Probation: Setting Development Goals as a Line Manager on Horizon

Your role as a Line Manager is to input some development goals for your employee to support them in reaching their objectives.

1. To create a Development Plan for your employee, click on My Team > Career Overview.



2. Here you will see all your team's name. Click the **check box** next to the employee's name then select **Add Development Goal.**

Search Person O, Show Filters		
Add Development Goal	Sort By Name ascending	,
JJ Jack Jones Administrator		
Potential Rating	Development Goals 0 of 0 completed	
	Risk of Loss	
	Impact of Loss	
	N-Box	
Sarah Smith		
Administrator		
Potential Rating	Development Goals	
	0 of 0 completed	

3. To ensure your report can update the goal, tick the Allow Worker to Update Goals box

	Sarah Smith
35	Administrator

 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. 5. You will need to enter the **Target Outcomes** of the goal by selecting the Downwards Arrow then **Add**. Here you can enter if your development goal will lead to a tangible outcome eg. A Certificate.

Target Outcomes		Add ^
Languages ~		
	۶	There's nothing here so far.

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

Measurement		+ Add ·
	There's nothing here so far.	

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



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

Learning		+ Add	^

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

Save and Close	e <u>C</u> ancel

Essential Training

You should direct your employee to their essential training which all new staff must complete during their probation period.



1. Employees can reach this by going to Me > Learning

2. They should then click on **Current Learning** and be able to view, enrol and complete the required training. More details about mandatory and required training can be found <u>here</u>.

	Current Learning View all overdue, in-progress, upcoming and pending enrollments.	View Transcript View all my learning enrollments.	8	What to Learn Explore and discover interesting learning.	My Learning Communities Explore my community memberships.
A B [*] B	My Shared Learning Manage videos and learning journeys I published, and recommendations I made.				