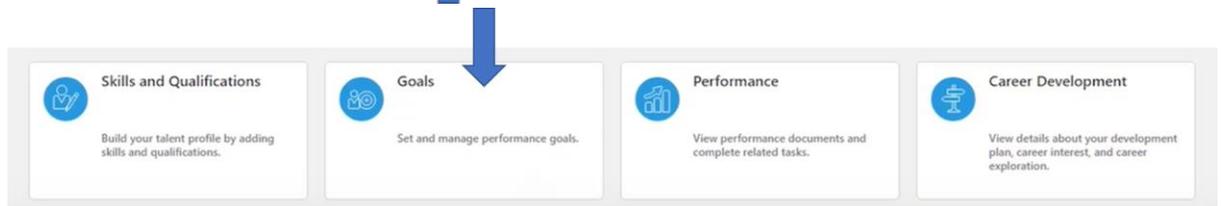
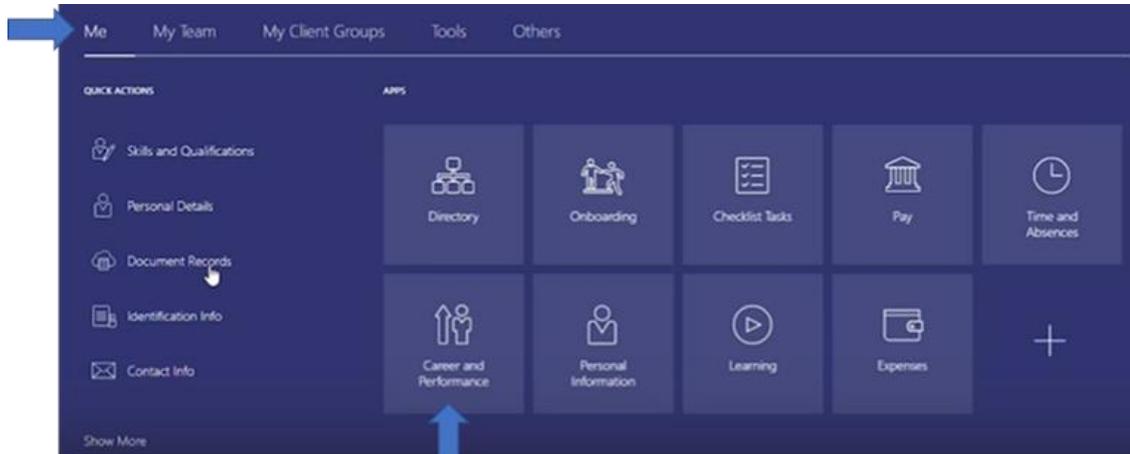


Setting Goals and Objectives in the Horizon System

Adding Your Own Goals and Objectives

1. To set a Goal, go to **Me > Career and Performance > Goals**.

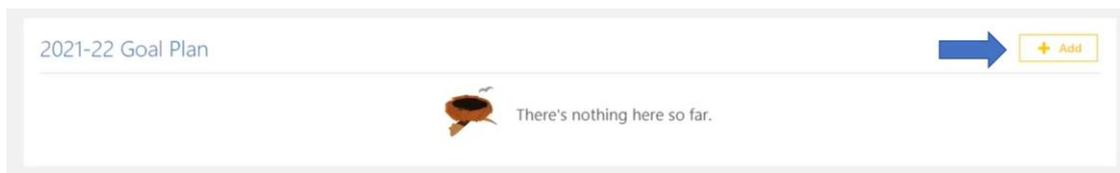


2. You want the **Review Period** and the **Goal Plan** to the next academic year

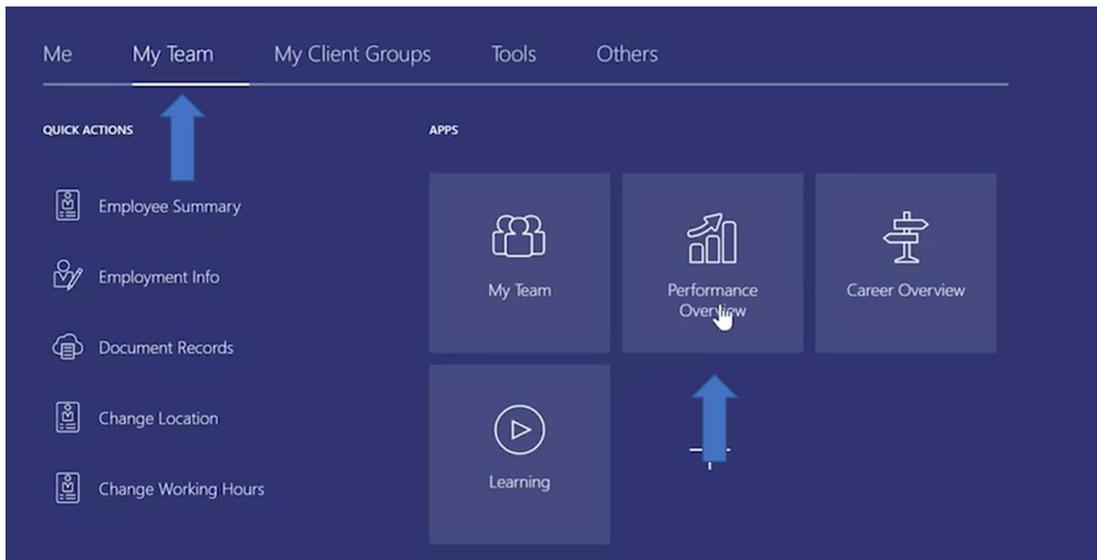
Review Period

Goal Plan

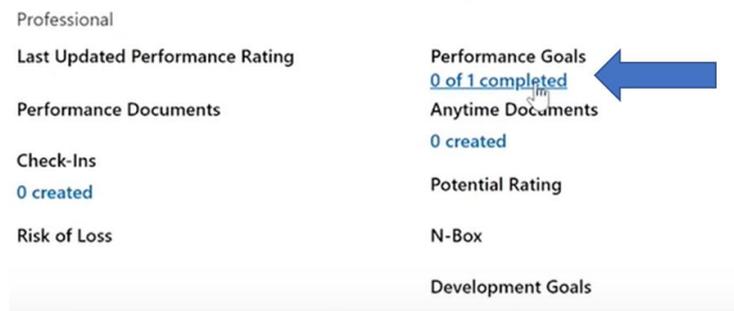
3. To add a Goal to your plan, click on **Add**.



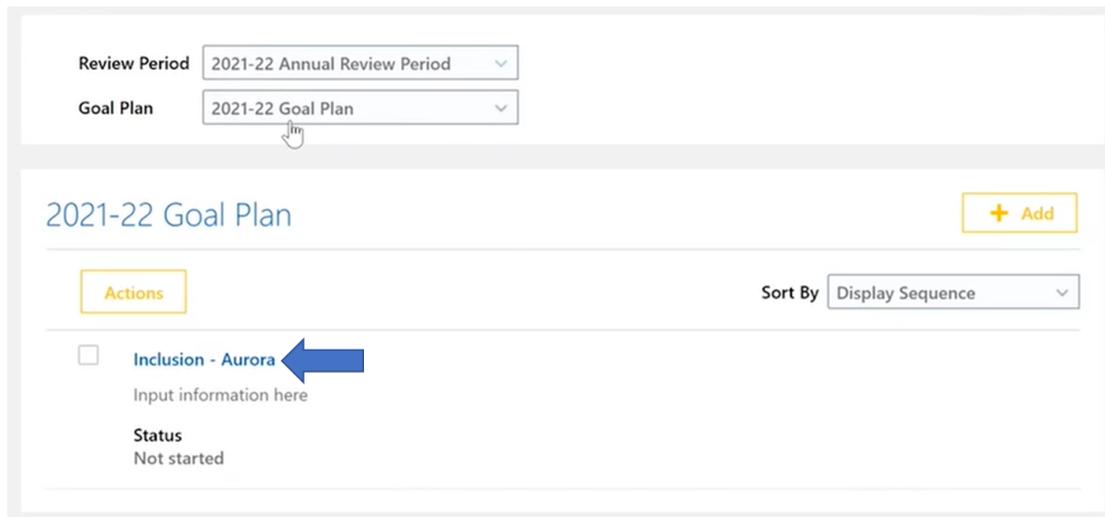
4. You will then be required to enter some information about your goal to make it SMART, those marked with * are mandatory to complete:
 - a. **University Priority** – What strategic value of the university does your goal best link to?
 - b. ***Goal Name** – This is automatically linked to Library goal but can be changed.
 - c. ***Description** – Here is an opportunity for you to give specifics details of your goal.
 - d. ***Start Date and Target Completion Date** – Use the calendar icon to input the timeline of your goal.
 - e. **Status Bar** – Here is an opportunity for you to update where you are with completing the goal.
 - f. ***Category** – What is the nature of the goal?
 - g. ***Measure of success (how will you know you have achieved this?)**– How will you know the Goal has been completed?



- Next to your reports name you will be able to see Performance Goals. To check the goals created, click on the link below **Performance Goals**.



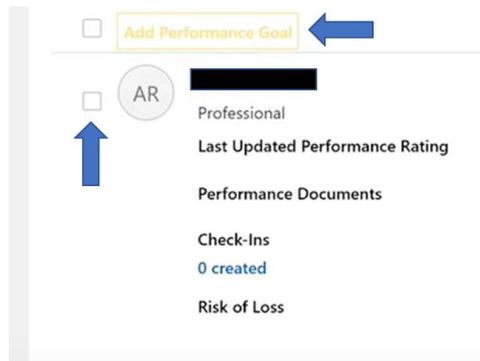
- This will then take you to their **Goal Plan**. To see more details about a particular goal, click on the **goal name**.



- Once you have reviewed the Goal Plan, you should confirm directly with your employee that you are happy with the content.

Adding to a Team Members Goal Plan as a Line Manager

- Click the **check box** next to the employee's name then select **Add Performance Goal**



2. You will be required to enter some information about your goal to make it SMART. This includes:
 - a. **University Priority** – What strategic value of the university does your goal best link to?
 - b. ***Goal Name** – This is automatically linked to Library goal but can be changed.
 - c. ***Description** – Here is an opportunity for you to give specifics details of your goal.
 - d. ***Start Date and Target Completion Date** – Use the calendar icon to input the timeline of your goal.
 - e. **Status Bar** – Here is an opportunity for you to update where you are with completing the goal.
 - f. ***Category** – What is the nature of the goal?
 - g. ***Measure of success (how will you know you have achieved this?)**– How will you know the Goal has been completed?
3. If the goal is a group project between yourself and your direct report you can check the box **Include Myself** and this goal will also be added to your personal Goal Plan.

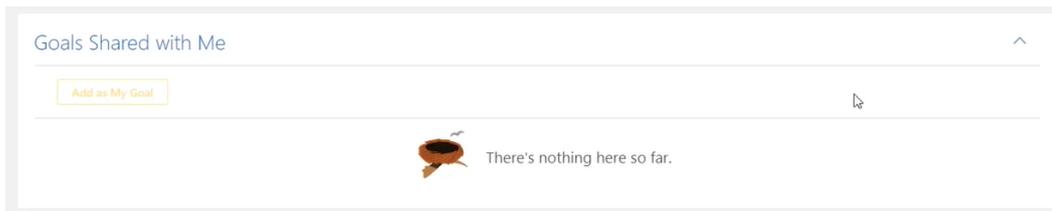


4. Once completed you can then click **Submit** in the top right corner of the page.
5. Goals set by Line Managers will be added directly to your employees **Goal Plan**. They will then be able to work on these like any other the other goal they have set themselves.

Sharing Goals and Objectives with Team Members

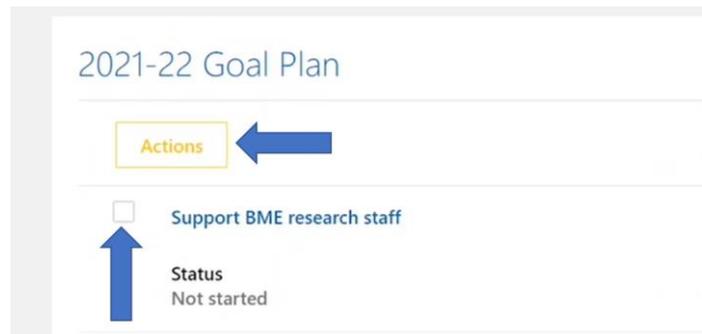
Viewing Shared Goals

1. Horizon has the capability for Line Managers, PVCs or Directors to share goals.
2. If a goal has been shared with you it will be appear under **Goals Shared with Me**. This can be for information purposes only or add it to your own Goal list.



Sharing your own Goals with Team Members

1. As a Line Manager you have the capability to share your own goals with your team.
2. To do this click on the **Tick Box** next to a goal in your Goal Plan then **Click Action > Share**.

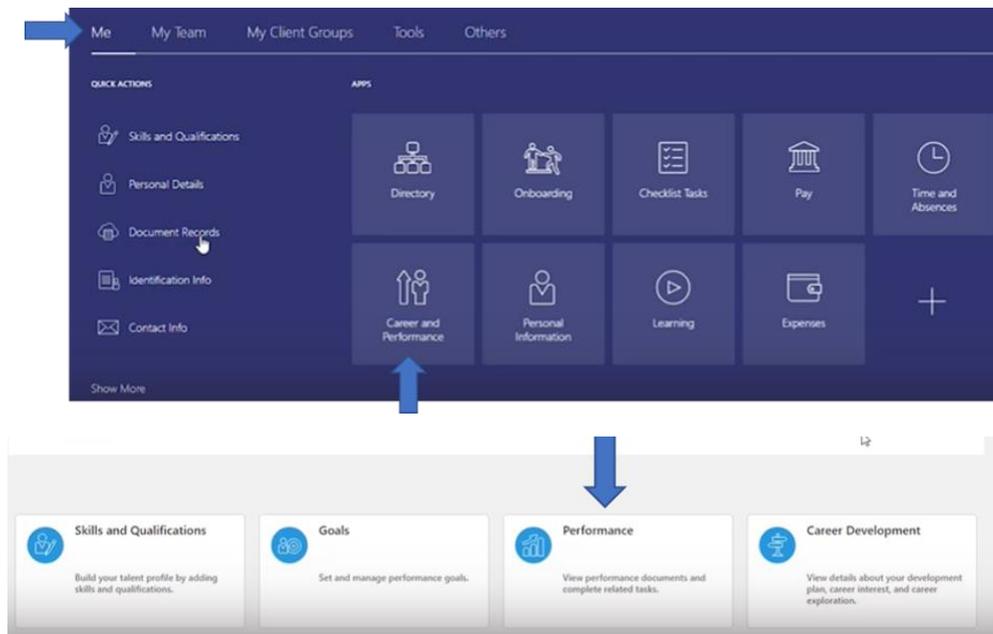


3. This goal will then appear in the **Goals Shared with Me** section of the employees Goal Plan.

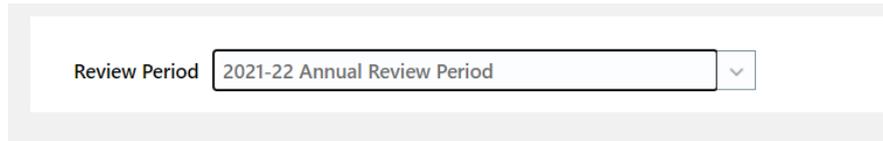
Setting goals retrospectively

This allows you to update your Performance Objectives that may have been added in after your previous appraisal was completed.

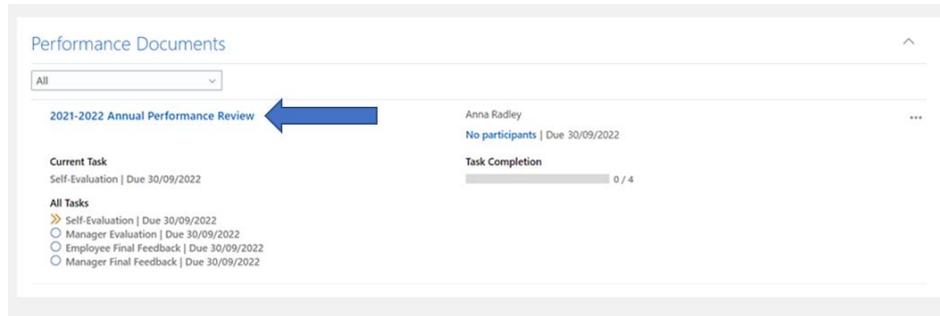
1. Go to **Me > Career and Performance > Performance**.



2. Change the review period to **the current academic year**



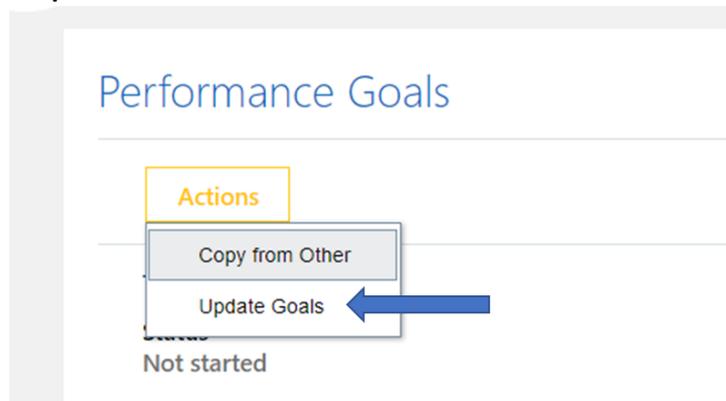
3. To enter your appraisal, click on **Annual Performance Review**



4. Under **Evaluation Topics**, select **Performance Goals**



5. Select Action and **Update Goals**.



6. This will then transfer all goals from within your goal plan into your appraisal for comments