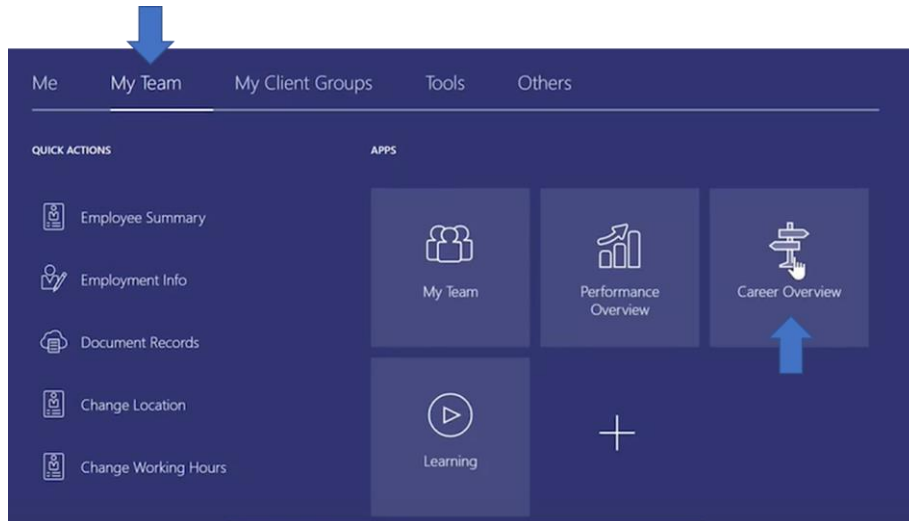


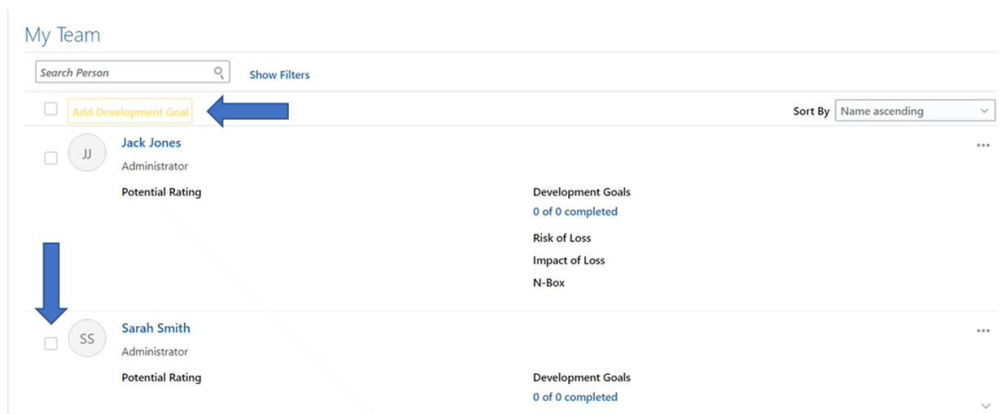
Probation: Setting Development Goals as a Line Manager on Horizon

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

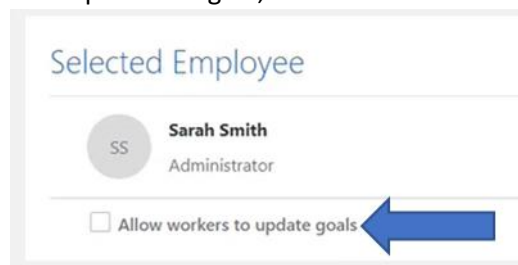
1. To create a Development Plan for your employee, click on **My Team > Career Overview**.



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**.



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



4. 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.

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.

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.

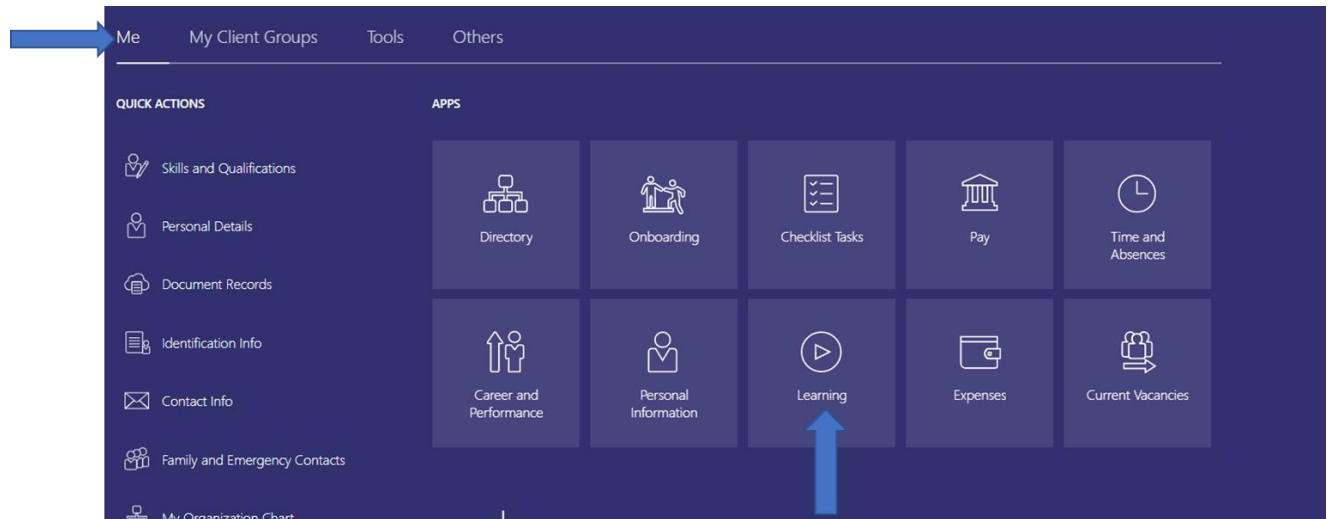
8. By selecting **Add by Learning** you can select a learning item from all the training courses that are ongoing within the University.

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.

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 [here](#).

