

Appraisal Navigation for Performance and Development Goal

Appraisal Cycle 2026

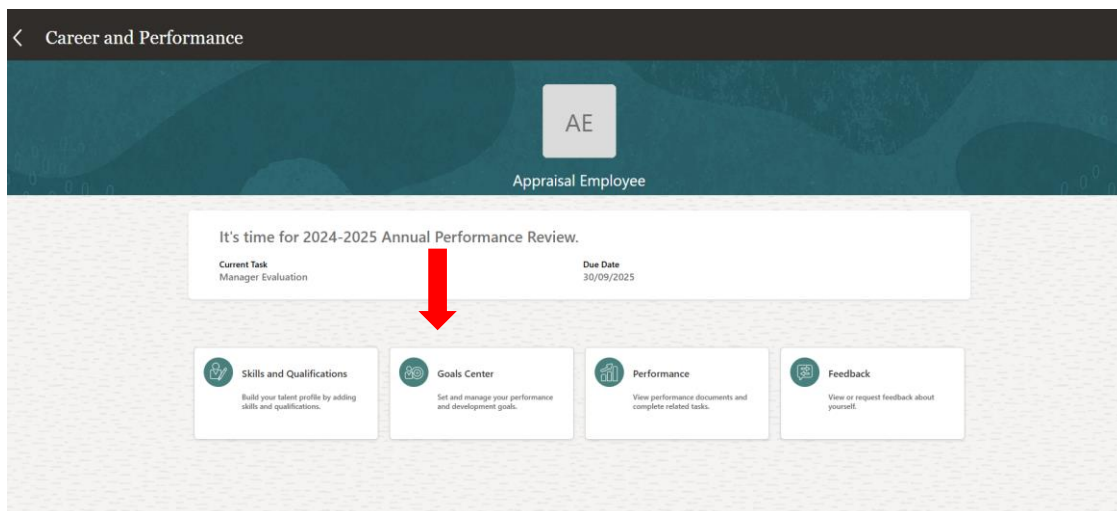
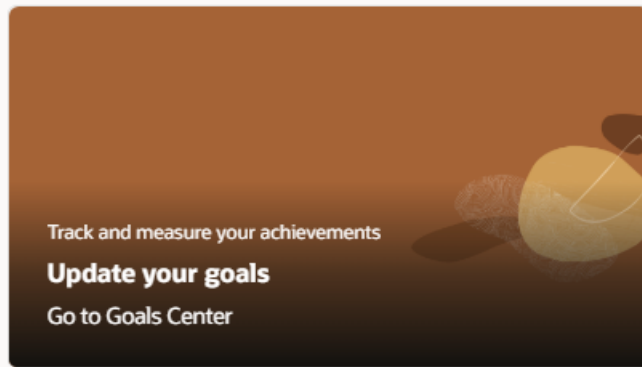
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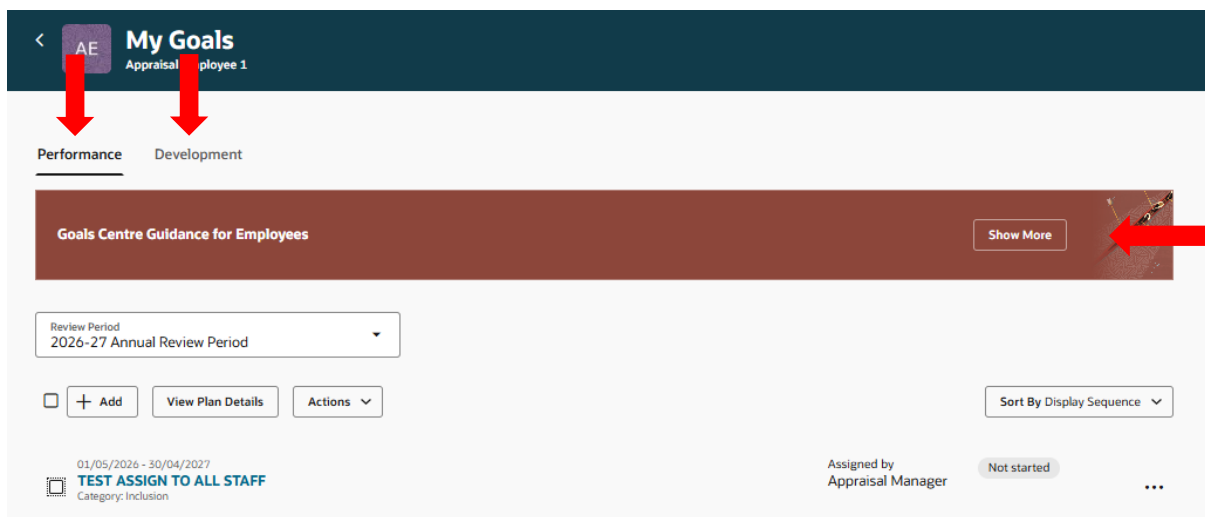
Performance and Development Goals

As an Appraisee

You can access your current performance and development goals either from the Performance page by clicking on the Update your goals box or directly from the Career and Performance home page and clicking on the Goals Center.



You can switch between the different tabs for Performance goals and Development goals by clicking on the relevant tab.



You can click on the banner to open a guidance document on Adding goals.

Performance Goals

Once in the Goals Center, you can add new goals or click into existing goals to update them. You will need to select the relevant Review Period to update to add goals to the appropriate year.

My Goals
Appraisal Employee

Performance Development

Review Period
2024-25 Annual Review Period

2025-26 Annual Review Period

2024-25 Annual Review Period

Update your progress

Status
Not started

Completion Percentage
0

Progress notes

How's the progress on this goal?

B I U ↻ ...

Update Progress

Add a note to communicate about the goal progress.

Updating an existing goal

To change an existing goal, click on the relevant goal, and if you wish to edit it, click on Edit Goal Details and make the required changes and click on Update.

Performance Development

Review Period
2024-25 Annual Review Period

+ Add View Plan Details

01/05/2024 - 31/07/2025
Efficient HR Helpdesk System Rollout for Horizon
As an Administrator in Apprenticeships, your role is crucial in ensuring a smooth and successful implementation of the new HR Helpdesk system. Your goal is to provide exceptional support and guidance to the Horizon team, enabling them to effectively utilize the system an...
Category: Technology

Created By
Me

Not started

...

Goal Details Not started

Appraisal Employee 1

Efficient HR Helpdesk System Rollout for Horizon

As an Administrator in Apprenticeships, your role is crucial in ensuring a smooth and successful implementation of the new HR Helpdesk system. Your goal is to provide exceptional support and guidance to the Horizon team, enabling them to effectively utilize the system and enhance their HR processes. By achieving this goal, you will contribute to the overall efficiency and productivity of the organization.

Success criteria

- Achieve a 95% satisfaction rate among Horizon team members who receive training and support for the new HR Helpdesk system, as measured by post-training surveys.
- Reduce the average resolution time for HR-related queries by 20% within the first month of the system's rollout, as tracked by the helpdesk ticket management system.
- Ensure that all critical HR processes, such as onboarding, performance evaluations, and leave management, are seamlessly integrated into the new system, with a 100% success rate as confirmed by internal audits.
- Provide timely and accurate responses to all HR-related inquiries, with a response time of no more than 2 business days, as monitored through the helpdesk ticketing system.
- Conduct regular feedback sessions with the Horizon team to gather insights and suggestions for system improvements, with a minimum of 80% participation rate and actionable insights implemented within 3 months.

Start Date: 01/05/2024 | Target Completion Date: 31/07/2025
 Priority: Medium | Category: Technology

Update your progress

Status: Not started

Completion Percentage: 0

Progress notes

How's the progress on this goal?

B I U ...

Update Progress

Add a note to communicate about the goal progress.

It is good practice, to update your goal to show what progress is being made on the goal and this can be done by moving the dial for goal completion and adding information to the Progress Note field. To save this information, click on Update Progress.

Sharing, Copy, Move or Extend a goal

You can also use the three dots at the top of the page to Share, Align, Copy, Move or Extend a goal and the Edit Goal button to edit the goal content. If you are copying previous goals a panel appears on the right of the screen where you will need to select the relevant year and goal to copy and click on Add.

Goal Details Not started

Appraisal Employee 1

Efficient HR Helpdesk System Rollout for Horizon

As an Administrator in Apprenticeships, your role is crucial in ensuring a smooth and successful implementation of the new HR Helpdesk system. Your goal is to provide exceptional support and guidance to the Horizon team, enabling them to effectively utilize the system and enhance their HR processes. By achieving this goal, you will contribute to the overall efficiency and productivity of the organization.

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Start Date: 01/05/2024 | Target Completion Date: 31/07/2025

Update your progress

Status: Not started

Completion Percentage: 0

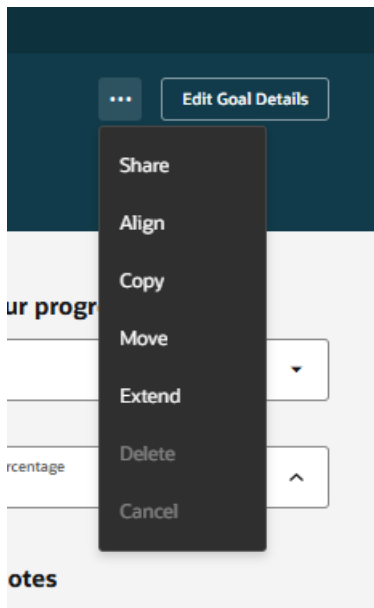
Progress notes

How's the progress on this goal?

B I U ...

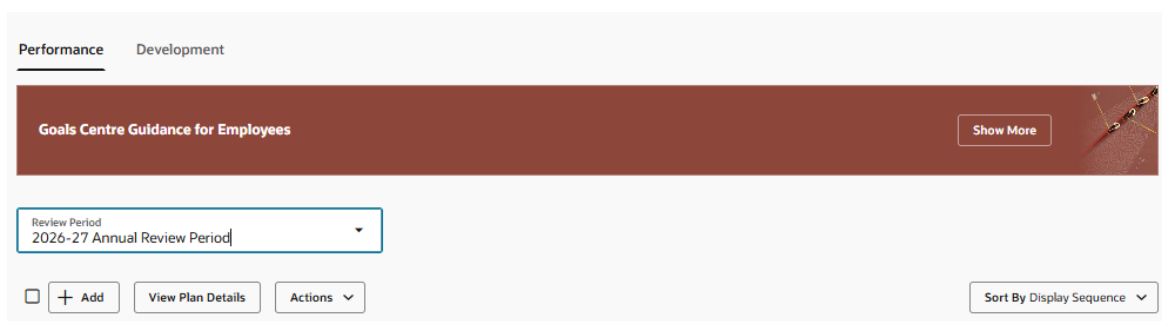
Update Progress

Add a note to communicate about the goal progress.

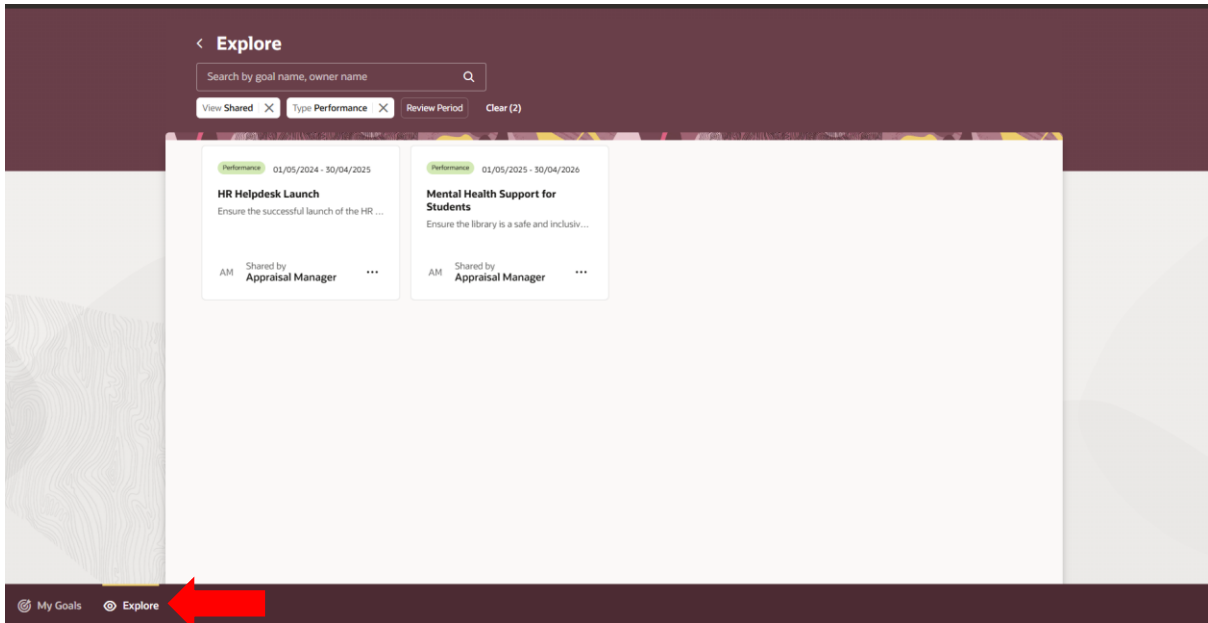


Adding a New Goal

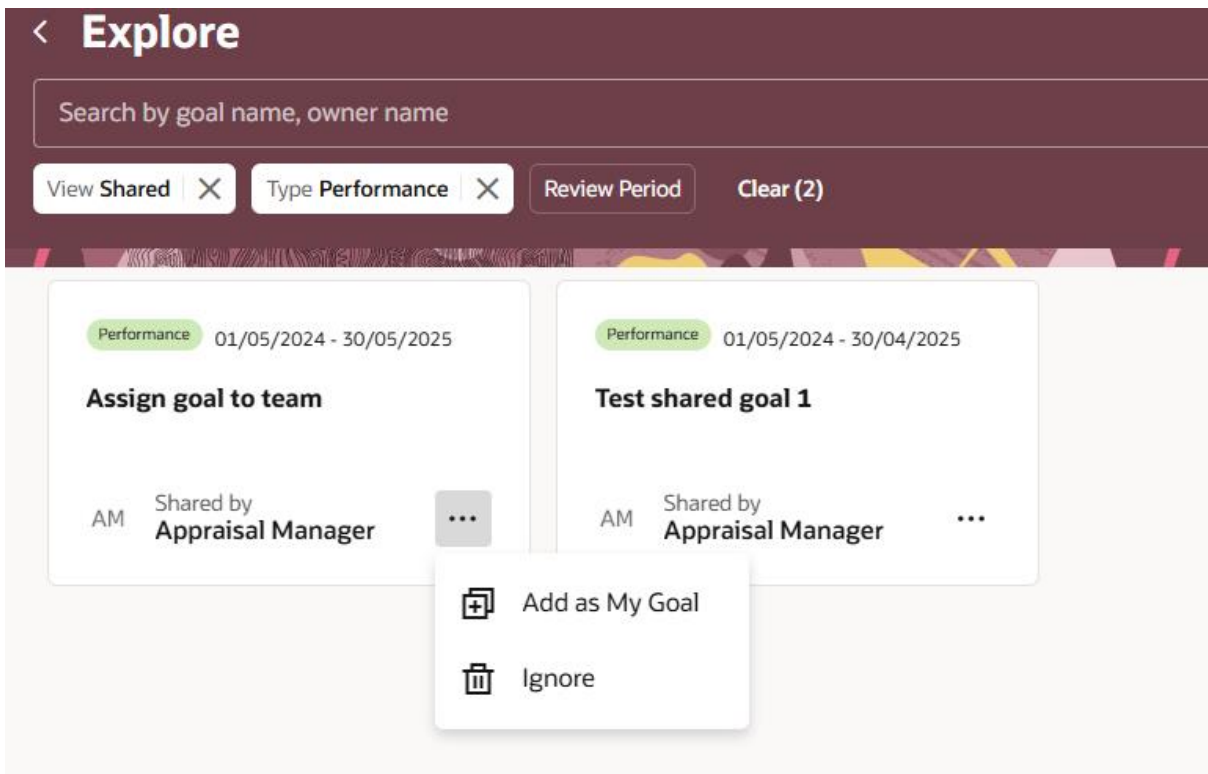
In the Review Period drop down field, click on the relevant year (normally the next academic year) and you can either click on Add to create a new goal. To copy a previous goal click on the tick box alongside the goal and click on the three dots and select copy. If you are copying previous goals a panel appears on the right of the screen where you will need to select the relevant year and goal to copy and click on Add.



Clicking on Add will show the screen to input your new goal for the relevant year. Input the name of your goal and you will have the option to use AI assist button to help you create a Specific, Measurable, Achievable, Realistic and Timebound (SMART) goal. If using this functionality, you **must** review and amend the SMART goal to ensure it is meaningful and realistic and is contextualised for your role, department and university priorities. Once you are happy with the goal click on Add. Any Shared goals you have received will appear on the right-hand panel under Suggested Goals. To add the Shared goal as one of your own goals, click on the + icon.

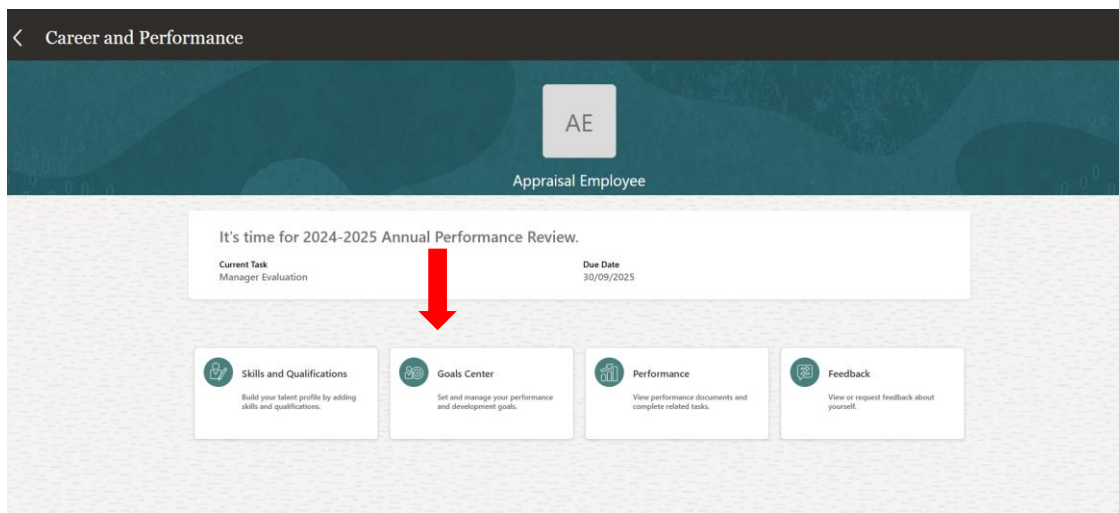
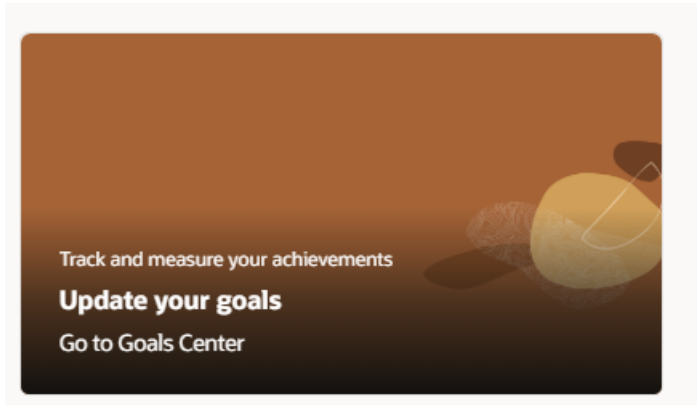


By clicking on the three dots, you can add the shared goal as your own goal and amend accordingly.



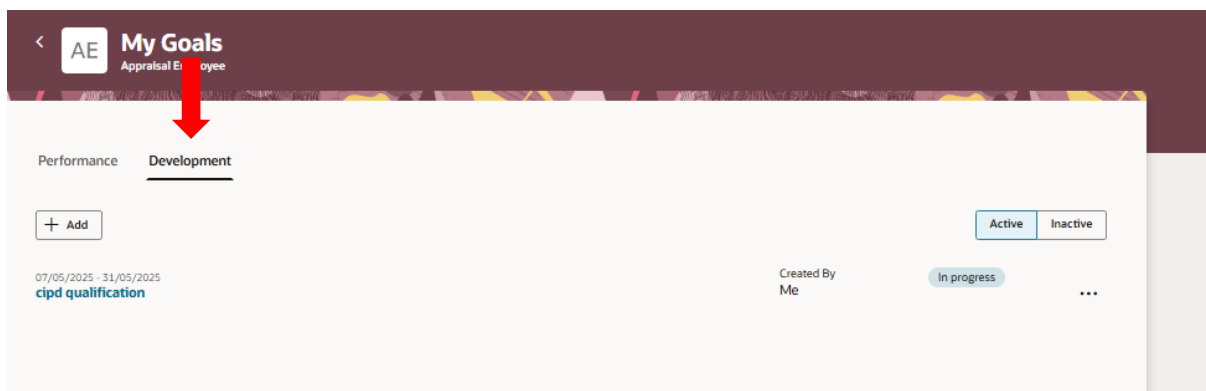
Development Goals

You can access your current performance and development goals either from the Performance page by clicking on the Update your goals box or directly from the Career and Performance home page and clicking on the Goals Center.



You can switch between the different tabs for Performance goals and Development goals by clicking on the relevant tab. To access the Development goals, click on the Development tab

Updating a Development Goal



To update the Development goal, click on the goal hyperlink and complete Update your Progress and add a Progress Note and click on Update.

Goal Details Completed

Appraisal Employee 1

Person Number 138595 Assignment E138595 Position Reward & Benefits Advisor Position Code 12502

Mandatory Training

It is important that you complete your mandatory training on a regular basis to keep yourself and the university safe. Please check which training is mandatory and the frequency of completion of that training at: <https://www.gre.ac.uk/docs/rep/people/mandatory-and-essential-training-courses>. Compare your current completion status of the mandatory training on My Learning within Learning on Horizon against the mandatory training document and complete as required to ensure you are up to date with all the mandatory training.

Success criteria

The successful completion of all mandatory courses.

Start Date	Status	Category	Last Updated Date
23/05/2025	Active	Course	04/08/2025

Update your progress

Status: Completed

Completion Percentage: 100

Actual Completion Date: 04/08/2025

Progress notes

B I U ↺ | ...

Update Progress

Sorry, this content is currently unavailable.

Adding a new Development Goal

To add a new Development Goal, click on Add

My Goals

Appraisal Employee

Performance Development

+ Add

07/05/2025 - 31/05/2025
cipd qualification

Active Inactive

Created By: Me

In progress

Clicking on Add will show the screen to input your new development goal. Input the name of your goal and you will have the option to use AI assist button to help you create a Specific, Measurable, Achievable, Realistic and Timebound (SMART) goal. If using this functionality, you **must** review and amend the SMART goal to ensure it is meaningful and realistic and is contextualised for your role, department and university priorities. Once you are happy with the goal click on Add. Any Shared Development Goals will appear in the Suggested Goals section.

New Goal
Appraisal Employee 1

Cancel Add

Create a relevant goal faster with AI Assist
To generate the goal quickly, provide the goal name, then click AI Assist.

What's the name of this goal?

Start writing a clear and concise goal name here. Required

AI Assist AI-Assisted Goals

Any additional info you want to add?

Add details about this goal here.

What will indicate that this goal is achieved?

Specify the success criteria for this goal here.

B I U $\text{\textcircled{S}}$ $\text{\textcircled{V}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$

Comments

Comments

B I U $\text{\textcircled{S}}$ $\text{\textcircled{V}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$ $\text{\textcircled{H}}$

Start Date: 15/05/2026 $\text{\textcircled{C}}$ Target Compl... $\text{\textcircled{C}}$ Category $\text{\textcircled{v}}$ What support do you ...

Mentor/Mentee

Suggested goals \times

Shared Evaluation-Based

Sorry, we couldn't find any suitable goals.

Career Pathways for Academic Colleagues

To select your Career Pathway, click on Career and Performance and then on Skills and Qualifications. Or you can access the Skills and Qualifications page from the Performance page and the Review your competencies tile.

Me My Team My Client Groups Tools Others

QUICK ACTIONS

- Skills and Qualifications
- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- Learning
- Roles and Delegations
- Expenses
- Current Vacancies

It's time for 2024-25 Annual Performance Review.

Current Task: Self-Evaluation Due Date: 31/07/2025

- Skills and Qualifications: Build your talent profile by adding skills and qualifications.
- Goals Center: Set and manage your performance and development goals.
- Performance: View performance documents and complete related tasks.
- Feedback Center: View or request feedback about yourself.

Appraisal Guidance for Employees [Show More](#)

- Request more feedback: Get insights from people you work with. Go to Manage Participant Feedback.
- Update your goals: Track and measure your achievements. Go to Goals Center.
- Review your competencies: Work on skills for your role and career. Go to Skills and Qualifications.

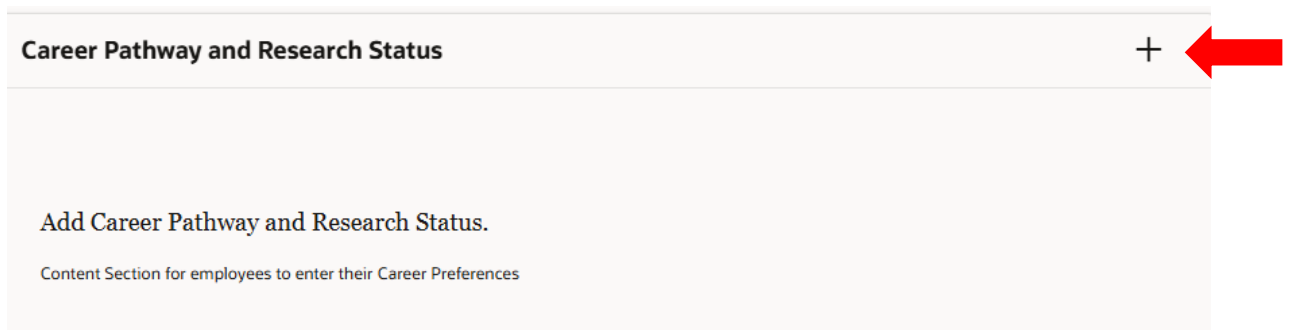
Review and evaluate each topic in your performance document.

Overall Summary

Summary: Appraisal Employee 1 added a comment. Required. [Show more summary info](#)

Employee Comment: test

On the Skills and Qualifications page click on the + sign in the Career Pathway and Research Status section to complete.

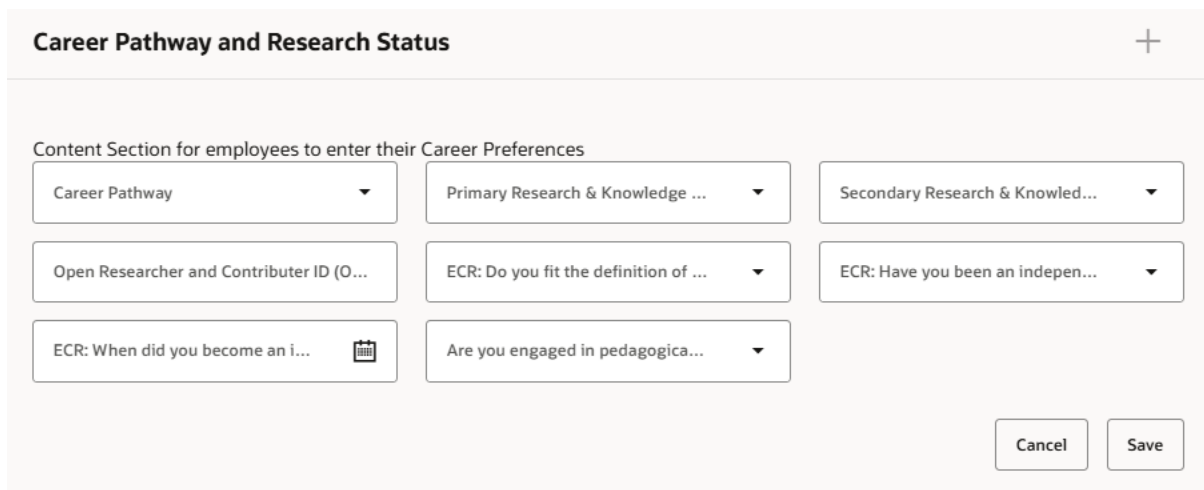


Career Pathway and Research Status +

Add Career Pathway and Research Status.


Content Section for employees to enter their Career Preferences

Complete the relevant fields of the Career Pathway and Research Status section.



Career Pathway and Research Status +

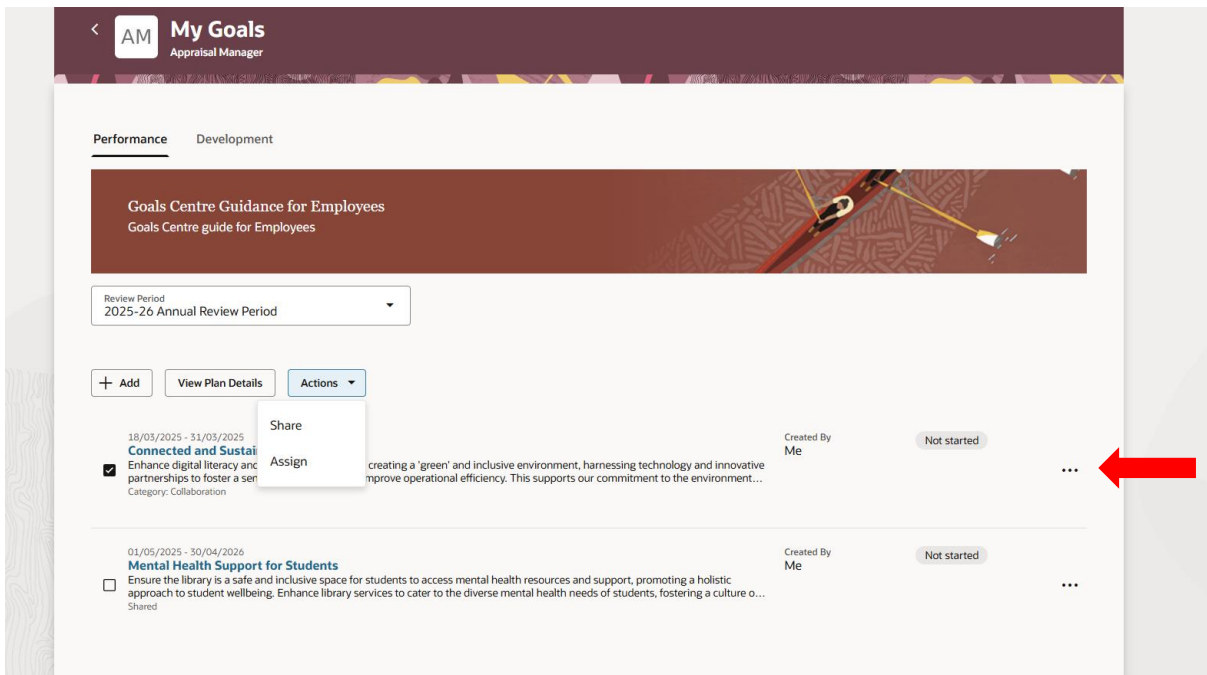
Content Section for employees to enter their Career Preferences

Career Pathway	Primary Research & Knowledge ...	Secondary Research & Knowled...
Open Researcher and Contributor ID (O...	ECR: Do you fit the definition of ...	ECR: Have you been an indepen...
ECR: When did you become an i... 	Are you engaged in pedagogica...	

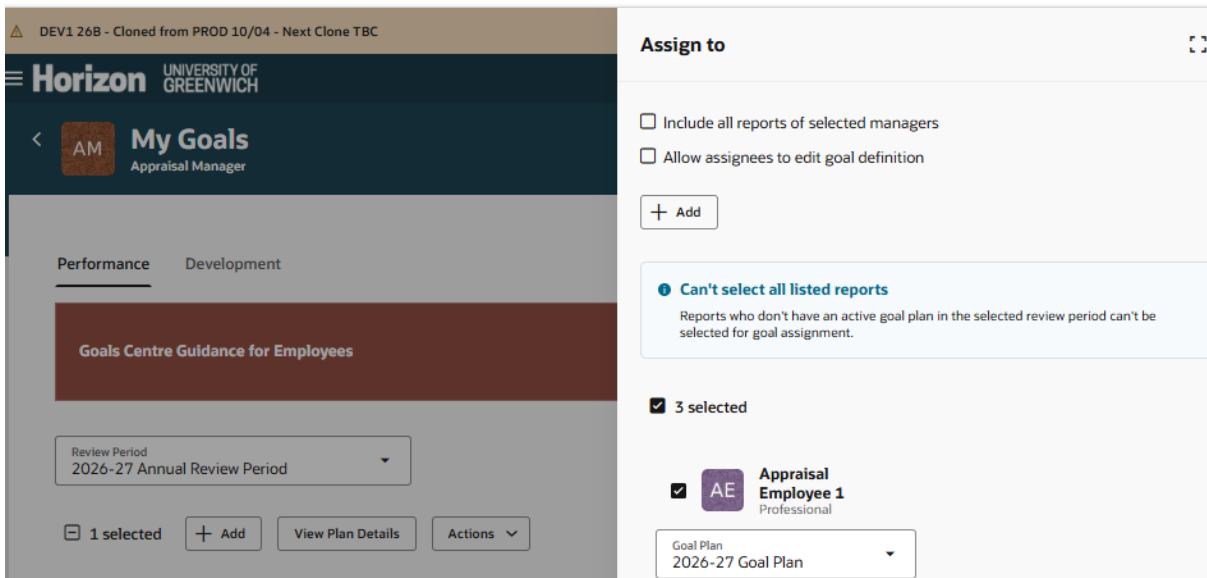
Cancel Save

As an Appraiser

Appraisers also have the option to share or assign goals with their team. To do this click on Me>Career and Performance>Goals Centre and select the relevant year. Select the relevant goal and click on the actions button or clicking on the three dots of their own goals.



If you wish to assign or share, you can select whether you assign or share to a person in your team or the whole team. For assigning goals, you then have the option for the goal to be assigned to all your indirect reports (include all reports of selected managers) and whether the assignees can edit the goal.

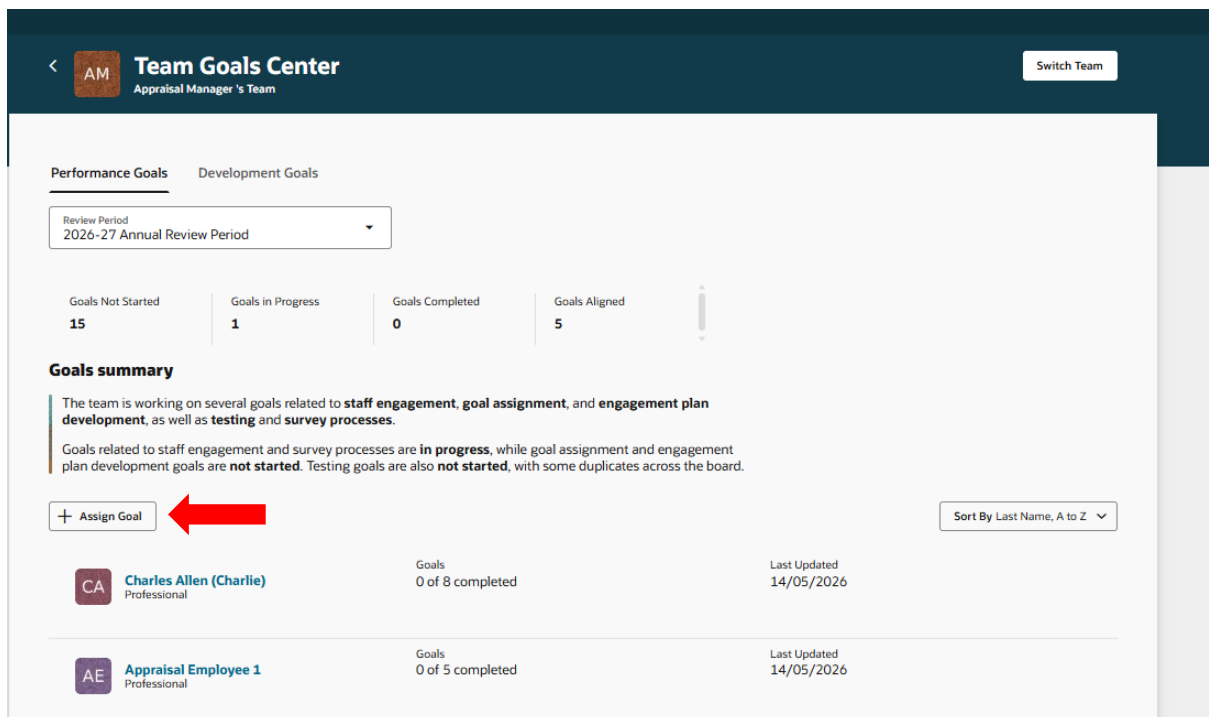


Team Goals Centre

Appraisers also have access to the Team Goals Centre by navigating via My Team>Team Goals Centre.



Select the relevant review period to reveal the data and goal summary of the progress of the appraisees goals.



Clicking on Assign Goal will show the new goal page.

New Goal

What will indicate that this goal is achieved?

Specify the success criteria for this goal here.

B I U ↺
☰ ▾
☰ ☰
☰ ☰
☰ ☰
✂

Comments

Comments

B I U ↺
☰ ▾
☰ ☰
☰ ☰
☰ ☰
✂

Start Date
01/05/2026 📅

Target Completio...
30/04/2027 📅

Priority
Medium ▾

Category ▾

Required

Assign to

ⓘ Reports who don't have an active goal plan in the selected review period can't be selected for goal assignment.

Include me

Include all reports of selected managers

Allow assignees to edit goal definition

Goal Plan
2026-27 Goal Plan ▾

3 selected

Complete the sections of the New Goal page and select you who are assigning the goal to – My Team or a Person in My Team. When assigning goals, you then have the option for the goal to be assigned to all your indirect reports (include all reports of selected managers) and whether the assignees can edit the goal.

If using the AI Assist button, you **must** review and amend the SMART goal to ensure it is meaningful and realistic and is contextualised for the relevant role, department and university priorities. Once you are happy with the goal click on Add.

It is a similar process for assigning Development goals as the appraiser.