Career Development in the Horizon System

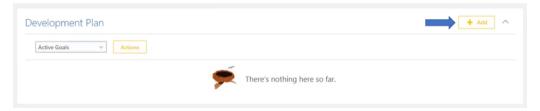
Adding Your Own Career Development Plan

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

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Skills and Qualifications	Goals	Performan	ce	Career Develop	ment
Build your talent profile by adding skills and qualifications.	Set and manage performance goals.		ance documents and	View details about y	our development

Development Plan

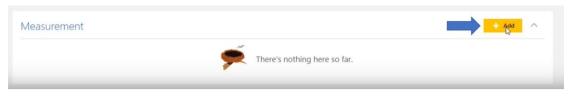
1. Click Add to input your Development Goal.



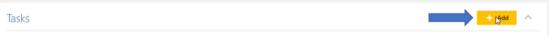
- You will then be required to enter some information about your goal to make it SMART. Eg. Goal Name, Description, Start Date and Target Completion Date, Category and Success Criteria.
- Next, you will need to enter the Target Outcomes of your goal by selecting Add by Target
 Outcomes. Here you can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

Target Outcomes		+ Add
Languages	~	
	There's n	nothing here so far.

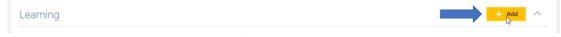
4. You then need to input the **Measurement** of your goal by selecting **Add**. This is how will you determine if the goal has been met.



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 Pathway and Research Status

 Academic staff will have an opportunity to input their Career Pathway and Research Status by going to Me > Career and Performance > Skills and Qualifications.

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2. Click the Pencil icon to edit the Career Pathway and Research Status section.

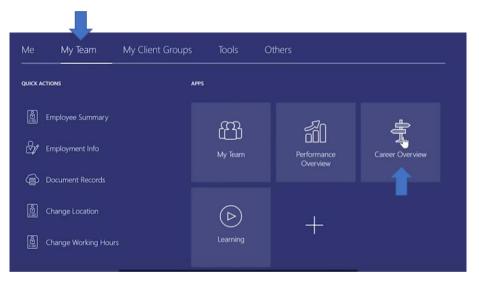


3. Complete the sections and click the Save button. Use the Guide Me button for more information.

Career Pathway and Research Status	🛞 Guide Me 🗸
Career Pathway Career Pathway Primary Research & Knowledge Exchange Centre Affiliation Secondary Research & Knowledge Exchange Centre Affiliation Open Researcher and Contributer ID (ORCID)	Save Cancel ECR: Do you fit the definition of an independent researcher in the guide above? ECR: Have you been an independent researcher for more than 5 years? ECR: When did you become an independent researcher (if less than 5 years ago)? dd/mm/yyyyy
	Are you engaged in pedagogical research?

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.