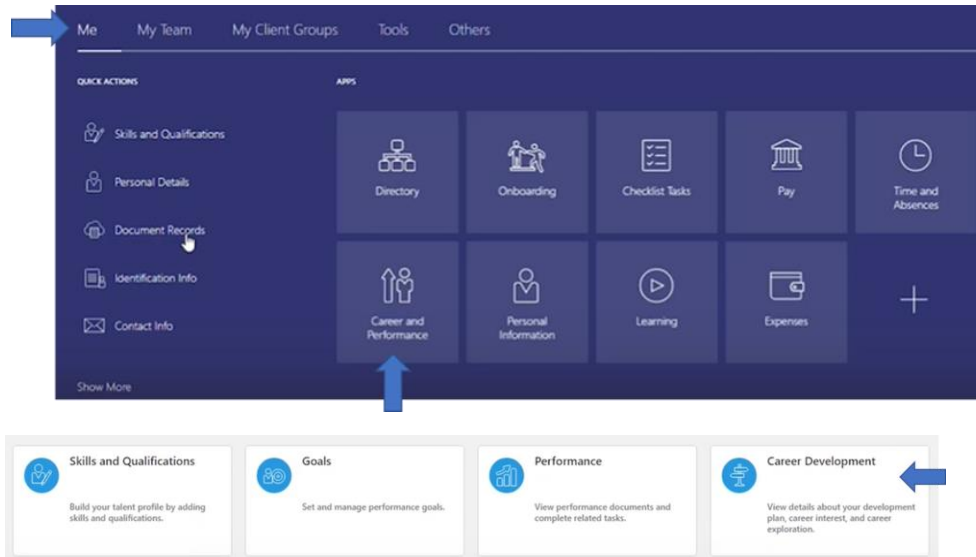


Career Development in the Horizon System

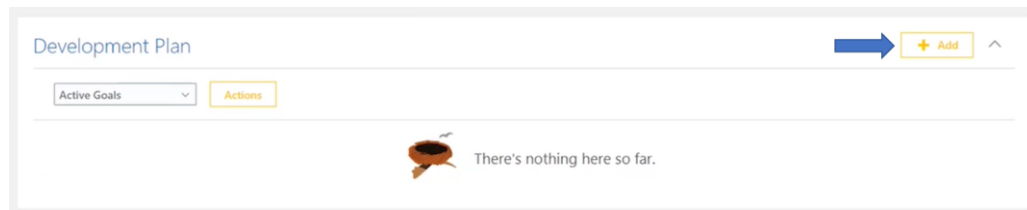
Adding Your Own Career Development Plan and Preferences

1. To access your Development Goals go to **Me > Career and Performance > Career Development**. Here you can input your short and long term career plans.

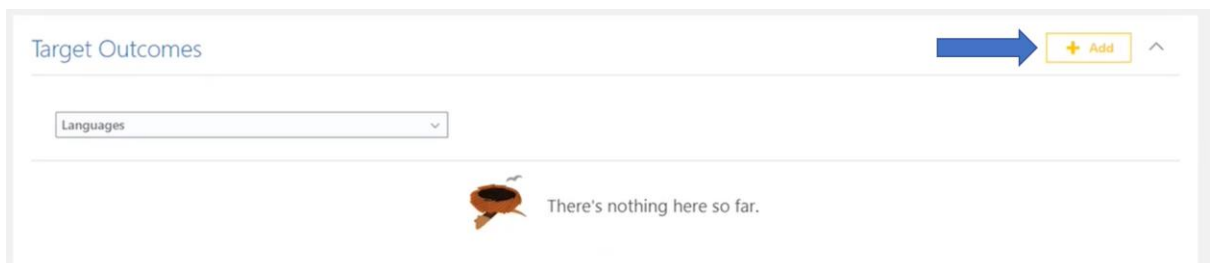


Development Plan

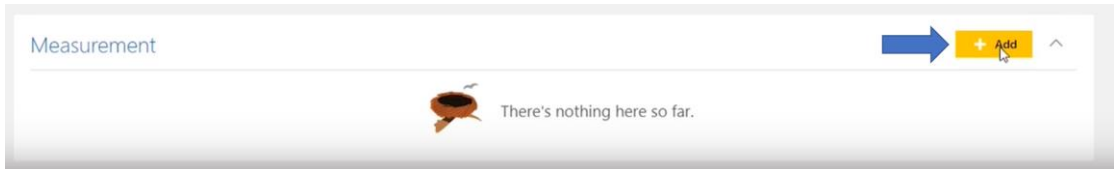
1. Click **Add** to input your Development Goal.



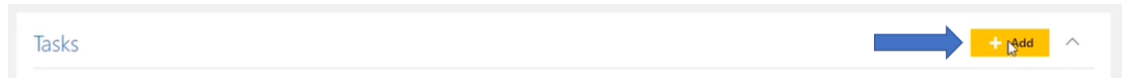
2. You will then be required to enter some information about your goal to make it SMART. Eg. Goal Name, Description, Start Date and Target Completion Date, Category and Success Criteria.
3. Next, you will need to enter the **Target Outcomes** of your goal by selecting **Add by Target Outcomes**. Here you can enter if your development goal will lead to a tangible outcome eg. A Certificate.



4. You then need to input the **Measurement** of your goal by selecting **Add**. This is how will you determine if the goal has been met.



5. You can also add in specific tasks around the development goal by clicking **Add by Tasks**. For example, this could be attending a course.



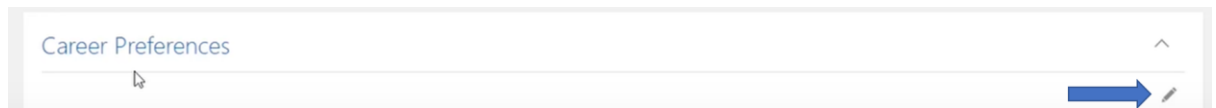
6. By selecting **Add by Learning** you can select a learning item from all the training courses that are ongoing within the University.



7. Once you are happy with all the information inputted surrounding your development goal you can select **Save and Close** in the top right corner.

Career Preferences

1. Click on the **Pencil Icon** under **Career Preferences** to edit this section.

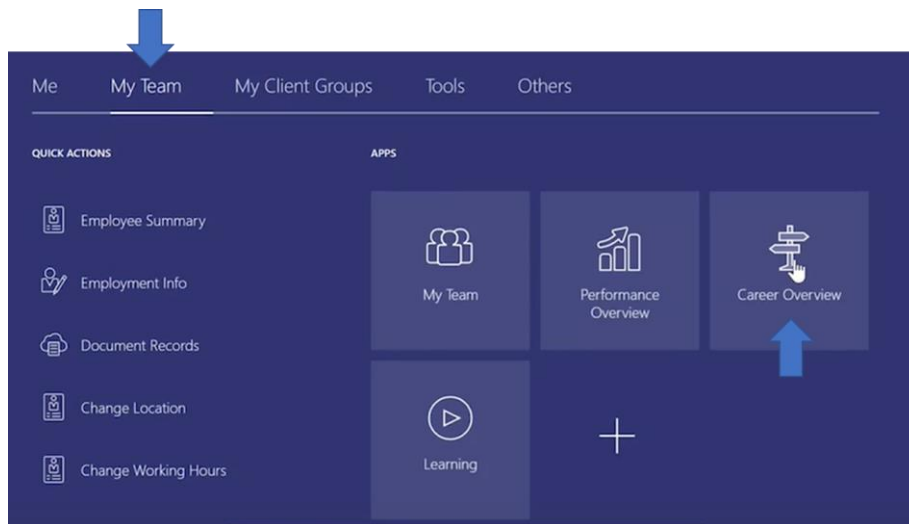


2. Here you can enter details about your next career move eg. Short-term and long-term aspirations.

3. Academic staff will also have an opportunity to input their **Career Pathway** here.

Looking at a Team Members Career Plan

1. To view a direct reports career plan, click on **My Team > Career Overview**.



2. On the next page you will see all your team's name. Click on their name to view their career plan and any additional information they have provided.