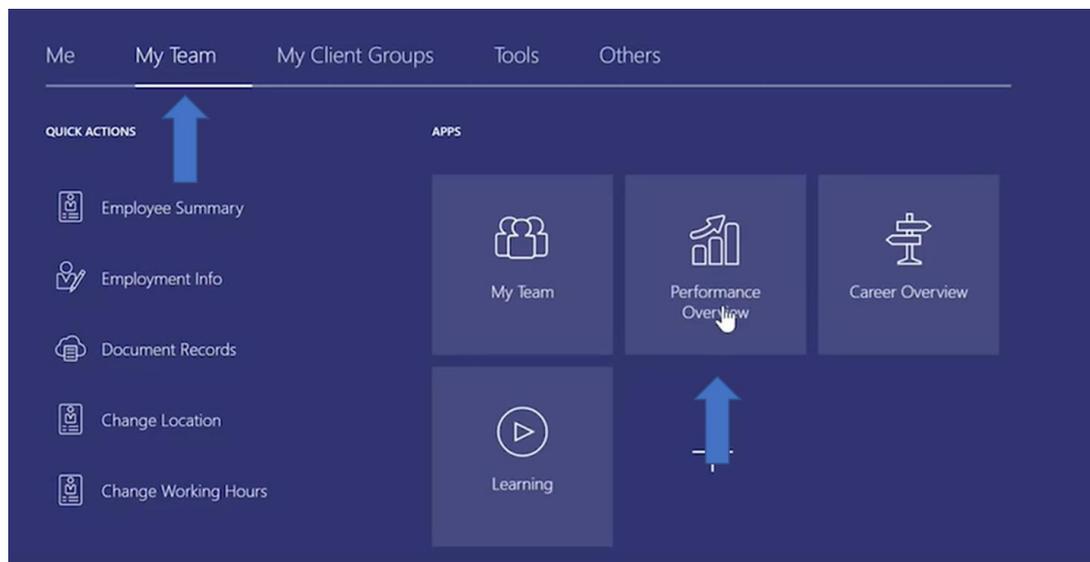


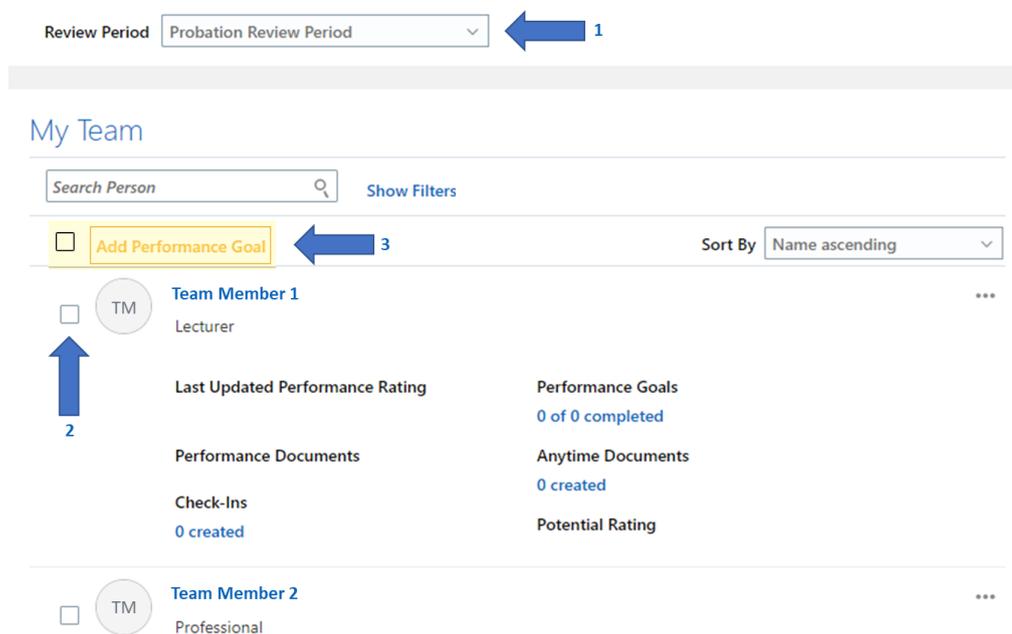
Probation - Setting Objectives as a Line Manager on Horizon

As a Line Manager, objectives must be agreed by no later than the 4th week after the employee start date to ensure expectations are clear. These should be SMART objectives with realistic timescales for achievements.

1. To set objectives go to **My Team > Performance Overview**.

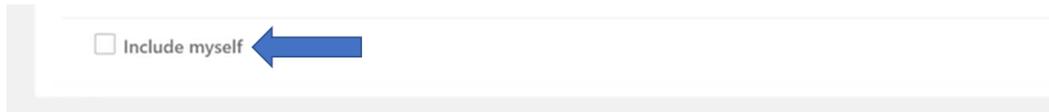


2. Set the review period to **Probation Review Period**. Click the **check box** next to the employee's name then select **Add Performance Goal**



3. You will be required to enter some information about your goal to make it SMART. This includes:
 - a. **Library Goal** – 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. **Success Criteria** – How will you know the Goal has been completed?
4. 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.



5. Once completed you can then click **Submit** in the top right corner of the page.
6. 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.