

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.

The screenshot shows the main navigation bar with 'Me' selected. Below it is a grid of 'QUICK ACTIONS' and 'APPS'. In the 'QUICK ACTIONS' column, 'Document Records' is highlighted with a blue arrow. In the 'APPS' grid, the 'Career and Performance' app is highlighted with a blue arrow. Below this, a secondary grid of cards includes 'Skills and Qualifications', 'Goals', 'Performance', and 'Career Development', with 'Career Development' also highlighted with a blue arrow.

Development Plan

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

The screenshot shows the 'Development Plan' page with a large 'Add' button highlighted with a blue arrow.

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.

The screenshot shows the 'Target Outcomes' page with a large 'Add' button highlighted with a blue arrow.

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.

Measurement

There's nothing here so far.

+ Add

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.

Tasks

+ Add

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

Learning

+ Add

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.

Career Preferences

+ Add

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

Career Preferences

Next Career Move
Select

Career Aspirations - 5 Years or Long Term

Career Aspirations - 3 Years or Short Term

Career Pathway (Academic Staff Only)

Save Cancel

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

Enterprise and Knowledge Exchange

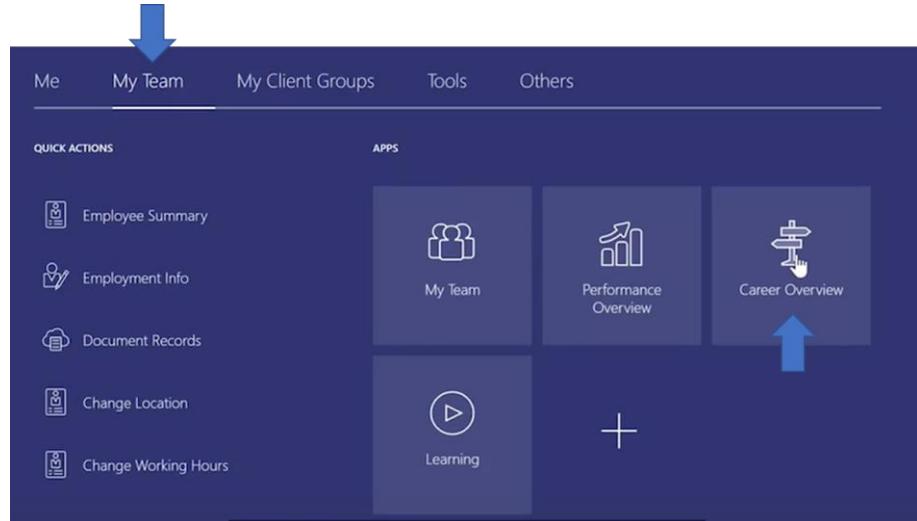
Research

Teaching and Learning

Search...

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.