Oracle Fusion Cloud Talent Management

Using Career Development

24A

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1 Introduction

Career Development Work Area

Employees and managers can use the Career Development work area to gain a comprehensive view of the employee's career information. They can see the employee's career information and the detailed development plan established for achieving those targets.

The Career Development work area includes these sections:

- Career Statement
- Explore Roles
- Career Outlook that includes Current Role and Careers of Interest
- Development Plan
- Suggested Careers
- Goals Shared with Me
- Work Preferences
- Career Preferences
- Learning

Feature choices determine the options available in the Career Development work area. They also control the application behavior you see in the tasks you perform in that work area. You select features choices on the Configure Offerings page in the Setup and Maintenance work area.

You provide your career statement to identify your career goals.

Development Plan

Development plan is a collection of development goals which can be active or inactive. Based on your role privileges, you can use the development plan to define development intents, establish development goals, and manage development progress. You use your development plan to manage your near- and long-term career development strategies.

This table lists the features available for each role within the development plan.

Role	Features
Worker	- Add goals to your development plan - Define personal development intents or use existing ones for each goal to track your efforts and progress toward targeted roles - Filter goals in the development plan to view only those goals that are active and inactive - Print your Career Development work area including career statement and development plan. - Make the goal inactive from the goal details page - Copy, delete, and share goals from the development plan

Role	Features
Manager, HR specialist	• Add goals to an employee's development plan • View development intents for each employee goal. View employee compatibility with any future roles. • Filter employee goals in the development plan to view only those that are active or inactive. • Print all goals included in an employee's development plan. • Make goals inactive in the employee's development plan. • Share goals from the employee's development plan

Career Outlook

The **Career Outlook** section is divided into two subsections.

- **Current Role**: This subsection shows the current role of the employee.
- **Careers of Interest**: This subsection shows roles that the employee is interested in. If any open jobs are present for a role that's added to the careers of interest, you can see the count of open jobs. Click the role name to view the role details. You can subscribe to job alerts for your careers of interest and get automatically notified about internal job openings. From the Actions menu of the role in your Careers of Interest section, select **Subscribe to Job Alert**.

To search for roles, use the **Explore Roles** button. You can do these actions when you view the role details:

- Review more information about the role.
- Add a goal to track your development to meet the role requirements.
- View the related and available learning items and improve yourself to gain proficiency.
- Subscribe to job alerts for that role.
- View open jobs for the role.

Other Career Development Sections

Based on the site configuration options in Career Development offering, you see these sections in the Career Development work area:

- **Suggested Careers**: Managers and HR specialists can suggest careers for the employee and they're displayed in the work area.
- **Goals Shared with Me**: Managers, HR specialists, or colleagues can share development goals with the employee. Worker can review them and then add it to the development plan.
- **Learning**: To enhance the knowledge and skills, relevant learning items are made available to employees in their work area. Search for and add relevant learning items. Your manager can associate learning items for you.

Related Topics

- Development Goals in the Development Plan
- Considerations for Implementing Career Development Features
- How You Configure Career Development Pages Using Transaction Design Studio

Development Goals in the Development Plan

You can view both active and inactive development goals in your development plan on your Career Development page.

In the Development Plan section, select one of these options to filter the development goals shown.

- **Active Goals**: To see only active development goals in your development plan.
- **Inactive Goals**: To see only inactive development goals in your development plan.

Development Intents

Development intents are tags you add to a development goal to define the purpose of the goal for an employee. You can enable the development intents feature through feature choices on the Configure Offerings page in the Setup and Maintenance work area.

The role name is displayed as the development intent. The employee can add personal development intents to a goal. These personal intents can be viewed only by the employee.

Related Topics
- Career Development Work Area
- Considerations for Implementing Career Development Features

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2 Talent Profiles

Overview of Talent Profiles

Managers and HR specialists can maintain information within person profiles about the skills, qualifications, accomplishments, and career preferences of their workers. They can also maintain information in model profiles about the targeted skills and qualifications of the jobs and positions within the company.

Workers can manage theirown careers by keeping their talent profiles current so that their skills, qualifications, accomplishments, and career preferences reflect their current performance and future career goals.

You manage a worker's talent profile on the worker's person spotlight. Depending on your role, to open a worker's person spotlight:

- Select **Directory** > **Directory**, search for the worker, and click the worker's name in the search results
- Select **My Team** > **My Team** and click the worker's name on the My Team page
- Select **My Team** > **Team Talent** and click the worker's name on the Team Talent page
- Select **My Team** > **Team Compensation** and click the worker's name on the Team Compensation page
- Open the person smart navigation window from application pages

This table lists the talent profile-related pages in person spotlight and their key features available to managers, HR specialists, and workers. Workers can open each page from the **Me** work area in the Navigator.

Pages	Features for Managers and HR Specialists	Features for Workers
Skills and Qualifications	- Use the competency gaps chart to compare the competencies of a worker to that of a job from the worker's interest list, to identify if the worker is a suitable candidate for the job or needs further training. - Review areas of expertise and other qualifications for workers.	- Use the competency gaps chart to compare their competencies to that of a job from their interest list, to identify whether they are suitable for a job or to identify training needs. - Identify areas of expertise, such as a specific software package. - Maintain competencies, degrees, and other accomplishments.
Career Planning	- Add jobs or positions to the interest lists of their workers. - Review career preference information for workers, such as job or job family of their next career move. - Review and edit talent ratings such as performance and potential of workers, and the risk and impact of losing them.	- Add jobs or positions to their interest lists. - View the suggestions list and determine whether to add any of the suggested jobs or positions to their interest list. - Identify career preferences such as the job or job family of their next career move.

Managing talent-profile information in job and position profiles includes both creating the job and position profiles based on profile types, and editing the profiles when business requirements change. Job and position profiles identify the required skills, degrees, qualifications, and work requirements for each job and position within your enterprise.

> **Note:** You must upgrade to enhanced talent profiles prior to HCM Cloud release 20B. In the enhanced talent profile feature, the display of the person profile and talent ratings has a more engaging and responsive interface design. The new user experience enables features to be presented on both mobile and web pages. The interfaces are simple, intuitive and are written in a more conversational language. The administration enhancements provide increased product performance and extensibility. The enhanced solution introduces content templates that represent the talent content (for example, Competencies, Certificates, Skills, and Awards) required to support the Oracle Talent Management Suite. Each content template includes unique attributes. These content templates can be used and reused to create the content sections necessary to capture talent data. The templates can be used to design both person and model talent profiles. Any relevant topics from this chapter have been updated and moved to My Oracle Support: Upgrading Oracle Fusion Profile Management (Doc ID 2421964.1).

Enhanced Talent Profiles

Enhanced Talent Profiles provides a framework for developing and managing talent profiles that meet your industry or organizational requirements. Profiles summarize the qualifications and skills of a person or a workforce structure such as a job or position.

For more information, see *Oracle Cloud HCM Profile Management*

Compare Profiles and Find the Best Fit

Best-Fit Analysis

The best-fit analysis includes the review of all profiles of the match type required and calculation of the overall score compared to the source profile. The overall score appears in the Overall Fit column in the results section on the Find Best Fit page.

Employees, managers, and HR specialists can use the Best-Fit feature to match and compare profiles with the selected match criteria. The Best-Fit feature finds profiles that closely match the source profile (person or job). You can associate job name to job profile type, position name to position profile type, and organization name to organization profile type.

Best-Fit Analyses Types

The application supports the following four types of best-fit analyses:

- Person to Job: Using a person profile as the source profile, you can find the job that best fits a worker.

  Example: As a manager, use this tool to help a worker to identify job profiles for which the worker is best suited and decide the next career move.

- Person to Person: Using a person profile as the source profile, you can find the worker with skills that match that of a particular worker.

  Example: Your company is planning to launch new technology. As an HR specialist, you know a worker who has the required skill to use the new technology. To assess the scope of workers who need development in this

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particular skill, you can select the worker's profile. You can then use the Best-Fit feature to view a list of other workers who may come close to the skill requirements.

- Job to Job: Using a job profile as the source profile, you can find the job profile that closely matches a job profile.

  Example: As an HR specialist, you can use this tool to help locate jobs to identify areas for outplacement, training requirements, or areas of organizational strength.

- Job to Person: Using a job profile as the source profile, you can find the best-fit worker for a job.

  Example: As an HR specialist, you can use this tool to help locate the most qualified workers for a job opening within your company.

The Best-Fit Feature Accessibility

The roles, privileges, and application settings determine the ability for a user to perform a type of best-fit analysis. The following table shows the Best-Fit feature accessibility for the most commonly used profile types.

Role	Can Perform Person to Job Analysis?	Can Perform Person to Person Analysis?	Can Perform Job to Job Analysis?	Can Perform Job to Person Analysis?
HR specialist	Yes	Yes	Yes	Yes
Manager	Yes (Limited to direct and dotted-line reports)	Yes	No	Yes
Worker	Yes	Yes (Limited to worker's own profile)	No	No

Filtering Best-Fit Results

By default, the best-fit analysis results show all profiles that have 90% match or greater than the selected source profile. You can further filter the results to show by overall fit or by number of profiles. The results section of the best-fit analysis also has the **Show Fit by Criteria** option. Use this option to view which content types displayed in results meet or exceed the specified criteria percentage.

Access the Best-Fit Feature as an HR Specialist

Depending on the privileges associated with the HR specialist role, they can find either the best-fit job or person for a person profile or the best-fit job or person for a job profile.

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Finding the Best-fit Job or Person for a Person

HR specialists can find the best-fit job or person for a person by using one of the following navigation paths:

- From the Person Profiles page:

    a. Select **Navigator** > **My Client Groups** > **Profiles**.
    b. Click the Person Profiles tab, if not already selected, and search for the person profile.
    c. Select the profile in the Results section.
    d. From the Actions menu, click the corresponding link to find the best-fit job or person for the selected profile.

- From the Skills and Qualifications page:

    a. Select **Navigator** > **My Client Groups** > **Profiles**.
    b. Click the Person Profiles tab, if not already selected, and search for the person profile.
    c. Click the profile in the Results section to open the Skills and Qualifications page.
    d. In the Related Links panel, click the corresponding link to find the best-fit job or person for the selected profile.

- From the person smart navigation window:

    a. Click the More icon for a person on application pages to open the person smart navigation window.
    b. Select Talent Management and click the corresponding link to find the best-fit job or person for your report

Finding the Best-fit Job or Person for a Job Profile

HR specialists can find the best-fit job or person for a job profile by using the Model Profiles page. This page includes all jobs and positions profiles associated with the job profile type.

To find the best-fit job or person for a job profile:

- From the Profiles page:

    a. Select **My Client Groups** > **Profiles**.
    b. Click the Model Profiles tab, search for the job name.
    c. Select the profile in the Results section.
    d. From the Actions menu, click the corresponding link to find the best-fit job or person for the selected profile.

- From the Select Candidates page when creating or editing a succession plan:

    a. Select **Navigator** > **My Client Groups** > **Succession Plans**.
    b. Click the Succession Plans tab, if not already selected.
    c. Click **Create** to create a plan, or select an existing plan and click **Edit** from the tab toolbar.
    d. Enter or edit the necessary details and click **Next** to open the Select Candidates page for the succession plan.
    e. On the page toolbar, click **Find Best Fit** to find the best fit person for a model profile and add the person as a candidate.

- From the Select Members page when creating or editing a talent pool:

    a. Select **Navigator** > **My Client Groups** > **Succession Plans**.

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    b. Click the Talent Pools tab.

    c. Click **Create** to create a talent pool, or select an existing pool and click **Edit** from the tab toolbar.

    d. Enter or edit the necessary details and click **Next** to open the Select Members page for the succession plan.

    e. On the page toolbar, click **Find Best Fit** to find the best fit person for a job profile and add the person as a member.

Access the Best-Fit Feature as a Manager

Depending on the privileges assigned to the manager role, managers can find the best-fit job or person for a person.

Finding the Best-fit Job or Person for a Person

Managers can find the best-fit job or person for a person by using one of the following navigation paths:

- From the Team Talent page:

    a. Select **Navigator** > **My Team** > **Team Talent**.

    b. Click the link to a report. The Skills and Qualifications page of the report opens.

    c. In the Related Links panel, click the corresponding link to find the best-fit job or person for your report.

- From the My Team page:

    a. Select **Navigator** > **My Team** > **My Team**.

    b. Click the link to a report. The Employment Information page of the report opens.

    c. Select **Actions** > **Talent Management** and then select the corresponding link to find the best-fit job or person for the selected profile.

- From the person smart navigation window:

    a. Click the More icon for a report on application pages to open the person smart navigation window.

    b. Select Talent Management and click the corresponding link to find the best-fit job or person for your report

Access the Best-Fit Feature as a Worker

Depending on the privileges assigned to the employee role, workers can find the best-fit job profile for their person profile or add the job profile to their careers of interest list.

> **Note:** As a worker, if you find the person best suited to your profile, by default, the search results display your profile.

Finding the Best-fit Job

Workers can use one of the following navigation paths to access the best-fit job feature:

- From the Skills and Qualifications page:

    a. Select **Navigator** > **Me** > **Skills and Qualifications**.

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    b. In the Related Links panel, click **Find Best Fit Job**.

- From the person smart navigation window:

    a. Click the More icon for your name on application pages to open the person smart navigation window.

    b. Select Talent Management and click **Find Best Fit Job**.

By default, the Find Best Fit Job page displays results for job with overall fit greater than or equal to 90% criteria. You can modify the criteria to find the best-fit job for your role.

How Best-Fit is Calculated

The Best-Fit feature compares the selected profile content with that of target profiles to find a list of profiles that are the closest match. You find the best fit job or person using the best-fit feature accessible from application pages.

Example: As an HR specialist, you can use the Best-Fit feature to find the person best suited for a job. The initial best-fit analysis results include a list of the profiles with the highest percentage of matching qualities. You can further narrow down the results by changing the priority of content types or individual content items. You can then view the percentage match for each content type.

Considerations for How Best-Fit Is Calculated

The best-fit analysis considers content items of only these predefined content types:

- Competencies
- Honors and awards
- Work requirements

  Note: The work requirements content type does not have content items.

- Languages

  Note: For languages, only the item Reading is considered in best-fit calculations.

- Degrees
- Memberships
- Licenses and certifications

You can use the Best-Fit feature to calculate the overall score for a target profile. The application calculates the overall best-fit score of the target profile with respect to the selected source profile based. The overall score is based on the individual score of each matching content item of the selected profile.

How the Overall Score in a Best-Fit Analysis is Calculated

The Best-Fit feature calculates the overall score for a target profile using an algorithm rule. The overall score appears in the Overall Fit column in the results section on the Find Best Fit page.

The algorithm for the best-fit analysis isautomatically processed by the application.

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The following image shows the best-fit algorithm rule.
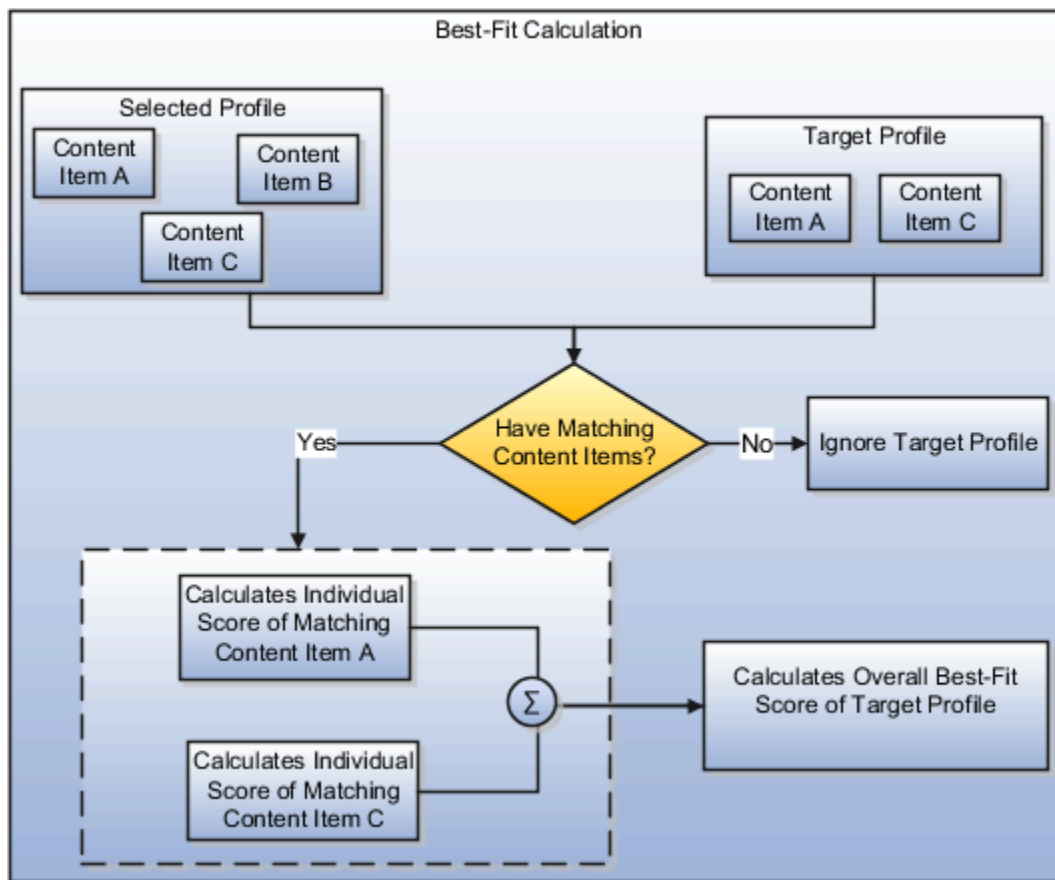
Selected Profile

The selected profile for which you want to find the profile that is the best-fit is source profile.

Target Profile

The target profile is the profile for which the overall score is calculated. The application compares the content items of the target profile with those of the source profile.

Individual Score

The individual score is the number assigned to each matching content item of the content types for which you specify the priority or importance. The individual score calculation algorithm depends on the best-fit analysis type.

Overall Score Calculation Rule

The overall score is the total of all individual scores of all matching content items. If the total of all individual scores includes decimals, then the application rounds off the total score to derive the overall score. The application rounds down the score if the decimal digit is less than 5. However, it increases the score by 1 if the decimal digit is 5 or more.

Examples:

- If the total score is 56.4, the overall score is 56.

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- If the total score is 56.7, the overall score is 57.

How the Individual Score for Person to Person, Job to Person, and Job to Job Analyses is Calculated

In best-fit analyses, each content item of the selected profile must match these target profiles: person to person; job to person; and job to job.

The individual score of each content item of the target profile is based on the priority set at the content type or content item level.

The following graphic shows how the individual score is calculated for each content of the selected profile that match with the target profile. The graphic is applicable for only person to person, job to person, and job to job analyses.
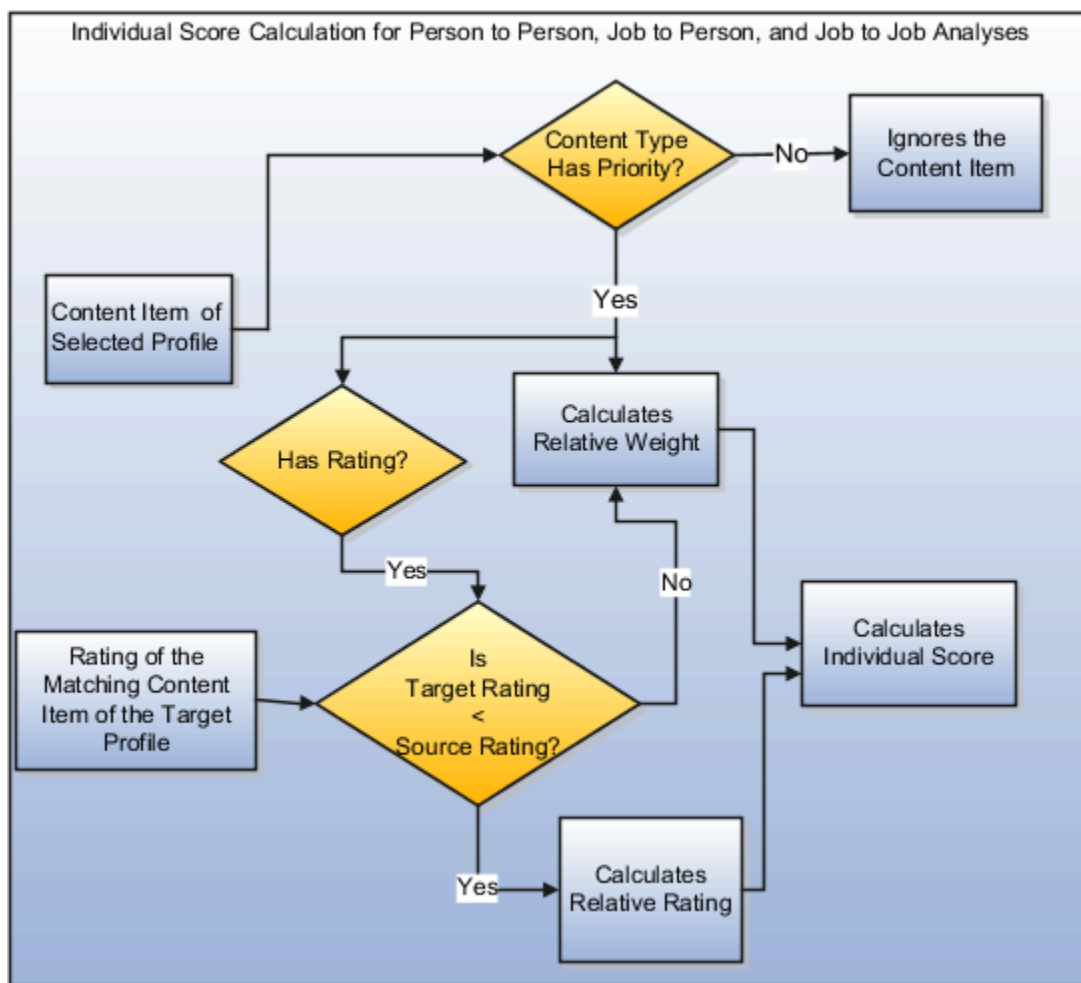
Deciding the Priority

The best-fit algorithm uses the priority assigned to the content type or content item of the selected profile. The priority is used to decide the overall score of the target profile. Depending on the analysis type, you select the priority on the

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Find Best Fit Person or on the Find Best Fit Job page. You can either select a common priority value for all content items within a content type or specify priority using details.

To specify priority using details:

1. Select the **Priority Using Details** option on the Find Best Fit Person or Find Best Fit Job page.
2. Click the **Details** icon. The Best Fit Criteria page opens.
3. Specify the **Match** option for each content item within a content type. The value you select for the **Match** option is the priority value allocated at the content item level. The application calculates the individual score of each content item by considering the match value as the priority value for the content item.

Note: You can't use the **Priority Using Details** option for the Work Requirements content type. The priority for this content type is always specified at the content type level. The application considers only the Travel Domestically and Travel Internationally work requirements for best-fit calculations. The application calculates the individual score of the Work Requirements content type for a target profile as follows:
- If both travel requirements of the source and target profiles match, then the Individual Score = Relative Weight * 100.
- If only one travel requirement of the source and target profiles match, then the Individual Score = 0.5 * Relative Weight * 100.
- If none of the travel requirements of the source and target profiles match, then work requirements are ignored in best-fit calculations.

The priority of a content type is populated using the HRT_MATCH_IMPORTANCE lookup type values. Depending on the **Match** option value, the application calculates the score for each content item within a content type.

The following table illustrates the value of each priority level. These values are application-defined and can't be modified.

Priority Level	Value
None	0
Low	1
Medium	2
High	3
Important	4
Very Important	5
Priority Using Details	Match of content item

Profile Ratings in Best-Fit Calculations

The overall score of a target profile also includes any ratings entered for the content items of the Competencies and Languages content types.

The Competencies content type uses the Proficiency rating model. The following table illustrates the default rating levels of the Proficiency Rating Model and corresponding value that application assigns to the rating level.

Rating Level	Value
Foundation	1
Intermediate	2
Skilled	3
Advanced	4
Expert	5

The Languages content type uses the Language Rating Model. The following table illustrates the default rating levels of the Language Rating Model and corresponding value that application assigns to the rating level.

Rating Level	Value
Low	1
Moderate	2
High	3

Relative Weight

The application calculates the relative weight of the content item for which you specify the priority at the content item or content type level. You specify the priority for the content types on the Best-Fit UI. The relative weight is the importance of a content item with respect to all the other content items in the source profile. The relative weight in the person to person, job to person, and job to job analyses is calculated only for the source profile content items. The relative weight is calculated using the following equation:

Relative Weight = Content item priority / Sum of all content items priorities

Example: The source profile content type has six content items for the Competencies content type and one content item for the Degrees content type. The priority is set at content type level. For the Competencies content type, the priority is set to Medium (2) and for the Degrees content type, it's set to Low (1). The relative weight for each content item:

- In the Competencies content type = 2 / (2 + 2 + 2 + 2 + 2 + 2 + 1) = 2 / 13 = 0.153846

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- In the Degrees content type = 1 / (2 + 2 + 2 + 2 + 2 + 2 + 1) = 1 / 13 = 0.076923

Relative Rating

If the content type with priority also has rating, the application calculates the relative rating of the content item associated with the content type. The relative rating is the rating of the content item in the target profile with respect to the source profile. The relative rating in the person to person, job to person, and job to job analyses is calculated using the following equation:

Relative Rating = Target Rating / Source Rating

Example: The rating level of a content item associated with the source and target profiles is 4 and 2 respectively. In this case, the relative rating for the content item in the target profile = 2 / 4 = 0.5.

> **Note:** The relative rating is considered in the individual score calculation only when the source rating is greater than or equal to the target rating.

Individual Score of a Content Item

The individual score of a content item is calculated according to the criteria and the corresponding equation discussed in the following table. The table is applicable for person to person, job to person, and job to job analyses only.

Content Type Has Rating?	Criteria	Equation
No	Not applicable	Individual score = Relative Weight * 100
Yes	Target Rating > or = Source Rating	Individual score = Relative Weight * 100
Yes	Target Rating < Source Rating	Individual score = Relative Rating * Relative Weight * 100

In the earlier table:

- Target Rating is the rating level associated with a content item of the target profile
- Source Rating is the rating level associated with a content item of the source profile
- Relative Weight = Content item priority / Sum of all content items priorities
- Relative Rating = Target Rating / Source Rating

Related Topics
- Rating Models

How the Individual Score for Person to Job Analysis is Calculated

In the person to job analysis, each content item of the target job profile must match the selected person profile. The individual score of each content item of the target job profile is based on the importance of the content item.

The following graphic shows how the individual score is calculated for each content item of the target job profile. The content item must match with the corresponding content item in the selected person profile. The graphic is applicable only for the person to job analysis.

Individual Score Calculation for Person to Job Analysis
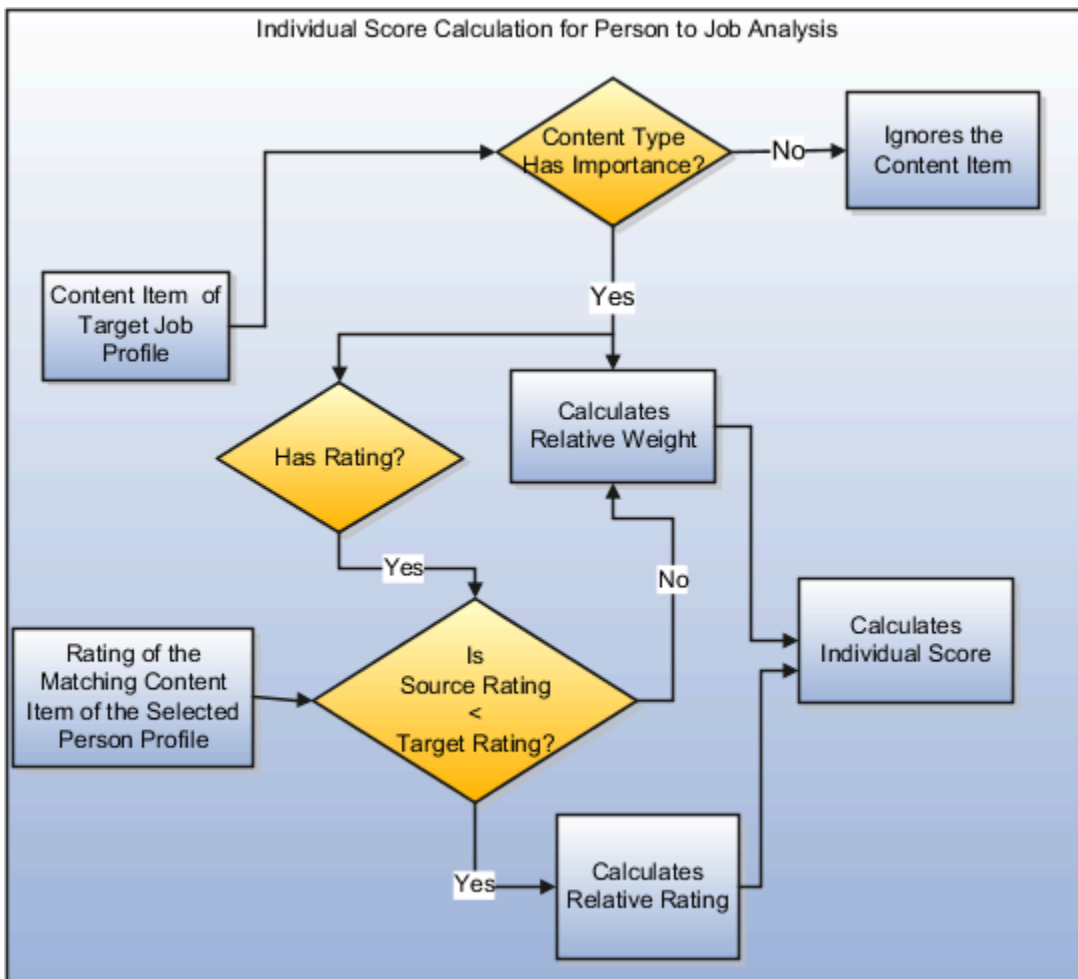
Verifying the Importance

When you do a person to job analysis, the best-fit algorithm utilizes the importance of all content associated with a target job to find the best-fit job for the selected person profile. The option to enter the priority for a person profile type is disabled on the UI.

Note: The importance for the Work Requirements content type is always specified at the content type level. The application considers only the work requirement properties Travel Domestically and Travel Internationally for best-fit calculations. The application calculates the individual score of the Work Requirements content type as follows:
  - If both travel requirements of the source and target profiles match, then the Individual Score = Relative Weight * 100.

  - If only one travel requirement of the source and target profiles match, then the Individual Score = 0.5 * Relative Weight * 100.

  - If none of the travel requirements of the source and target profiles match, then work requirements are ignored in best-fit calculations.

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The importance of a content type is populated using the HRT_MATCH_IMPORTANCE lookup type values.

Profile Ratings in Best-Fit Calculations

Any ratings entered for the content items of the content type competencies and languages are also used in the calculation of the overall score of a target profile.

The Competencies content type uses the Proficiency rating model. The following table illustrates the default rating levels of the Proficiency Rating Model and corresponding value that application assigns to the rating level.

Rating Level	Value
Foundation	1
Intermediate	2
Skilled	3
Advanced	4
Expert	5

The Languages content type uses the Language Rating Model. The following table illustrates the default rating levels of the Language Rating Model and corresponding value that application assigns to the rating level.

Rating Level	Value
Low	1
Moderate	2
High	3

Relative Weight

The application calculates the relative weight of the content item for which the importance is specified at the content item or content type level. The relative weight is the importance of a content item of the job profile with respect to all the other content items in the job profile. The relative weight in the person to job analysis is calculated only for the target profile content items using the following equation:

Relative Weight = Content item priority / Sum of importance for all content items

Example: The target job profile has in all three content types Competencies, Degrees, and Languages. The Competencies content type has in all six content items, the Degrees content type has one content item, and the

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Languages content type has one content item. The target importance already specified for each content item in Competencies and Degrees is Medium (2) and for Languages is Low (1). The relative weight for each content item:

- In the Competencies content type = 2 / (2 + 2 + 2 + 2 + 2 + 2 + 2 + 1) = 2 / 15 = 0.133333

- In the Degrees content type = 1 / (2 + 2 + 2 + 2 + 2 + 2 + 2 + 1) = 2 / 15 = 0.133333

- In the Languages content type = 1 / (2 + 2 + 2 + 2 + 2 + 2 + 2 + 1) = 1 / 15 = 0.066667

Relative Rating

If the content type for which the importance is specified has a rating, the application calculates the relative rating of the content item associated with the content type. The relative rating is the rating of the content item in the source profile with respect to the target profile The relative rating in the person to job analysis is calculated using the following equation:

Relative Rating = Source Rating / Target Rating.

Example: The rating level of a content item associated with the source and target profiles is 2 and 4 respectively. In this case, the relative rating for the content item = 2 / 4 = 0.5.

> **Note:** The relative rating is considered in the individual score calculation only when the target rating is greater than or equal to the source rating.

Individual Score of a Content Item

The individual score of a content item is calculated according to the criteria and the corresponding equation discussed in the following table. The table is applicable for a person to job analysis only.

Content Type Has Rating?	Criteria	Equation
No	Not applicable	Individual score = Relative Weight * 100
Yes	Target Rating < Source Rating	Individual score = Relative Weight * 100
Yes	Target Rating > or = Source Rating	Individual score = Relative Rating * Relative Weight * 100

In the earlier table:

- Target Rating is the rating level associated with the content item of the target job profile

- Source Rating is the rating level associated with the content item of the source person profile

- Relative Weight = Content item priority / Sum of all content items priorities

- Relative Rating = Source Rating / Target Rating

Related Topics
- Rating Models

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Examples of Best-Fit Analysis

Use the best-fit analysis to find the profiles that most closely match a selected profile. You select a person or job profile (job or position) as a source profile and use the Best-Fit feature to find profiles that best match the source profile.

The best-fit analysis results are based on how well the content items of a target profile match content items of the source profile.

Best-Fit Person Profile

As an HR specialist, you want to find the best-fit person profile for John.

John's person profile has the following content:

- Competencies as shown in the following table.

Competencies (Content Item)	Proficiency	Numeric Value of Rating
Action Oriented	Expert	5
Adapt Productively	Advanced	4
Communication	Expert	5

- Degrees:
    - Bachelor of Engineering
    - Master of Business Administration
- Language with details as shown in the following table.

Languages (Content Item)	Reading (Rating Value)	Writing (Rating Value)	Speaking (Rating Value)
English	Moderate (2)	Low (1)	High (3)

- Work Requirements:
    - Travel Domestically: No
    - Travel Internationally: No

You set the priority for the John's profile content on the best-fit person UI as illustrated in the following table and perform the Find Best Fit Person action on John's person profile.

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Content	Priority (Numeric Value of the priority)
Competencies	Medium (2)
Honors and Awards	Medium (2)
Work Requirements	Medium (2)
Languages	Medium (2)
Degrees	Medium (2)
Licenses and Certifications	Medium (2)

In the results section, for an overall fit greater than 50%, the application displays the target person profile Alex.

Alex's person profile has the following content details:

- Competencies as shown in the following table.

Competencies (Content Item)	Proficiency	Numeric Value of Rating
Communication	Advanced	4
Problem Solving	Skilled	3

- Degrees:
  - Bachelor of Engineering
  - Diploma
- Languages as shown in the following table.

Languages (Content Item)	Reading (Rating Value)	Writing (Rating Value)	Speaking (Rating Value)
English	High (3)	Moderate (2)	Low (1)
French	Low (1)	Low (1)	Low (1)

- Work Requirements:
  - Travel Domestically: No
  - Travel Internationally: No

For the best-fit calculation, the application considers the individual score of the following four content items of Alex's person profile that match with the content items of John's person profile:

- Competencies: Communication
- Degrees: Bachelor of Engineering
- Languages: English
- Work Requirements: Travel Domestically and Travel Internationally

The following table illustrates the overall score calculation of Alex's person profile.

Content	Source Priority	Source Rating	Target Rating	Relative Weight	Individual Score
Competencies (Communication)	2	5	4	0.1428571	11.428568
Degrees (Bachelor of Engineering)	2	Not applicable	Not applicable	0.1428571	14.28571
Languages (English)	2	2	3	0.1428571	14.28571
Work Requirements	2	Not applicable	Not applicable	0.1428571	14.28571
				Total Score	54.285698
				Overall Score	54

The overall score is calculated as follows:

- The source profile John has in all seven content items with the priority for all content items set to Medium (2) at the content type level. Therefore, the relative weight for each content item = (2 / 14) = 0.1428571 (where, Relative Weight= Content item priority/Sum of all content item priorities).
- The application calculates the individual score of the matching content using the appropriate equation as displayed in the following table.

Content	Criteria	Relative Rating	Individual Score Equation	Individual Score
Competencies (Communication)	Target Rating < Source Rating	Target Rating / Source Rating = 4 / 5	Individual Score = Relative Rating * Relative Weight *100	(4 / 5) * 0.1428571 * 100 = 11.428568
Degrees (Bachelor of Engineering)	Not applicable	Not applicable	Individual Score = Relative Weight * 100	0.1428571 * 100 = 14.28571

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Content	Criteria	Relative Rating	Individual Score Equation	Individual Score
Languages (English)	Target Rating > Source Rating	Not applicable	Individual Score = Relative Weight * 100	0.1428571 * 100 = 14.28571
Work Requirements	Both travel requirements, Travel Domestically and Travel Internationally, of source and target profiles matches.	Not applicable	Individual Score = Relative Weight * 100	0.1428571 * 100 = 14.28571

- The total score is the sum of all individual scores. Therefore, total score = 54.285698.
- The application rounds off the total score to the nearest whole number. Therefore, the overall score of the target profile is displayed as 54.

Best-Fit Job Profile

As an HR specialist, you want to find the best-fit job profile for the person profile for Beth.

Beth's person profile has the following content:

- Competencies as shown in the following table.

Competency (Content Item)	Proficiency	Numeric Value of Rating
Action Oriented	Intermediate	2
Communication	Intermediate	2
Leading People	Foundation	1
Working Globally	Intermediate	2

- Degrees: Technical Diploma
- Language as shown in the following table.

Language (Content Item)	Reading (Rating Value)	Writing (Rating Value)	Speaking (Rating Value)
English	Low (1)	Moderate (2)	Low (1)

- Memberships: ICAS

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You perform the Find Best Job action on Beth's person profile. In the results section, for an overall fit greater than 40%, the application displays the job profile Accountant.

> **Note:** In the person to job best-fit analysis, you can't set the priority on the best-fit job UI. Instead, the application considers the importance of the content items of the target job profile for best-fit calculations.

The target job profile Accountant has the following content types with the importance already specified for each content item or content type:

- Competencies as shown in the following table.

Competency (Content Item)	Proficiency (Numeric Value)	Importance (Numeric Value)
Action Oriented	Intermediate (2)	Medium (2)
Communication	Intermediate (2)	Medium (2)
Leading People	Intermediate (2)	Medium (2)
Working Globally	Intermediate (2)	Medium (2)
Analytical Skills	Intermediate (2)	Medium (2)
Embrace Change	Intermediate (2)	Medium (2)
Manage Risk	Intermediate (2)	Medium (2)
Market and Industry Knowledge	Intermediate (2)	Medium (2)
Resource Management	Intermediate (2)	Medium (2)

- Degrees as shown in the following table.

Content Item	Importance (Numeric Value)
Technical Diploma	Medium (2)

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- Languages as shown in the following table.

Language (Content Item)	Reading (Rating Value)	Writing (Rating Value)	Speaking (Rating Value)	Importance
English	Low (1)	Low (1)	Medium (2)	Medium (2)

- Memberships

Content Item	Importance (Numeric Value)
ICAS	Medium (2)
CIMA	Medium (2)
ACCA	Medium (2)

- Work Requirements:

Requirements	Importance (Numeric Value)
Travel Domestically: No	Medium (2)
Travel Internationally: No	Medium (2)

For the best-fit calculation, the application considers the individual score of the following 7 content items of the job profile Accountant that match with the content items of Beth:

- Competencies: Action Oriented, Communication, Leading People, Working Globally
- Degrees: Technical Diploma
- Languages: English
- Memberships: ICAS

The following table illustrates the overall score calculation of the target job profile Accountant.

Content	Target Importance	Source Rating	Target Rating	Relative Weight	Individual Score
Competencies (Action Oriented)	2	2	2	0.066667	6.6667
Competencies (Communication)	2	2	2	0.066667	6.6667

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Content	Target Importance	Source Rating	Target Rating	Relative Weight	Individual Score
Competencies (Leading People)	2	1	2	0.066667	3.33335
Competencies (Working Globally)	2	2	2	0.066667	6.6667
Degrees (Technical Diploma)	2	Not applicable	Not applicable	0.066667	6.6667
Languages (English)	2	1	2	0.066667	6.6667
Memberships (ICAS)	2	Not applicable	Not applicable	0.066667	6.6667
				Total Score	43.3335
				Overall Score	43

The overall score is calculated as follows:

- The target job profile Accountant has in all 15 content items with the importance (or priority) for all content items at the content type level set to 2. Therefore, the relative weight for each content item = 2 / 30 = 0.066667 (where, Relative Weight = Content item importance / Sum of all content item importance).
- The application calculates the individual score of the matching content using the appropriate equation as displayed in the following table.

Content	Criteria	Relative Rating	Individual Score Equation	Individual Score
Competencies (Action Oriented)	Target Rating = Source Rating	Source Rating / Target Rating = 2 / 2	Individual Score = Relative Rating * Relative Weight * 100	(2 / 2) * 0.066667 * 100 = 6.6667
Competencies (Communication)	Target Rating = Source Rating	Source Rating / Target Rating = 2 / 2	Individual Score = Relative Rating * Relative Weight * 100	(2 / 2) * 0.066667 * 100 = 6.6667
Competencies (Leading People)	Target Rating > Source Rating	Source Rating / Target Rating = 1/ 2	Individual Score = Relative Rating * Relative Weight * 100	(1 / 2) * 0.066667 * 100 = 3.33335
Competencies (Working Globally)	Target Rating = Source Rating	Source Rating / Target Rating = 2 / 2	Individual Score = Relative Rating * Relative Weight * 100	(2 / 2) * 0.066667 * 100 = 6.6667

Content	Criteria	Relative Rating	Individual Score Equation	Individual Score
Degrees (Technical Diploma)	Not applicable	Not applicable	Individual Score = Relative Weight * 100	0.066667 * 100 = 6.6667
Languages (English)	Not applicable	Not applicable	Individual Score = Relative Weight * 100	0.066667 * 100 = 6.6667
Memberships (ICAS)	Not applicable	Not applicable	Individual Score = Relative Weight * 100	0.066667 * 100 = 6.6667

- The total score is the sum of all individual scores. Therefore, total score = 43.3335.

- The application rounds off the total score to the nearest whole number. Therefore, the overall score of the target profile is displayed as 43.

Related Topics
- Rating Models

3 Plan Your Career Development

How You Track Progress of Learning Items Associated with a Development Goal

You might have added some learning items to your development goal and enrolled in them. You might not have started some learning items but might have completed some. You can track your progress for the learning items associated with your development goal in Career Development. This will enable you to complete your development goals successfully.

You can add and view learning items in the Learning section of your development goal.

Status of Learning Items

The status of learning items can be one of these depending on your progress:

- **Pending Approval**: You requested to enroll for the learning item added to your development goal, but your manager is yet to approve.

- **Pending Fulfillment**: Your manager approved your request to enroll for the learning item but the enrollment isn't automatically activated.

- **Pending Prerequisites**: You don't meet the prerequisites specified for the learning item.

- **Not Started**: You didn't start any of the components of the learning item.

- **In Progress**: You started at least one component of the learning item.

- **Completed**: You completed all the required components of the learning item.

- **Bypass Completed**: Your administrator set the learning item as completed for you.

- **Not Passed**: You didn't meet the completion criteria of the learning item's components.

> **Note:** You may have added some learning items that were imported from LinkedIn or Skillsoft into the Oracle learning catalog. Note that you can track only the start and completion status of such learning items in Career Development.

Actions for Learning Items

The actions you see for a learning item depends on the current status of the learning item you added to your development goal.

Action for Learning Items

Learning Item Status	Action You See	Page You Navigate To
Pending Approval	View Enrollment	Enrollment detail page
Pending Fulfillment	View Enrollment	Enrollment detail page

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Learning Item Status	Action You See	Page You Navigate To
Pending Prerequisites	View Prerequisites	Prerequisites section of the learning catalog page
Not Started	View Enrollment	Enrollment detail page
In Progress	View Enrollment	Enrollment detail page
Completed	View Enrollment	Enrollment detail page
Bypass Completed	View Enrollment	Enrollment detail page
Not Passed	View Enrollment	Enrollment detail page

Related Topics
- Prerequisites Definition for Oracle Learning

Explore Careers from Your Career Development Page

You can explore careers to find more information about them and identify careers that you want to pursue for your professional growth within the organization.

In the Career Outlook section of your Career Development page, click **Explore Careers**.

Suggested Careers Based on Profile Data

The application matches and suggests careers to you based on your talent profile. Ensure that you've updated your talent profile information to view relevant suggestions.

Search Careers

On the Explore Careers page, search the career for which you want to find more information. For more information about how to use keyword search when searching careers, see the topic *How Keyword Search Works When You Explore Careers*.

View Career Details

Click the career name to review the requirements defined for the career and how well you meet those requirements.

Related Topics
- Career Development Work Area
- How the Overall Score in a Best-Fit Analysis is Calculated
- Talent Profiles

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Explore Careers on Skills Center

If your organization has enabled artificial intelligence (AI) based career suggestions, you can view suitable career suggestions on your Skills Center. You can also search for and explore careers other than those suggested to you.

On the Career banner of your Skills Center, you can see the most relevant suggestion based on your Talent Profile data.

If there are more suggestions, you can see the **More career suggestions** link on the Career banner. Click this link to view your current career and other appropriate suggestions on the Explore Careers page. If you don't see any suggestion on the banner in the Skills Center, click the banner and search for careers you're interested in on the Explore Careers page.

Explore Careers

On the Explore Careers page, the suggestions are arranged in order of their suggestion scores and are based on AI and machine-learning algorithms.

You can also search for other careers that you're interested in on the Explore Careers page. Use the search field to do this. You can filter the career results of your search by job family, job function, and skills.

View Career Details

Click a career card on the Explore Careers page to understand how well you qualify for that career and the resources you can use to close the gaps. For more information on the career details shown, see the *Career Details* topic.

When you access the career details page from the Skills Center, you can also see some career ambassador suggestions in the Resources you can use section of the career details page. These career ambassadors can help you close the gaps you've for that career.

Related Topics

- How You Connect with Career Ambassadors
- Overview of Dynamic Skills
- Understanding Skills Center
- How can I add content to my profile?
- Adding Content to an Employee's Profile: Procedure
- Using the LinkedIn Profile Import Feature

Career Details

Navigate to the career details page to review the requirements defined for the career and how well you or your team member meets the requirements.

You can also access learning suggestions to help you develop further and grow your career within the organization.

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View Career Details

On the career details page, you can see these details if they're included in the job role of that career and have been configured by your administrator:

- Job Description
- Job Responsibility
- Job Qualifications
- Attachments

You can view and download the attachments if they're included.

> **Note:** Did you know that the Attachments section isn't displayed by default? Your administrator needs to make this section visible using Transaction Design Studio.

The career details page displays the content sections that are active for the job model profile. These predefined content sections are displayed if active:

- Accomplishments
- Certifications
- Competencies
- Education
- Honors
- Languages
- Memberships
- Projects
- Skills
- Work Requirements

When you expand the content sections, you can view the content items of the content section if your administrator has configured them to be displayed. You can also view the defined descriptive flexfields.

You can add a development goal in all content sections except the Work Requirements section if your current proficiency is less than the target proficiency of the career.

View Open Jobs

You can see the details of the open jobs related to a career in the Open Jobs section of the career page. You can initially see only two jobs in the Open Jobs section of the career detail page. But you can load more open jobs. By default, you can't view the number of open jobs or the Open Job section for a career. Your administrator must enable these using Transaction Design Studio.

Add to Careers of Interest

If you want to pursue the career, on the career details page, click **Add to Careers of Interest**. Here's what you can do after you add a career to your careers of interest.

- Subscribe to job alerts for that career.

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- Mark the career of interest as private. If you do so, others who navigate to your Career Development page won't see that career in your Careers of Interest section.

- Click **Delete** to remove the career from your Careers of Interest section.

View Related Learning Items

If the Related Learning items are enabled, you can view them with associated learning outcomes that match the content item for these predefined content sections:

- Certifications
- Competencies
- Education
- Honors
- Languages
- Memberships
- Projects
- Skills

Note: Did you know that the Related Learning items aren't displayed by default? Your administrator needs to make this visible using Transaction Design Studio.

Your security privileges determine the learning items you can view. Only two learning items are shown for each content item. Click **Show More** to view more learning items.

Related Topics
- Learning Outcomes Definition for Oracle Learning

How You Add a Career to Your Careers of Interest

When you view career details, if want to pursue that career, you can add it to your careers of interest.

On the Career Details page, click **Add to Careers of Interest**. You can now view the career in the Careers of Interest sub-section of the Career Outlook section on your Career Development page. If you don't want to share with others a career you are interested in, click **Make It Private** on the career details page.

If you're no longer interested in the career, click **Delete** on the career details page. This will remove the career from the Careers of Interest sub-section.

How Keyword Search Works When You Explore Careers

You search for careers by keywords on the Explore Careers page.

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Keyword Search Attributes

When you use keywords to find careers, the search matches the keywords with these indexed attributes of model profiles:

- Profile Name
- Profile Description
- Job Family
- Job Function
- Accomplishments:
    - Accomplishment
- Licenses and Certifications:
    - License Certification Name
- Competencies:
    - Competency
- Education:
    - Degree
    - Major
    - School
- Honor:
    - Honor or Award
    - Establishment
- Language:
    - Language
    - Reading (Rating Level Short Description)
    - Speaking (Rating Level Short Description)
    - Writing (Rating Level Short Description)
- Membership:
    - Affiliation or Professional Body Name
- Special Projects:
    - Project Name

Keyword Indexing

Keywords are indexed values that are copied from model profile records and organized in a keywords table for fast retrieval. Most changes to model profile records are copied to ensure that the source and indexed values don't differ. An administrator in your organization can run a keyword-refresh process to update all keywords and fix any

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inconsistencies. Depending on when this process was last run, some recent changes to model profile records might not appear in search results.

To index the keywords that are used to search careers on the Explore Careers Page, you need to run these processes in the order given:

1. Update Profile Search Keywords
2. Synchronize Profile Search Keywords Index
3. Optimize Profile Search Keywords Index

We recommend that you wait until a submitted process runs successfully before submitting the next one.

> **Note:** Index entries aren't created for words included in the Oracle `stoplist`. For example, you can't search for the **IT** keyword because it's included in the `stoplist`. For more information on the default `stoplists`, see `Oracle Text Supplied Stoplists` available in the Oracle Help Center.

Career Keyword Search

The **Career** keyword search is a full-text search. A full-text search looks for whole words rather than sub-strings. So, you need to specify whole words while searching for careers. For example, if you type **Tech**, the keyword search looks only for the whole word **Tech**. The results won't include terms such as **Technology** or **Technical**.

Also, remember that when you use the keyword search to search careers, there's an implied AND condition between the search criteria. Each search term separated by a space is considered as a separate word. For example, if the search term is **Project Lead**, the **Career** keyword search looks for careers that have both words **Project** and **Lead** in it.

You can also use these wildcards and Boolean operators in your search terms:

- **%**: Use the percent wildcard to represent 0 or more characters.

- **_**: Use the underscore wildcard to represent a single character.

- **AND (&)**: Use the AND Boolean operator when all the conditions separated by the operator must evaluate to TRUE.

- **OR**: Use the OR Boolean operator when any one of the conditions separated by the operator needs to evaluate to TRUE.

- **NOT**: Use the NOT Boolean operator when the condition after the operator must not be TRUE.

This table shows some examples for the search results that you see when you use different search terms.

Search Term You Enter	Search Results You Might See	Comments
`Product Manager`	Senior Product Manager	You can see all model profiles that have both words **Product** and **Manager** in the search results.
`productmanager`	No result	The application tries to find an exact match for the search term. As no exact match is found, you don't see any results.
`Prod%`	Senior Product Manager Product Management Director	You can see all model profiles that have a word that begins with **Prod** followed by one or more characters in the search results.

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Search Term You Enter	Search Results You Might See	Comments
`produc_`	Senior Product Manager Product Management Director	You can see all model profiles that have a word that begins with `produc_` followed by only one more character in the search results.
`Product AND Manager`	Senior Product Manager	You can see all model profiles that have both **Product** and **Manager** in the search results.
`Product OR Manager`	Senior Product Manager Product Management Director Software Development Manager	You can see all model profiles that have either **Product** or **Manager** in the search results.
`Product NOT Manager`	Product Management Director	You can see all model profiles that have the word **Product** but not **Manager** in the search results.

Related Topics
- Submit Scheduled Processes and Process Sets
- Oracle Text Supplied Stoplists

FAQs for Plan Your Career

What's a target outcome?

Target outcomes are specific skills, competencies, or certifications added to a goal that can be achieved or acquired by the successful completion of the goal.

Target outcomes help workers improve their proficiency at their current jobs or develop additional qualifications to prepare them for future jobs. The availability of target outcomes for addition to goals depends on the content section access settings for your role.

What's a career statement?

A career statement is a summary of your career goals. You can enter your career statement on your Career Planning page or Career Development page.

Anyone who can view your career planning information can view your career statement. To open your Career Planning page or Career Development page, select **Navigator** > **Me** > **Career and Performance**. In the Career Development work area, you can view the career statement in the Career Statement section.

Note that career statements are for informational purposes only.

Can I associate learning with a development goal?

Yes you can if the Learning section is enabled. Expand the Learning section of the development goal, then search and add learning items. After you save the development goal, try clicking the learning item to view more information.

Why can't I update my development goal?

You can't update inactive development goals or development goals that are pending approval. Depending upon your enterprise configurations, you might also not be able to update completed goals.

How can I complete a development goal?

You set the status of a development goal to **Completed** to mark it as completed.

1. Locate the goal in the Development Plan region of your Career Development page.
2. Drill down the goal name to the goal details page.
3. In the Basic Info region, click **Edit**.
4. Select the **Status** as **Completed**.
5. If enabled, set the completion percentage to **100**.
6. Specify the actual completion date.
7. Save your changes.

If approvals are configured, the status of the goal is set to completed only when approved.

How can I reopen a completed development goal?

Reopening completed development goals depends on how your administrator has configured the **Completed Goal Edit Option** in the Setup and Maintenance work area.

- If the **Completed Goal Edit Option** feature is set to **Reopen**, you can use the **Reopen** button from the goal page.

- If the **Completed Goal Edit Option** feature is set to **Always open**, you can directly edit the completed goal.

How can I view open jobs on the role details page?

You can view open jobs on the role details page only if the conditions outlined are met.

- You need to have the **Access Internal Candidate Experience** function security privilege.

- The posting visibility for the open jobs needs to be **Internal** or **Internal and External**.

- The job status needs to be **Open**.

- Job codes need to be associated with job model profiles.

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When do I receive alert notifications for new jobs in my careers of interest?

When new jobs are available for your careers of interest, you might receive job alert notification for matching open jobs.

You receive alerts only if these criteria are met:

- You have subscribed to the job alert.
- You have the **Access Internal Candidate Experience** function security privilege.
- The posting visibility for the open jobs is **Internal** or **Internal and External**.
- The job status is **Open**.
- Active job codes are associated with the job model profile when you subscribed to the job alert.

4 Manage Development Plan

Add a Goal to the Development Plan

These examples discuss approaches that you can use to add a development goal to a worker's development plan in their Career Development work areas.

Scenario

As a worker, I want to add a new goal to my development plan with a personal development intent.

To add a new goal to your development plan:

1. Go to **Me** > **Career and Performance** > **Career Development** to open your Career Development work area.
2. In the Career Development work area, **Development Plan** section, click **Add** to add a goal.
3. In the **Basic Info** region, select the library goal if you want to use the goal from Development Goal Library.
4. Specify the **Name**, **Status**, and **Start Date** for the goal. You might also want to specify other details such as **Private** goal, **Active Goal**, **Target Completion Date**, **Category**, and **Completion Percentage**.
5. In the **Personal Development Intent** region, click **Add** and specify the intent name. If you find any related personal intents, select those check boxes. The development intent is displayed in the Development Intent section.
6. Click **Save**. The goal basic information is saved.
7. Enter other details that you want for the goal, and click **Save and Close**.

   The goal is added to your development plan. Depending on the approval process that's set, the goal is made available to you. You will have read-only access to the goal until it's approved.

Scenario

As a worker, I want to add a shared goal to my development plan. You can add goals using this approach only if goals are shared with you. To add a shared goal to your development plan:

1. Go to **Me** > **Career and Performance** > **Career Development** to open your Career Development work area.
2. The **Goals Shared with Me** region is displayed when your manager or colleagues share goals with you. Select the shared goals and then click **Add as My Goal**.

   Note: To hide a shared goal, select the goal and then click **Hide**.

3. Click **Save and Close**. The shared goals are added to your development plan as your goals.
4. Open the goal in the development plan and modify the goal details as required.
5. Click **Save and Close**.

   The goal with updated details is added to your development plan. If approval is enabled, you will have read-only access to the goal until it's approved.

Scenario

As a manager, I want to add a goal to my reports.

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To add a new goal to your reports' development plan:

1. Go to **My Team** > **Career Overview**.
2. In the My Team section of the Career Overview page, use search parameters and then select your reports.
3. Select your reports for whom you want to add the goal.

   > **Tip:** To select all your team members, select the check box next to the **Add Development Goal** button.

4. Click **Add Development Goal**.
5. Select the **Allow workers to update goals** check box to let workers update the goal.
6. In the **Basic Info** region, specify the **Goal Name**, **Start Date**, and **Status**.
7. Enter other details that you want for the goal.
8. Click **Save and Close**.

   The goal is added to the development plan of the selected workers.

Related Topics

- Career Development Work Area
- How You Use Development Goals in Talent Pools
- Development Goals in the Development Plan

How You Share Development Goals

Managers and workers can share development goals so that others can add the shared goal to their development plan.

To share goals, select the goals and then from the **Action** menu, select **Share**.

Managers can share their goals with all their reporting workers or selected workers. Workers can share their goals with their colleagues. When you share the goals, measurements and tasks associated with the goal are also shared. People with whom you the share the goal get a notification.

You can see the shared goals in the Goals Shared with Me region of your Career Development page. You can see the goals shared by your managers in the **Managers Goals** section. You can see the goals shared by your colleagues in the **Colleague Goals** section. You can review and add them as your goals. Select the shared goals and click the **Add as My Goal** button. Use the **Hide** button in the region to hide the shared goals.

Shared Attributes

The recipient of the shared goal can see these attributes of the original goal:

- Goal name
- Goal details including start date, category, level, priority, description, related link, and attachments
- Development intents
- Measurement attributes including measurement name, unit of measure, target type, and target value
- Target outcome attributes including name, description, and source
- Tasks attributes including name, type, priority, start date, and related link

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> **Note:** Feature choices determine if you can add target outcomes and tasks to a goal. You set up feature choices in the Setup and Maintenance work area. When you share a goal, you can decide further whether to share tasks, if enabled.

Adding and Updating Shared Goals

Adding a shared goal to your development plan doesn't change the original goal. You can update a goal added from a shared goal and change the goal name and dates. You can add target outcomes and tasks to the goal.

Impact of Worker or Manager Transfers

Goals shared by managers aren't impacted by worker or manager transfers. Even after a worker is no longer a direct report, goals shared by their former manager are still available to the worker as shared goals.

Related Topics
- Add a Goal to the Development Plan
- How can I access the shared development goals of my team member?
- How can I access development goals others have shared with me?
- Considerations for Implementing Career Development Features

How You Suggest Careers for Your Team Members

As a manager or an HR specialist, you can explore careers and suggest careers to your team members.

You can explore careers only if your organization has migrated to Oracle Fusion Cloud Enhanced Talent Profiles.

Here's how you explore and suggest careers for your team members:

1. Navigate to the Career Development page of your team member.
2. In the Career Outlook section, click **Explore Careers**.

   You may see some career suggestions in the Suggested Careers Based on Profile Data section of the team member's Explore Careers page. These suggestions are based on your team member's talent profile.
3. If you want to search for other careers, use the search field.
4. Click a career's name to review the career requirements and how well the team member meets the career requirements .
5. To suggest a career, on the career details page, click **Suggest Career**.

Results:

You and others who have access to the Career Development page of your team member can view the suggested career in the Suggested careers section.

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FAQs for Manage Development Plan

Can I edit the career statement and preferences of my reports?

No, as a manager you can only view your report's career statement and work and career preferences from the report's Career Development work area.

How can I access development goals others have shared with me?

You can view the development goals shared with you in the Goals Shared with Me region of your Career Development page.

Goals shared by managers and colleagues are tracked separately. The **Shared By** attribute indicates the person who shared the goal. You can add shared goals as your goals to your development plan.

How can I access the shared development goals of my team member?

As a manager, you can view all the available shared goals of your team member.

Go To **My Team** > **Career Overview**. Search for your team member. Go to the Career Development page of your team member. In the Goals Shared with Me region, you can see the goals shared by managers and colleagues in separate subsections.

How can I access rejected development goals?

You get notifications when development goals are rejected but they aren't tracked on any application page.

How can I assign my development goals to my reports?

As a manager, you can assign existing development goals from your development plan to your team members.

Select the goals and then from the **Actions** menu, select **Assign**. You can find the assigned goal in the Development Plan region of your team member's Career Development page.

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What happens if I share a development goal?

A shared development goal is available to others so that they can add it to their own development plan and modify it, if needed. Your original goal remains unchanged.

How can I hide shared development goals?

In the Career Development work area, Goals Shared with Me region view all the shared development goals from your manager and colleagues. You can use the Hide button to hide the selected shared goals.

After you hide the goal, you can't see the shared goal unless your manager or colleague shares it with you again.

Why does my development plan have goals assigned to me before I have added any?

A manager or an HR specialist can assign goals to your development plan.

HR specialists can assign development goals in any of these ways:

- Use the mass assignment process.

- Select one or members of a review population and add development goals when conducting a talent review meeting.

- Add development goals to members of talent pools they own.

Related Topics
- Mass Assignment of Development Goals
- How You Use Development Goals in Talent Pools
- Actions for Talent Review Meetings

Can I track progress of learning items associated with a development goal of my team members?

No. Managers can't view the progress of the learning items of their team members when they view their team member's development goal.

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5 Administer Development Goals

Administrator's Career Development Work Area

As an administrator or HR specialist, you can manage the development goals of your team members from your Career development work area.

Go to **My Client Groups** > **Career Development** and then use any of these tasks:

- **Development Goals**: To administer the development goals of your team members
- **Eligibility Profiles**: To manage eligibility profiles and use it for mass assigning goals
- **Development Goal Library**: To manage development goals library
- **Setup of Development Goals Mass Assignment**: To setup a process for assigning development goals to all or selected employees
- **Scheduled Processes for Development Goals**: To submit the mass assign goals process and review the process results

Development Goals

To administer the development goals, you can use the **Development Goals** task and do any of these actions:

- Search for development goals by employee, manager, department, legal employer, business unit, location, or goal status.
- In the Filters region, click the **Personalize Filters** icon to personalize the search for yourself or for others.
- Sort goals by oldest or latest date and alphabetically.
- Review the goal details in drill down or inline mode based on how development goals are configured.
- Delete one or more development goals.

Related Topics

- Mass Assignment of Development Goals
- Options for Mass Assignment of Development Goals
- Eligibility Profiles
- Submit Scheduled Processes and Process Sets

Development Goal Library

The development goal library is a repository of reusable development goals. Your organization can use these library goals and enhance the process of assigning development goals. The development goals in the goal library can also be used by the Career Development, Performance Management, and Talent Review work areas.

Use the goal library to define goals consistently and reduce the effort of creating a new goal if similar goals already exist. The content library of the Profile Management work area stores the goal library.

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To copy goals from the goal library, managers and employees can search for goals using different criteria such as goal name, and category. HR specialists can also select library goals while mass assigning goals.

> **Note:** In the drill-down mode, you can also search a library goal by legal employer, business unit, department, and job family. Your administrator has to first configure the search parameters to include these values. Your administrator can use these filter attributes to configure the library goal search in the drill-down mode:
> - **Goal Name**: Name
> - **Category**: GoalCategory
> - **Legal Employer**: GoalLegalEntityName
> - **Business Unit**: GoalBusinessUnitName
> - **Department**: GoalDepartmentName
> - **Job Family**: GoalJobFamilyName

HR specialists and administrators can use the **Development Goal Library** task on the administrator's Career Development page to add a goal to the goal library. Go to **My Client Groups** > **Career Development** to view this page.

On the Development Goal Library page, HR specialists and administrators can do these tasks:

- Add library goals.
- Edit library goals.
- Search for goal libraries by using filters such as Status, Available To, Legal Employer, Business Unit, Department, and Job Family.

  > **Tip:** Click the **Personalize Filters** icon to add other search filter attributes such as Priority, Start Date, and Target Completion Date to your search.

- Edit library goal translations in the supported languages by using the **Edit Goal Translation** Actions menu item.
- Delete an existing library goal that isn't used anywhere.

Set the Library Goal Status

When the status of a goal is set to **Active**, it's available to copy. You can set the status of a goal to **Inactive**, even if workers have copied the goal and are currently using it. If you change the status of the goal to inactive, then it's no longer available for copying. You can make the goal inactive, for example, to edit it, then restore it to **Active** status to make the edited goal available again.

Decide Who Can Access the Library Goal

When you edit or add a library goal, you select whether to make the goal available to a role. By default, all roles have access to the goal. You can decide whether to give access to the goal only to HR specialists, or also include managers and workers.

Related Topics
- Overview of Profile Management
- Talent Review
- Modify UI Components Using Page Composer

How You Create Library Goals in Career Development

You create library goals for Oracle Fusion Cloud Career Development on the Development Goal Library page.

Use the **Add** button available on the Development Goal Library page to create a library goal. When you copy a goal from the library, you can change the goal attributes as appropriate. The Add Goal page has different sections for adding the library information and the goal's basic information.

You can specify these values in the Library Info section:

- Status

  > **Note:** The default status is **Inactive**.

- Business Unit, Department, Legal Employer
- Job Family

You can use the External ID attribute to refer to a development goal in external applications. This attribute value is either application-generated or user-defined based on the application configurations.

In the Basic Info section, you can specify attributes such as name, description, success criteria, and target completion date.

If the **Development Goal Tasks** feature option is enabled, you can add tasks to the goal. By default, you can add multiple measurements in the Add Goal page. Change the **Development Goal Measurement** feature option to disable this or add only a single measurement.

You can add target outcomes only if all these conditions are true:

- The **Target Outcomes** feature option is enabled.
- The **Development Goal Details Drill Down Page** feature option is enabled.
- Your organization has migrated to Enhanced Talent Profiles.
- The **HRG_GOALS_RESPONSIVE_ENABLED** profile option is set to **Y**.
- The **HRD_CAREER_DEVELOPMENT_RESPONSIVE_ENABLED** profile option is set to **Y**.

Related Topics
- Considerations for Implementing Career Development Features

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How You Edit Library Goals in Career Development

The development goal library is a repository of reusable development goals. As administrators, you may sometimes need to update these library goals.

You can edit a goal in the goal library at any time, regardless of whether people have already copied the goal. Changes that you make to goals in the library don't affect those that have been copied and are in current use. This is because there's no link between the two versions of the goal. Note that you can't edit the external ID for a goal.

You can edit a goal in drill-down mode or inline mode depending on whether you have enabled drill-down mode or not. Click the library goal name to edit the goal in the drill-down mode. You can see the Measurements, Tasks, and Target Outcomes sections only in the drill-down mode. To edit a goal in the inline mode, select **Edit** in the Actions menu of the goal.

Considerations for Restricting Library Goals from Development Goal Library

Your organization might want to restrict the library goals that employees and managers can use to create a development goal to add to the employee's development plan. They might want to show only library goals that are relevant to a person's business unit, department, legal entity, and job family.

How to Enable Library Goals Restriction

To restrict library goals shown, your administrators need to do these tasks:

1. Edit the Career Development feature in the Workforce Development offering. Then, enable the **Restrict Library Goal** option.
2. Define the workforce structure parameters such as business unit, department, legal entity, and job family for a library goal.

What Happens If Library Goals Are Restricted

This table lists how the library goals are restricted for Talent Management users when your administrator enables this feature.

Library Goals Users Can See

Scenario	Library Goals Users Can Select and Add from the Development Goal Library when Feature's Enabled
Worker adds a library goal to their development plan.	Only library goals that are relevant to the business unit, department, legal entity, and job family of the worker's primary assignment
Manager or HR specialist adds a library goal to a team member's development plan from the person's	Only library goals that are relevant to the business unit, department, legal entity, and job family of the team member's primary assignment

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Scenario	Library Goals Users Can Select and Add from the Development Goal Library when Feature's Enabled
Career Development page or spotlight page.	
Manager or HR specialist adds a library goal to multiple team members from the Career Overview page.	Only library goals that are relevant to the business unit, department, legal entity, and job family of manager's or HR specialist's primary assignment
A facilitator adds a development goal from the goal library to a member of the review population when conducting a Talent Review meeting.	Only library goals that are relevant to the business unit, department, legal entity, and job family of the member's primary assignment
A talent pool owner adds a development goal from the development goal library to the talent pool.	Only library goals that are relevant to the business unit, department, legal entity, and job family of the talent pool owner's primary assignment

Note that this restriction doesn't apply to HR specialists when they use the administrator pages available when they navigate to **My Client Groups**. They can select and add any library goal on these administrator pages.

FAQ for Administer Development Goals

As an administrator or HR specialist, can I approve development goal plan transactions?

Yes. Use the Transaction Manager: Transactions page in the Transaction Console work area to approve development goal plans.

1. Click **Navigator** > **Tools** > **Transaction Console**.
2. Make sure you're on the **Transaction Summary** tab.
3. Filter for **Approve Development Goal** processes.
4. Click the development goal plan that you want to approve.
5. From the Actions menu of the Approve Development Goal page, select **Force Approval**.

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6 Eligibility Profiles for Assigning Development Goals

How You Use Eligibility Profiles when Assigning Development Goals

You use eligibility profiles to restrict goal assignment only to employees who meet specific criteria. The criteria can be personal criteria such as qualification, competency, or gender. It can also be employment related such as work location or grade.

Create Eligibility Profiles

You create eligibility profiles to match your business requirements for assigning development goals. You can create eligibility profiles for specific criteria such as department, job, or location. You can also combine criteria. For example, assume that you want to assign some development goals to every person in the Sales department who's a Level 3 manager located in California. You can create an eligibility profile with these 3 criteria and name it **Level 3 Sales Manager California**. To create eligibility profiles, use the **Eligibility Profiles** task on the administrator's Career Development page. Go to **My Client Groups** > **Career Development** to view this page.

Mass Assign Development Goals Using Eligibility Profiles

When defining the mass assignment process or editing an existing mass assignment process, you can include eligibility profiles. You can also mark some or all of the selected eligibility profiles as required.

When you include eligibility profiles in a mass assignment request for development goals, here's how the application assigns development goals:

- If you mark all included eligibility profiles as required, then an employee must meet criteria of all the eligibility profiles.
- If you don't mark any included eligibility profile as required, then an employee must meet criteria of at least one eligibility profile.
- If you mark some eligibility profiles as required, then an employee must meet criteria of all the required profiles and at least one nonrequired profile.
- If you mark only one included eligibility profile as required, then an employee must meet criteria of that eligibility profile.

For example, let's assume that you include these 3 eligibility profiles in a mass assignment process:

- Location France: Required
- Designation Marketing Manager: Not required
- Designation Product Manager: Not required

In this case, the development goals included in the mass assignment are assigned to employees who are based in France and whose designation is Marketing Manager or Product Manager.

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Eligibility Profiles and Goals Accessibility

Use eligibility profiles when you mass assign development goals to a target population. But note that using eligibility profiles when mass assigning development goals doesn't control a person's access to development goals from other sources. You can assign a development goal to a worker from the goal library or from other Talent Management processes, such as during a talent review meeting, or during a performance evaluation.

Related Topics
- Mass Assignment of Development Goals
- Eligibility Profiles

FAQ for Eligibility Profiles for Assigning Development Goals

Can I verify a person's eligibility to assign a development goal?

Yes. Use the Check Person Eligibility button in the Selected Eligibility Profiles section of the mass assign development goals setup page.

On the **Check Person Eligibility** page, search for the person and then click **Check Eligibility**.

The application validates the person for the specified eligibility profiles. If multiple eligibility profiles exist, then you can see these results:

- Overall eligibility status
- Eligibility status for each eligibility criteria
- Reason why a person is ineligible for a particular criteria

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7 Mass Assignment of Development Goals

Mass Assignment of Development Goals

Mass assign goals is a feature that you can use to assign development goals to many employees at the same time.

HR specialists or managers can create a mass assignment request, select development goals from the goal library or create and add development goals to the request. They can then submit the request to assign the selected development goals to a selected population of workers. HR specialists can create the process for a manager by providing the **Requester** name to assign the development goals of that manager.

To access the Setup of Development Goals for Mass Assignment page, use one of these methods:

- Go to **My Client Groups** > **Career Development** and then select the **Setup of Development Goals Mass Assignment** task.
- Go to **My Client Groups**, click **Show More**, and then search for and select the **Setup of Development Goals Mass Assignment** Quick Action.

Administrators or HR specialists can create a mass assignment request or copy an existing mass assignment process and update it to suit their business needs.

When using the mass assign goals feature, you can do these actions:

- Assign goals to managers and all of their reports or to their direct reports only.
- Exclude specific individuals from a manager's direct or all reports lists when selecting the population.
- Select eligibility profiles to mass assign goals to workers who meet the profile criteria.

  > **Note:** In the **Selected Eligibility Profiles** region, you can check the eligibility of the workers.

Run the Mass Assign Goal Process

You can run the mass assign goal process on-demand, or schedule it to run at a later time, or on a recurring interval by using the **Scheduled Processes for Development Goals** task on the administrator's Career Development page. The assignment process assigns development goals to the worker population based on the eligibility profile criteria. Note that the assignment process analyzes only the worker population who the human resource administrator has data security access to.

Related Topics

- Options for Mass Assignment of Development Goals
- Eligibility Profiles

Options for Mass Assignment of Development Goals

As an HR specialist or an administrator, use the **Mass Assign Goals Process** to create and update mass assignment requests for development goals.

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To go to the administrator Career Development page, click **My Client Groups** > **Career Development**. Then click the **Setup of Development Goals Mass Assignment** task in your work area to create mass assignment requests to assign development goals to workers on behalf of their managers.

When creating a request, you specify values for these attributes:

- Process name

- Requester name if you're creating the mass assignment process for a manager

- Employees you want to assign the goals to and exclude any employees

- Eligibility profiles for the assignment

- Development goals to assign

- When to schedule a mass assignment request

Here's what you need to consider while specifying some of these values.

Process Name

The unique name for the mass assignment process helps you to identify the process when you want to copy, edit, or schedule the process.

Requester Name

If you're creating the request for someone else, for example, a manager, specify the person's name. You can select the assignees as one of these options:

- All employees who report to the manager

- Only the direct reports of the manager

- Only selected people

You can assign only the requester's goals when you specify a requester.

Eligibility Profiles

You can add eligibility profiles to restrict goal assignment only to employees who meet the profile criteria that you mark as required. You can limit assigning goals to workers who meet eligibility requirements by job, job role, location, age, or other criteria. For example, you can add a location eligibility profile to a request to restrict goals to individuals who are located in a certain place. You can further refine eligibility by adding role criteria to restrict workers by location and role.

Employees to Include and Exclude

In the Included Workers section, you can select the employees to be assigned the goal. After selecting the worker, you need to select one of these options to indicate who to assign the goals to:

- Only the selected worker

- Only people who directly report to the selected worker

- All people who report to the selected worker

- Only the selected worker and the people who directly report to the selected worker

- The selected worker and all the people who report to the selected worker

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> **Note:** HR specialists can select any employee in the organization for assigning goals even if they don't have access to the employee.

Development Goals

Add development goals to the mass assignment request. These development goals are available to workers on their development plan after the process completes successfully.

Related Topics

- Mass Assignment of Development Goals
- How You Use Eligibility Profiles when Assigning Development Goals

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8 Career Ambassadors

Sign Up to Be a Career Ambassador

When you volunteer to be a career ambassador, you can advocate your current career or skills you're proficient in.

1. Go to **Me** > **Connections**.
2. Search your name and click the card with your name.
3. On the Skills and Development panel, click **Sign up** to volunteer to be a career ambassador.
4. Set your Career Ambassador status as **Active** and enter an introduction about yourself describing your skills and your current role.

   Note: You must enter an introduction to be considered as a career ambassador.

5. Click **Save**.

Results:

After you sign up, other employees can see your name listed as a career ambassador on any of these pages:

- Career Ambassador banner of the Skills Center
- Resources you can use section of the career details page for your current or past career
- Skill details page of skills that the employee wants to develop for which you've been endorsed by others

After you sign up, you'll be suggested as a career ambassador for an employee if you meet these conditions:

- Your current or previous job title needs to closely match one of the employee's careers of interest or current job title.
- Your language, skills, and competency levels needs to be higher than that of the employee.
- You need to have a role that's senior to that of the employee.

Note: You can opt out of being a career ambassador any time after you sign up.

Related Topics
- Overview of Dynamic Skills
- Search for People in Connections
- What's a Connections Profile

How You Connect with Career Ambassadors

Connect with career ambassadors and enhance your career growth. You can view suitable career ambassadors on your Skills Center if your organization has enabled this feature.

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To generate career ambassador suggestions, your Talent profile is compared with the profile of persons who have careers you can move to or you're interested and in and who have volunteered to be career ambassadors.

On the Skills Center banner, you can see only one career ambassador suggestion. Click the suggested career ambassador's name to view the Connections profile page of that person.

Career Ambassadors on Skill Details Page

Career ambassador suggestions are based on the skills that you've identified as the skills that you're developing on your Skills Center page and your Talent profile. When you click a skill name on the Skills Center, you see the skill details page. You can see people who meet these criteria suggested as your career ambassadors:

- They should have signed up to be a career ambassador on their Connections page.

- They have an endorsed skill that you want to develop.

Ambassadors are listed in the descending order of the endorsements that they have for a skill.

Career Ambassadors on Career Details Page

When you explore careers on the Skills Center, you can see career cards. Click a career card to view how well you qualify for that career in the career details page. You can also see career ambassador suggestions for that career in the Resources you can use section. Note that you can see career ambassadors only when you view the career details page from the Skills Center.

You'll see people who meet these criteria suggested as your career ambassadors:

- They should have signed up to be a career ambassador on their Connections page.

- Their current or past job title needs to closely match the career you're viewing.

- They have a role that's senior to your role.

- They have skills that match the skills that you need to develop for the career. These include skills that you currently don't have or have but not at the proficiency level required for that career.

The career ambassadors suggested can help you close the gaps you have for that career.

Related Topics
- Overview of Dynamic Skills
- Understanding Skills Center
- How can I add content to my profile?
- Adding Content to an Employee's Profile: Procedure
- Using the LinkedIn Profile Import Feature

9 Using Grow with Career Development

Overview of Oracle Grow

Oracle Grow enables employees to achieve their aspired career paths and roles by bringing together many elements that help career development. Employees can use Grow to develop their skills, get learning recommendations that are optimal for their current role and the role they aspire to grow into.

As an employee, here's what you can do using Oracle Grow:

- Get a consolidated view of interests, objectives, and skills that you choose or that are chosen for you in other parts of the application.
- Get learning recommendations from Oracle Fusion Cloud Learning to enhance your skills.
- Track the status of tasks assigned to you and follow them up to completion.
- Use Connections and follow people that are popular among your peers.
- Get relevant Journey recommendations and have them assigned to you.
- Get learning recommendations that help you excel in your current role and grow in the careers you're interested in.
- Complete learning courses that make you ready for the jobs and gigs you're interested in.

As a manager, here's what you can do:

- Assign learning courses to your employees based on the careers they're interested in.
- Assign predefined journeys that help employees achieve their career goals.
- Add skills that your employees can develop and so that they get relevant learning suggestions.
- Suggest gigs and jobs in Opportunity Marketplace to help your employees gain competencies.

You can access your Grow page using:

- The **Grow** quick action on the **Me** tab.
- The global search available across HCM applications.

Use Oracle Grow for Career Development

As an employee, use Oracle Grow to determine and establish how you want to develop in your role and grow your career.

You can access your Grow page using:

- The Grow quick action under Me.
- The global search available across HCM applications.

The Oracle Grow page is built around your role and your skills, and helps you design your career path. If you've implemented Oracle Career Development and Profile Management, you can see these on the Grow page:

- Your current role. You can navigate to the profile's page and explore your current career details.

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- Your career path. You can navigate to the Explore Careers page to see how you can progress further.

How Grow Helps in Your Current Role

In the Excel in Your Current Role tab, you can view and track the progress of your current learning. You can view suggested learning for your skill set, your careers of interest, and learning topics you're following. This list includes learning that will help your increase competency, add certifications, and so on. From the Grow page, you can navigate to the My Learning and Browse pages in Oracle Learning.

Grow also suggests opportunities and resources that are popular among the people in your role. You can access items that are relevant for you role from the popular suggestions. You can see the learning, skills, gigs, development journeys, and connections that are popular. You can navigate to the respective pages from the Grow page and take an action on popular items.

How Grow Helps with Your Career Path

In the Grow Your Career tab, you can view suggestions for your careers of interest and to develop the skills you want to acquire. You can also view the popular suggestions and select the items relevant for your career path.

You can view the gigs, jobs, and development journeys that your peers on the same career path are following. You can also view the popular connections and start following them to gain insights into the roles you aspire to grow into.

Explore Career Path on Oracle Grow

Viewing your career progression path can help you to better plan for your career growth. You can identify the qualifications and skills needed for the careers in the career path.

You can view your career progression path on these pages:

- Explore Careers
- Career details

To see the career progression path, click the **Explore your career path** icon on your Oracle Grow page. Note that you can see only a single progression path for a career.

The career name shown on the career progression path depends on whether an active job model profile is associated with the job code of the career.

- If an active job model profile is associated with the job code, you can see the job model profile name. Click the job model profile name to view the career details.
- If no active job model profile is associated with the job code, you can see only the job display name.

View Career Progression Path on Explore Careers Page

On the Explore Careers page, if your HR specialist has defined your career progression path, you can see the next 3 jobs in your progression hierarchy. You can see the career progression path only for your primary job assignment.

View Career Progression Path on Careers Details Page

On the career details page, you can see the career progression path for that career if it has been defined in the job details of that career. The career progression path lists the next 3 jobs in the progression hierarchy of the career.

Viewing the career progression path can help you to decide whether you should add that career to your careers of interest.

Related Topics

- Model Profile Types

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10 Development Goal Integrations

How Career Development Works with Profiles

In Oracle Fusion Cloud Career Development, you can add active profile item catalogs as target outcomes for a development goal. You add target outcomes to help employees to adapt to the current role or to prepare for a future role.

You use Oracle Fusion Cloud Enhanced Talent Profiles to track employees' skills and competencies. In Oracle Enhanced Talent Profiles, administrators create content templates that represent talent content such as competencies, certificates, skills, and awards. You can use these content templates to create the content sections necessary to capture talent data. You can further define specific skills and credentials called item catalogs for each content section.

What You Need to Do Add Target Outcomes

These conditions must be met to add target outcomes to a development goal.

- The Target Outcomes feature needs to be enabled for Oracle Career Development.
- Relevant content sections with item catalogs must be configured in Oracle Enhanced Talent Profiles.

Which Content Templates You Can Use for Target Outcomes of Development Goals

While configuring sections for target outcomes of development goals, you can use only these content templates:

- Certifications
- Competencies
- Education
- Honors
- Languages
- Memberships
- Special Projects
- Skills

Remember that you can't use these content templates:

- Accomplishments
- Area of Study
- Career Preferences
- Career Statement
- Education Level
- Highest Education Level
- Technical Post Details

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- Work History

- Work Preferences

When You Can Add Target Outcomes to Development Goals

Irrespective of the configured profile content section access, you can add target outcomes to development goals and edit and save the goals. You can add target outcomes to development goals when you perform any of these actions:

- Add or edit a development goal.

- Create a development library goal.

- Mass assign development goals.

How an Employee's Profile is Updated

When a development goal that has target outcomes is completed, the employee's talent profile is updated to include target outcomes.

Did you know that you can add ratings to target outcomes?

- When approvals are enabled, only the manager can set the rating of a target outcome before it's added to the employee's talent profile.

- When approvals are bypassed, the employee also can set the rating that's added to the talent profile.

This image shows how Oracle Career Development works with Oracle Enhanced Talent Profiles. As you can see in the image, some competencies are defined in the content library of Oracle Enhanced Talent Profiles. These are available for you to add as target outcomes of development goals for an employee. In the image, the **Machine Learning Skills** target outcome is added to the **Improve proficiency in deep learning** development goal of Alex Anders. When Alex Anders completes this goal, the ratings assigned for the **Machine Learning Skills** target outcome is updated in Alex Anders' Talent profile.

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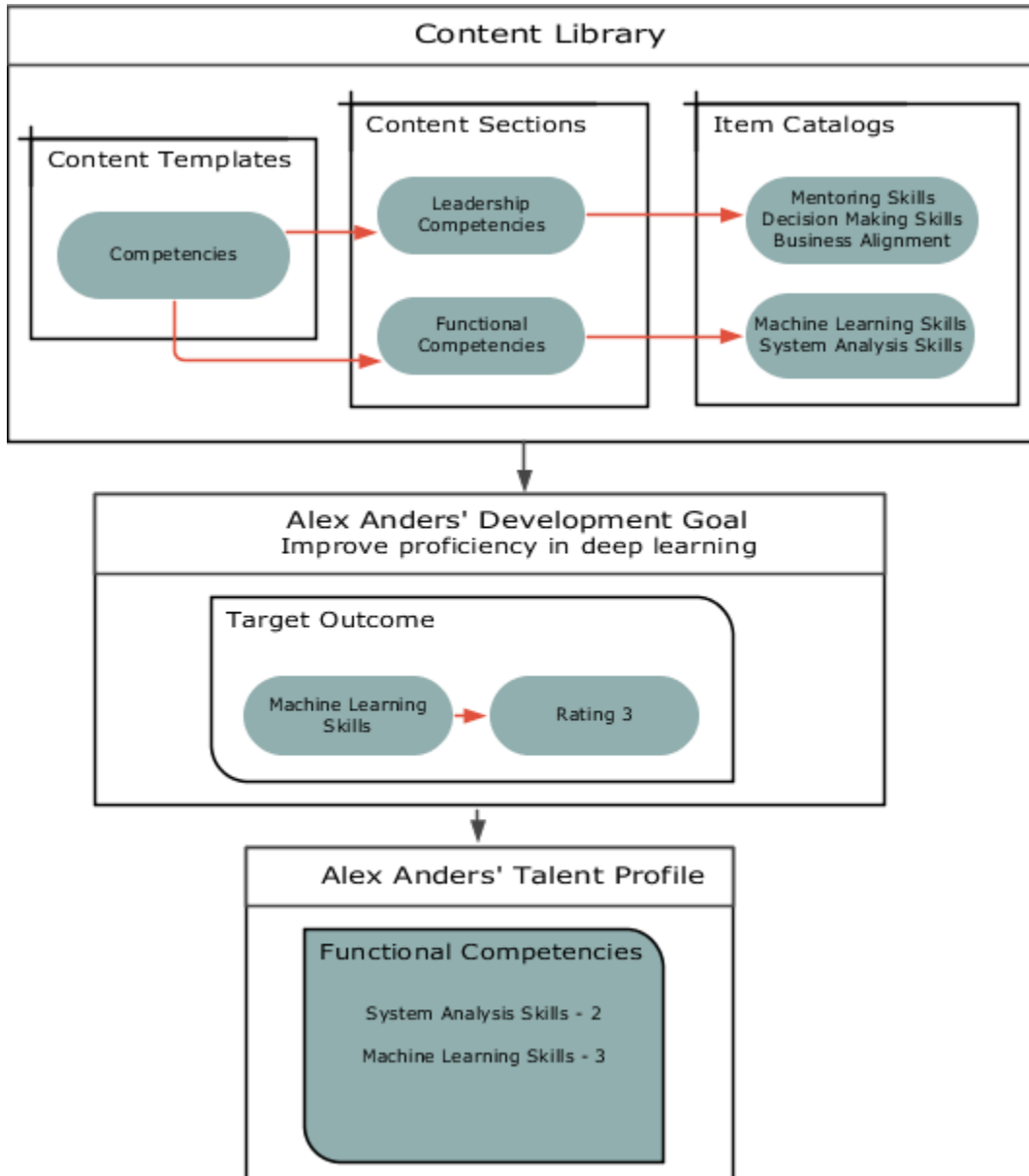
Related Topics

- Career Development Work Area
- Development Goal Library
- How Best-Fit is Calculated
- Considerations for Implementing Career Development Features

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How You Use Development Goals in Talent Pools

As an owner of a talent pool, you add development goals to a talent pool to enable all pool members to achieve the goals for which the talent pool was created.

You need to have the Access Talent Pool Overview privilege to manage development goals added to a talent pool.

Here's how you can navigate to the Talent Pools overview page:

- Go To **My Client Groups** > **Talent Pools**.
- On the Deep Links page, search for **pools**, and then select **Overview**.

How You Add a Development Goal

You can add development goals that are available in the goal library or a free form development goal to a talent pool.

1. Open the talent pool.
2. Expand the Development Goals section.
3. Click **Add**. You can see the Add Goal page.
4. To add a library goal, from the **Library Goal** list, select the development library goal that you want to add.
5. To create a development goal, specify the name that identifies the development goal in the **Goal Name** field.
6. Specify the values listed in this table in the Basic Info section.

Field	Value to Enter
Description	(Optional) A suitable description for the development goal
Status	**Not Started**
Start Date	Start date for the development goal
Target Completion Date	(Optional) The date by when the development must be completed
Category	(Optional) Development goal category
Success Criteria	(Optional) The criteria that identifies that the user who is assigned the development goal has successfully completed the goal.

7. Add measurements and tasks if applicable.
8. Click **Save and Close**.

How You Assign Development Goals to Pool Members

To assign existing development goals to new talent pool members or to assign newly added development goals to existing talent pool members, click the **Assign Goals to Members** button in the Development Goals section of the talent pool. A process is initiated to assign the development goals. You can see the process ID in the message that's displayed.

After the process completes, you can view the development goals in the development plan of the talent pool members.

But remember that if a pool member has an inactive member status or has a terminated assignment, the process that runs after you click the **Assign Goals to Members** button won't assign any development goals for that person.

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What Happens When You Remove a Development Goal

Did you know that even after you remove a development goal from a pool, the members of the talent pool continue to have the goal assigned to them? To remove the goal from a member's development plan, you need to delete it from the Development Plan section of the member's Career Development page.

Similarly, if a pool member deletes a development goal from their development plan, the development goal added to the talent pool isn't affected.

What Happens When a Development Goal is Edited after it's Added to a Talent Pool

Let's assume a development goal is edited in the goal library after it was added to a talent pool. You won't see the changes made to the goal automatically. But if you remove the changed goal and add it back again, you can see the updated goal in the pool.

If you change the goal name or attributes directly in a pool member's development plan, the changes won't be updated in the development goals of the talent pools in which they're added.

If you change the name or any other attribute of a development goal by editing it in the talent pool, the change is not carried over to the development plan of the pool members. The development plan of existing pool members will continue to show the original development goal. Pool members who are added after the revision will see the updated development goal in their development plan after you click the **Assign Goals to Members** button.

What Happens When a Talent Pool is Deleted

When you delete a talent pool, the development goals of the pool that were assigned to the pool members continue to be part of their development plan.

Related Topics
- Career Development Work Area
- Talent Pools

How Performance Documents Work with Development Goals

You can include development goals in employees' performance documents. This will help you to review their career plan and evaluate if they have achieved the goals that were assigned to them.

The details of the development goals that you see in an employee's performance document is always in sync with the development goal details that you see on the employee's Career Development page.

Development Goals Section

Use the **Development Goals** section type in the performance template section to create a section for development goals. You can make these configurations in a development goals section:

- Select the rating models to rate employees.

- Specify the calculation rules to calculate a development goal section rating.

- Enable section comments and profile item comments so that managers, employees, and participants can provide comments.

- Enable section weighting and assign a section weight and a minimum section weight.

- Specify the fields to display for each profile item.

- Add specific profile content items.

- Opt to populate a performance document with an employee's development goals covering any part of the evaluation period. You can also opt to include development goals that are after the evaluation period.

You can include the development goal section in a performance template. This section then appears in performance documents that are created from the template.

Add Development Goals to Performance Document

You can add development goals in the development goals section of a performance document in these ways:

- Click **Add** to add a new development goal or a development goal from the goal library.

- Select the **Copy from Other** action to copy the development goals from another performance document of an employee you have access to. Note that the ratings and evaluation comments aren't copied.

Update Development Goals in Performance Documents

Managers or employees can edit development goals that already exist in the performance document in Oracle Fusion Cloud Career Development. Here's how the changes are updated in the performance documents that the goals are included in:

- When managers or employees open a performance document, all edits to development goals appear in the performance document.

- When managers or employees use the **Update Goals** action in the performance document, new development goals from Oracle Career Development are included in the performance document.

When you edit development goals in performance documents, the changes are updated in Oracle Career Development when you save or submit the performance document. But note that you can't see these changes in Oracle Career Development:

- Goal ratings provided in the performance document

- Evaluation comments added to performance documents

Development goals in Oracle Career Development don't have any weights assigned to them. So you can't see the weights added to development goals in performance documents in Oracle Career Development.

Development Goals in Completed Performance Document

When a performance document is completed, you can no longer update the goals in the performance document. If any development goals are updated in Oracle Career Development, the changes aren't copied to the performance document.

When you reopen a completed performance document, users can edit the development goals included in the document. You can see the goal changes in Oracle Career Development.

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Remove Development Goals from Performance Documents

Only managers and employees can manually remove development goals from the development goals section of a performance document. Note that you can't delete goals that are included in a performance document in Oracle Career Development. You need to remove the development goals from the performance documents first.

Related Topics
- Development Goal Library
- Create a Performance Template
- Considerations for Creating Performance Template Sections

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