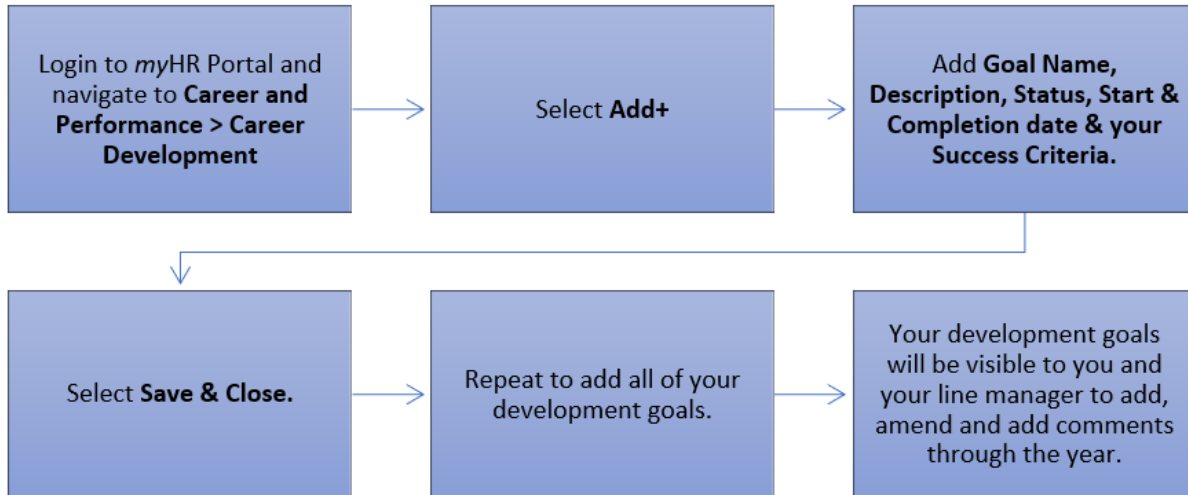


## An Employees Guide to Development Goals

The objective of this Quick Reference Guide is to explain how to record your Development Goals in myHR Portal.

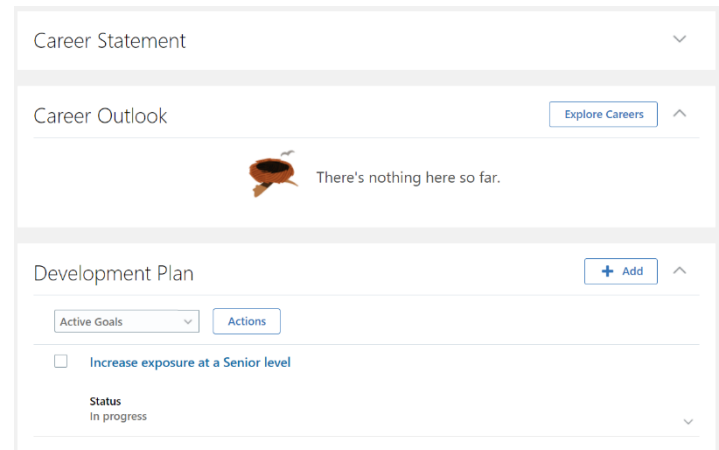
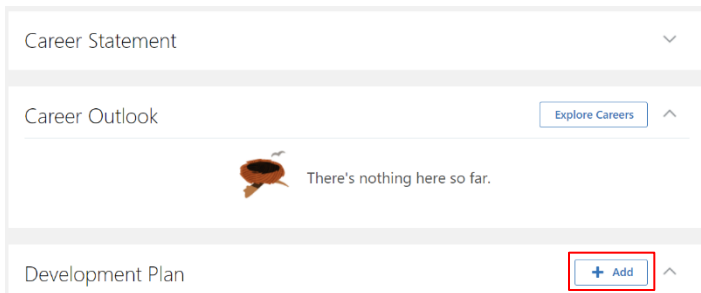
### Quick Guide:



### Detailed Guide:

1. Select **Career and Performance > Career Development**.
2. Select **Add+** to add your development goals.

6. Your development goal will then be visible on your **Career Development** page.



3. Fill out **Goal Name, Description, Status, Start & Completion date & your Success Criteria**.
4. If you select **Private**, your manager will not be able to view your goal.

7. Repeat the process to add all your development goals.
8. Your development goals will be visible to you and your line manager to add, amend and add comments through the year.

