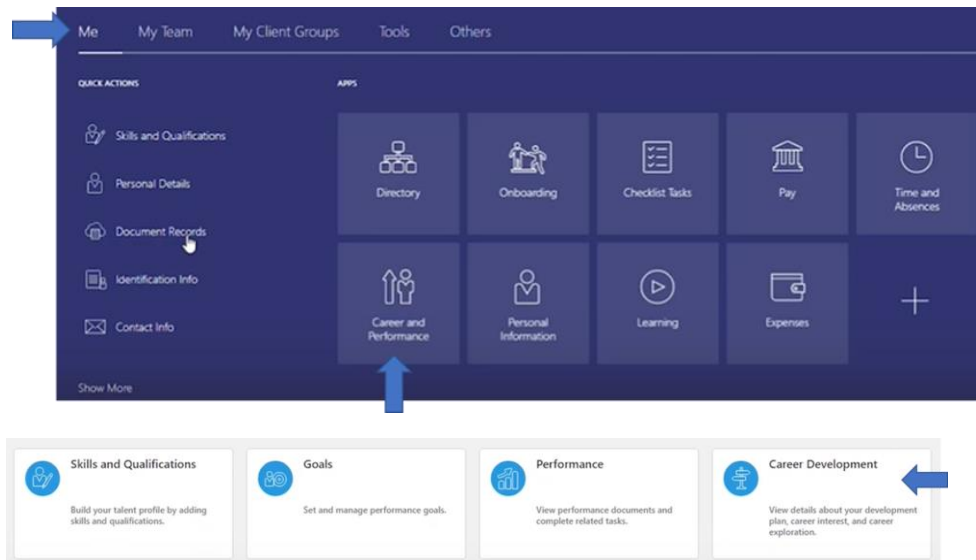# Career Development in the Horizon System
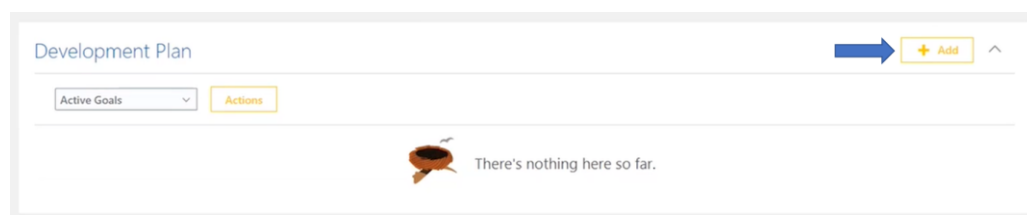
Adding Your Own Career Development Plan

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.
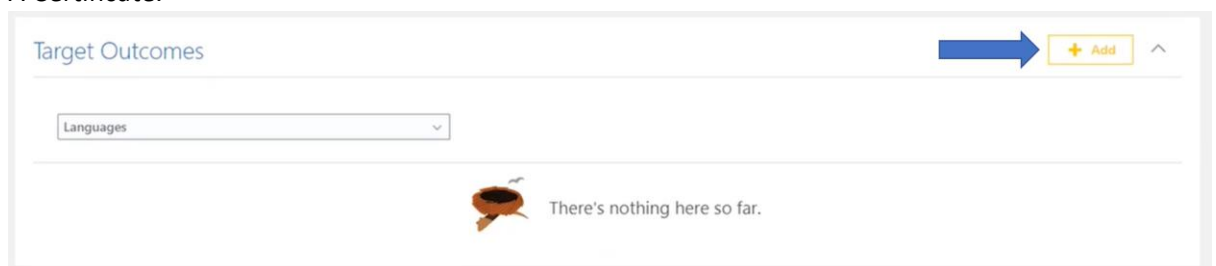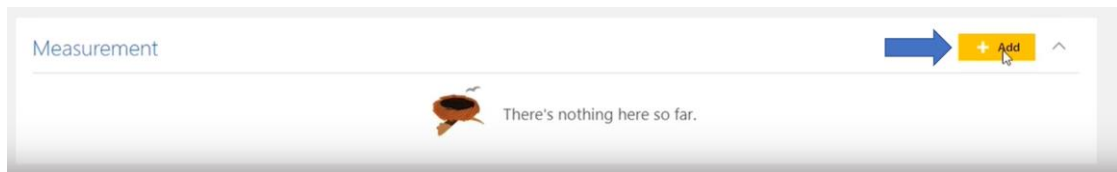

Development Plan

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

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.

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.
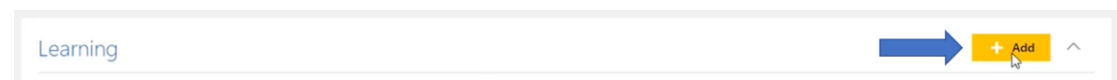

7. Once you are happy with all the information inputted surrounding your development goal you can select **Save and Close** in the top right corner.

Career Pathway and Research Status

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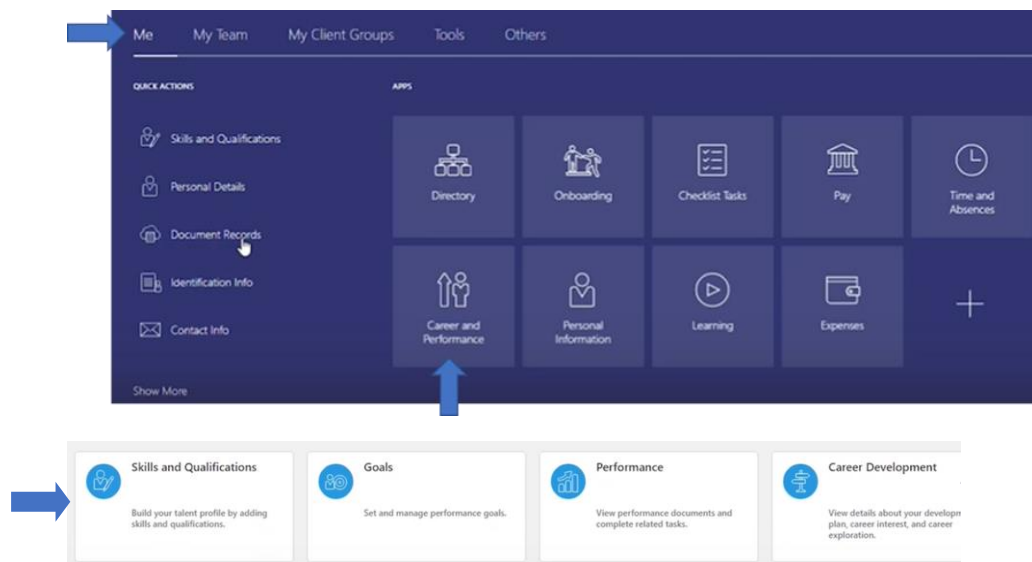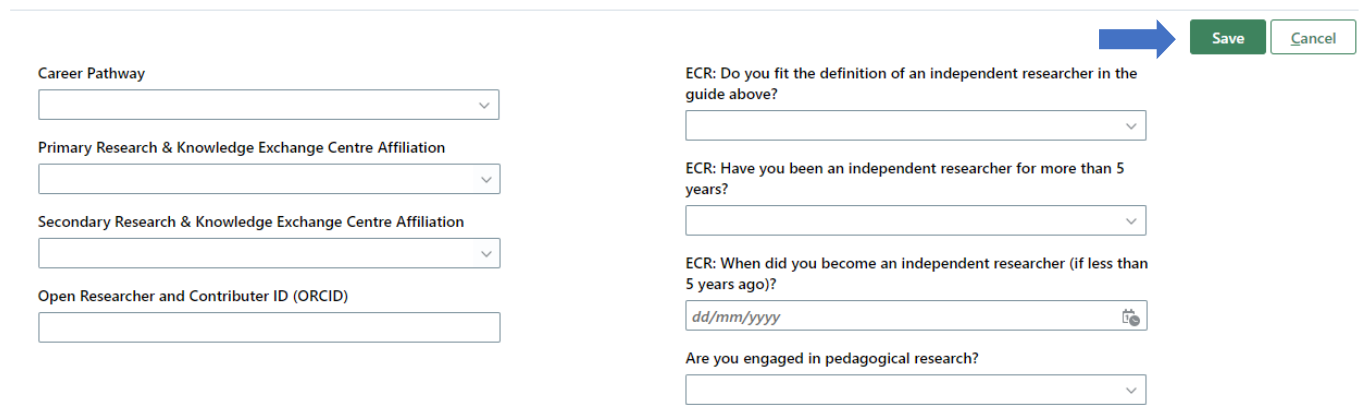

2. Click the Pencil icon to edit the Career Pathway and Research Status section.
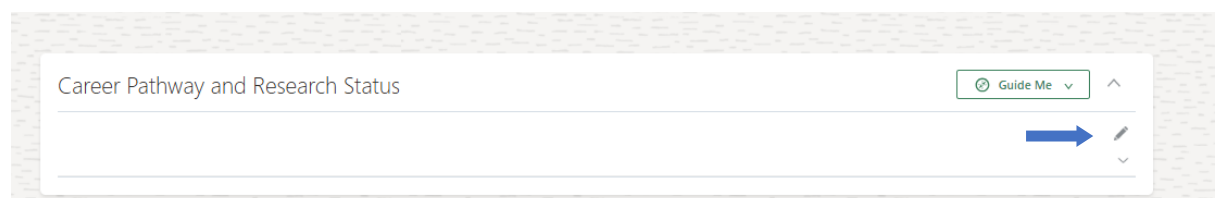
3. Complete the sections and click the Save button. Use the Guide Me button for more information.

Looking at a Team Members Career Plan

1. To view a direct reports career plan, click on **My Team** > **Career Overview.**
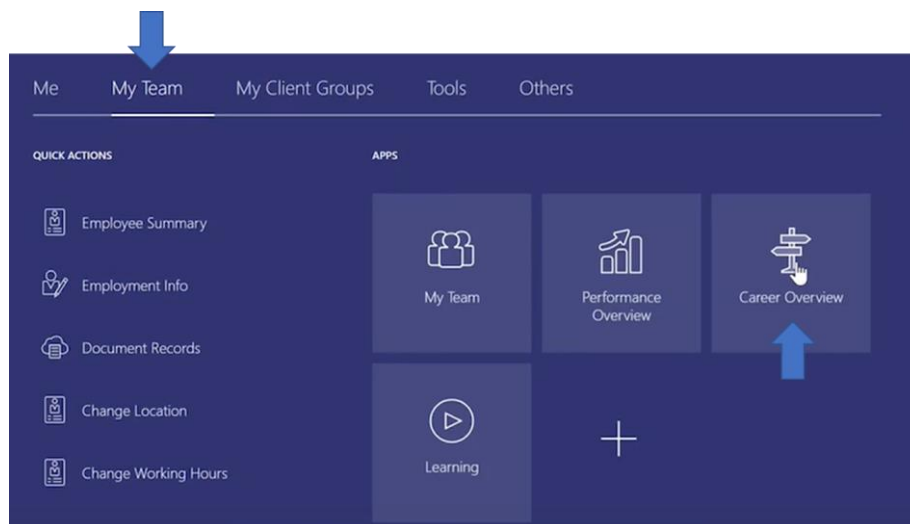
2. On the next page you will see all your team's name. Click on their name to view their career plan and any additional information they have provided.