# Talent Management Cloud

## Implementing Career Development

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F48466-01



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# 1 Introduction

## Overview of Implementing Career Development

This guide describes the setup and implementation tasks of Oracle Fusion Career Development. You use Career Development to set up and define development plans and development goals for workers.

Oracle Fusion Career Development Cloud Service is part of the Workforce Development offering of Oracle Human Capital Management Cloud. To start an implementation of Oracle Human Capital Management Cloud, a user with the Application Implementation Consultant role (ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB) must opt into the offerings applicable to your business requirements. Refer to the Oracle Applications Cloud Using Functional Setup Manager guide to manage the opt-in and setup of your offerings.

This topic:

- Prerequisite tasks and related information about implementing Oracle Fusion Career Development
- Description of the Career Development functional area in the Workforce Development offering

### Prerequisites

Before setting up Career Development, you must implement one of these:

- HCM Base
- Talent Management Base

You are also required to configure other applications and elements. The table lists sources of information, including guides and help topics, and a description of what they contain, to help you set up the configuration that fits your business needs and processes.

| Source | Contents |
| --- | --- |
| Oracle HCM Cloud Getting Started with Oracle Talent Management Cloud | Provides an overview of Talent Management Cloud options, purchasing and activation options, basic information for implementing Talent Management applications, and describes work areas. |
| Oracle Talent Management Cloud Implementing Talent Management Base | Describes user and role synchronization, implementation user setup, enterprise and workforce structures, workforce profiles, approvals, help configuration, and more. |
| Oracle Global Human Resources Cloud Implementing Global Human Resources | Describes user and role synchronization, implementation user setup, enterprise and workforce structures, workforce profiles, approvals, help configuration, and more. |
| Human Capital Management Cloud Integrating with Oracle HCM Cloud | Describes integration types, how to use file-based and spreadsheet loaders, integrations with Oracle Taleo Recruiting Cloud Service, web services, and coexistence. |
| Human Capital Management Cloud Securing Oracle HCM Cloud | Describes Oracle Human Management Cloud security, types of roles and how to create them, managing user accounts, types of security profiles and managing them and Oracle Fusion Transactional Business Intelligence and Business Intelligence Publisher security. |

## Workforce Development Offering

Use this offering to configure employee profiles and define the development plan and development goals for an employee. The functional area in the offering and primary features are explained in the guide. For the full list of functional areas and features in this offering, use the Associated Features report to review your implementation of your offering.

| Functional Area | Description |
|---|---|
| Career Development | Use the functional area to configure career development features such as notifications, goal edit options, goal sharing options, development intents, goal library, target outcomes, development goal drill down page, development goal measurement. |

*Related Topics*

- Plan Your Implementation

# Guide Structure

This topic includes the guide structure, summary of each chapter, and describes where to find additional information for the tasks in the Career Development functional area.

| Chapter | Title | Contents |
|---|---|---|
| 1 | Introduction | Provides an overview of implementing career development |
| 2 | Overview of Feature Choices | Explains feature choices that you can enable for the Workforce Development offering to determine the options available in the Career Development work area |
| 3 | Lookups | Describes common lookups for Manage Worker Goal Setting Lookups task used in the Goal Management and Career Development work areas that have user or extensible configuration levels |
| 4 | Development Goal Approval Rules | Describes how you can configure approval rules for development goals |
| 5 | Personalization Using Transaction Design Studio | Explains the actions to use in Transaction Design Studio to configure Career Development pages |
| 6 | Integrations | An overview of how Career Development integrates with other applications such as Profiles and Talent Pools |

| Chapter | Title | Contents |
| --- | --- | --- |
| | | |

# 2 Overview of Feature Choices

## Considerations for Implementing Career Development Features

Feature choices that you enable for the Workforce Development offering 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. For example, you can select notification options, and you can control when completed goals can be updated.

In the **Setup and Maintenance** work area, go to the **Actions** menu and then to **Offerings** and select the offering and functional area to specify feature choices for the Career Development work area:

- Offering: Workforce Development
- Functional Area: Career Development

You can enable the Career Development functional area. Review these Career Development feature choices and specify the options as required:

- Career Development Notifications
- Completed Goal Edit Option
- Development Goal Tasks
- Development Goals Sharing
- Development Intents
- Goal Library
    - Restrict Library Goal
- Target Outcomes
- Development Goal Drill Down Page
- Development Goal Measurement
- Delete Development Goals Assigned by HR
- Cancel Development Goals Assigned by HR
- Development Goal Learning

### Career Development Notifications

The Career Development Notifications feature choice is for enabling or turning off the notifications for various goal transactions. Let's see the notification options in Career Development:

| Notification Option | On Selecting |
| --- | --- |
| Goals assigned by HR specialists notification | Notifies workers when HR specialists perform the mass assignment of goals. |

| Notification Option | On Selecting |
|---|---|
| Goals updated by HR specialists notification | Notifies workers when HR specialists update the key attributes of worker goals. |
| Goals deleted by HR specialists notification | Notifies workers when HR specialists delete worker goals. |
| Goals assigned by managers notification | Notifies workers when managers assign goals to direct reports. |
| Goals created by managers notification | Notifies workers when managers create goals for workers. |
| Completed goals updated by managers notification | Notifies workers when managers update the completed worker goals. |
| Goals updated by managers notification | Notifies workers when managers update worker goals. |
| Goals deleted by managers notification | Notifies workers when managers deleted worker goals. |
| Goals shared by manager or colleagues notification | Notifies workers when managers or colleagues share goals with workers. |
| Goals completed by workers notification | Notifies managers when workers update their completed goals. |
| Assigned goals canceled by manager notification | Notifies HR specialist and worker when HR assigned goals are inactivated by the manager. |
| Assigned goals deleted by manager notification | Notifies HR specialist and worker when HR assigned goals are deleted by the manager. |
| Goals deleted by worker notification | Notifies HR specialist when HR assigned goals are deleted by the worker. |
| Goals canceled by worker notification | Notifies HR specialist when HR assigned goals are inactivated by the worker. |
| Manager creates a note for a worker goal | Notifies worker that the manager has added a note to a development goal of the worker. |
| Manager deletes a note for a worker goal | Notifies worker that the manager has deleted a note from a development goal of the worker. |
| Worker creates a note for a goal | Notifies manager when a worker adds a note to their development goal. |
| Worker deletes a note for a goal | Notifies manager when a worker deletes a note from their development goal. |
| All | Enables all the notifications of Career Development. |

# Completed Goal Edit Option

You can configure settings for editing the completed goals by selecting one of these options for the **Completed Goal Edit Option** feature.

| Completed Goal Edit Option | On Selecting |
|---|---|
| Reopen | Enables edits to completed goals by reopening the goals. The **Reopen** button will be available for all completed goals that workers or managers can reopen and modify the completed goals. |
| Always open | Enables edits to completed goals by default. |
| Never | All goals that are completed will be read-only and no further edits are allowed after completing a goal. |

# Additional Feature Choices in Career Development

This table lists the feature choices of Career Development and explains the effect of selecting these choices.

| Feature Choice | On Selecting |
|---|---|
| Goal Library | Enables privileged users to use the goal library to add development goals. |
| Development Goal Tasks | Enables privileged users to add tasks to development goals. |
| Target Outcomes | Enables privileged users to add target outcomes to development goals. |
| Development Intents | Enables privileged users to associate their development intents. For example, to develop in current or future roles and any personal intent with their development goals. |
| Development Goals Sharing | Enables privileged users to share their development goals with other colleagues |
| Development Goal Drill Down Page | Enables to drill down from the development goal to the development goal details.<br><br>When deselected, development goals are in the inline mode |
| Development Goal Measurement | Enables the use of measurements for development goals. |
| Cancel Development Goals Assigned by HR | Enables the worker and manager to inactivate the HR assigned goals |
| Delete Development Goals Assigned by HR | Enables the worker and manager to delete the HR assigned goals |
| Development Goal Learning | Enables the Learning region in development goal details page |

### Career Development Deep Link

Use the **Career Development (MY_CAREER_DEVELOPMENT,NONE)** deep link to go directly to your Career Development page.

*Related Topics*

- Career Development Work Area

## Enable Learning Section for a Development Goal

To associate learning items with a development goal, you need to enable the Learning section. Do these steps to enable the Learning section:

1. Enable the **Mobile-Responsive Learning Pages Enabled** profile option.
2. Enable **Bypass Approvals** for the **Approve Development Goals** process in the Transaction Console.
3. Enable **Development Goal Learning** feature for Career Development.

### Enable the Mobile-Responsive Learning Pages Enabled Profile Option

1. Navigate to the Setup and Maintenance work area.
2. Search for and click the **Manage Administrator Profile Values** task.
3. Search for and select the **WLF_LEARN_SELFSERVICE_RESPONSIVE_ENABLED** profile option.
4. Select the Level as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save and Close**.

### Enable Bypass Approvals for the Approve Development Goals Process

1. Go to **Navigator** > **Tools** > **Transaction Console** .
2. Select the **Approval Rules** tab.
3. For the **Approve Development Goal** row, select **Bypass Approvals**.

### Enable Development Goal Learning Feature for Career Development

1. From the **Actions** menu in the Setup and Maintenance work area, select **Go to Offerings**.
2. Select the Workforce Development offering and click **View Features**.
3. Edit the Career Development feature.
4. Enable **Development Goal Learning**.

# Enable Notes Section for a Development Goal

Your organization may want to allow managers and employees to add notes to development goals. But the Notes section which managers and employees can use to view and manage notes is hidden by default. Here's how you as an administrator can show the Notes section of a development goal:

1. From the **Actions** menu in the Setup and Maintenance work area, select **Go to Offerings**.
2. Select the Workforce Development offering and click **Opt In Features**.
3. Edit the Career Development feature.
4. To show the Notes section of a development goal, enable **Development Goal Notes**.
5. Click **Done**.

# Enable Notifications for Development Goal Notes

As administrators, you can enable notifications for these use cases of development goal notes:

- A manager adds a note to a team member's development goal.
- A manager deletes a note from a team member's development goal.
- A team member adds a note to their goal.
- A team member deletes a note from their goal.

To configure notifications for development goals notes:

1. From the **Actions** menu in the Setup and Maintenance work area, select **Go to Offerings**.
2. Select the Workforce Development offering and click **Opt In Features**.
3. Edit the Career Development feature.
4. Edit **Career Development Notification Options**.
5. Select any of these check boxes according to the notifications that your organization wants to send:
    - Manager creates a note for a worker goal
    - Manager deletes a note for a worker goal
    - Worker creates a note for a goal
    - Worker deletes a note for a goal
6. Click **Done**.

# Enable Restricting Library Goals

As administrators, you can restrict the library goals that workers and their managers can use to create a development goal to add to their development plan.

Specify one or more of these attributes for the library goal after enabling the **Restrict Library Goal** feature:

- Legal employer

- Business unit
- Department
- Job family

## Enable Restrict Library Goal Feature

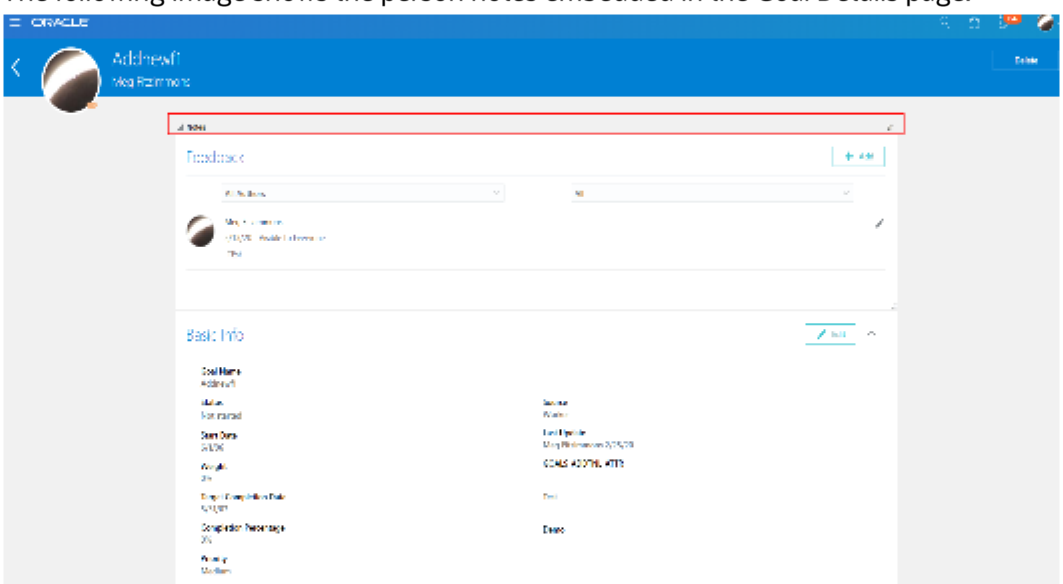
1. From the **Actions** menu in the Setup and Maintenance work area, select **Go to Offerings**.
2. Select the Workforce Development offering and click **Opt In Features**.
3. Edit the Career Development feature.
4. Locate **Restrict Library Goal** under **Goal Library** and enable it.
5. Click **Done**.
6. Click **Done**.

# Contextual Notes in Application Pages

Enhance Talent Management application pages using the Notes resource catalog component for persons and objects using Oracle Page Composer. The Notes feature is similar to the Feedback feature in employee's Person Spotlight and Performance Document. The Contextual Notes is an extension of the existing Anytime Feedback feature.

You can embed the Notes component on persons and objects using Oracle Page Composer. The Notes component appears with the title, **Feedback** or **Notes**, based on the component configuration, Person Notes and Object Notes.

The following image shows the person notes embedded in the Goal Details page:




You can create and share notes about employees by configuring the Notes resource catalog component in the following Talent Management scenarios:

- Notes for an employee in the context of an employee's performance goal
- Notes for an employee in the context of an employee's development goal
- Notes for an employee in the context of an employee's career development

- Notes when you explore roles in the context of role details page

You can create and share object notes by configuring the Notes resource catalog component in the following Talent Management scenarios:

- Notes for a talent review meeting
- Notes for a succession plan
- Notes for a talent pool

*Related Topics*

# Deep Links

You can use deep links to provide easy navigation directly to a page in the HCM Cloud application. Deep links can also be used for mobile responsive pages on your intranet, custom and third-party applications, or in a document. This helps people run transactions in the HCM cloud and provides quick access to their HR information.

To access deep links:

1. Open the main menu.
2. Go to **Tools** > **Deep Links**

   .
3. Copy the URL for a deep link.
4. Paste the URL in the desired location.

When you open Deep Links, you will find a list of all available deep links.

# FAQs for Feature Choices

## How can I make the Attachments section visible for a role?

Use Transaction Design Studio to make the Attachments section visible for a role.

1. Enable a sandbox and then edit your pages at the **Site** level.
2. Open HCM Experience Design Studio.
3. Select the **Transaction Design Studio** tab.
4. From the **Action** list, select **Career Development Role Details**.
5. Add a rule.
6. Enter the basic details.
7. In the **Region** list of the Page Attributes section, ensure you select **Job Details**.
8. Change the **Attachments** attribute value to **Visible**.
9. Click **Save and Close**.

*Related Topics*

- HCM Experience Design Studio

# How can I make the related learning items visible for a content item on the role page?

Use Transaction Design Studio to make the related learning items visible for a content item on the role page.

1. Enable a sandbox and then edit your pages at the **Site** level.
2. Open HCM Experience Design Studio.
3. Select the **Transaction Design Studio** tab.
4. From the **Action** list, select **Career Development Role Details**.
5. Add a rule.
6. Enter the basic details.
7. In the **Region** list of the Page Attributes section, ensure you select **Job Details**.
8. Change the **Related Learning** attribute value to **Visible**.
9. Click **Save and Close**.

*Related Topics*

- HCM Experience Design Studio

# How can I change the date format used for goals?

Use the Global Admin Preferences page to change the date format used for goals.

1. In the Setup and Maintenance work area, go to the **Set User General Preferences** task.
2. Select the date format that you want to use.
3. If you only want to set preferences for new users whose preferences haven't been set by them yet, select the **Reset preferences for new users only** check box. Selecting this option excludes all users whose preferences were set earlier.
4. Click **Save**.

# How can I show the Open Jobs section for a role?

You use Transaction Design Studio as an administrator to show the Open Jobs section for a role.

1. Enable a sandbox and then edit your pages at the Site level.
2. Open HCM Experience Design Studio.
3. Select the Transaction Design Studio tab.
4. From the **Action** list, select **Career Development Role Details**.
5. Add a rule.
6. Enter the basic details.
7. From the **Region** list in the Page Attributes section, ensure that **Job Details** is selected.
8. To show the Open Jobs section, change the **Open Jobs** attribute value to **Visible**.
9. Click **Save and Close**.

*Related Topics*

- HCM Experience Design Studio

# How can I show the open jobs count in the Careers of Interest section?

You use Transaction Design Studio as an administrator to show the open jobs count in the Careers of Interest section.

1. Enable a sandbox and then edit your pages at the Site level.
2. Open HCM Experience Design Studio.
3. Select the Transaction Design Studio tab.
4. From the **Action** list, select **Career Development Home Page**.
5. Add a rule.
6. Enter the basic details.
7. From the **Data Source** list in the Available Attributes section, select **Careers of Interest**.
8. To show the count of open jobs, change the **Number of Open Jobs** attribute value to **Visible**.
9. Click **Save and Close**.

*Related Topics*

- HCM Experience Design Studio

# How can I enable employees to subscribe to job alerts?

You use Transaction Design Studio as an administrator to enable employees to subscribe to job alerts from the Careers of Interest section or from the Role Details page.

1. Enable a sandbox and then edit your pages at the Site level.
2. Open HCM Experience Design Studio.
3. Select the Transaction Design Studio tab.
4. From the **Action** list, select **Career Development Home Page**.
5. Add a rule.
6. Enter the basic details.
7. From the **Data Source** list in the Available Attributes section, select **Careers of Interest**.
8. To allow employees to subscribe to job alerts in the Careers of Interest section, change the **Job Alert Subscription** attribute value to **Visible**.
9. Click **Save and Close**.
10. From the **Action** list, select **Career Development Role Details**.
11. Add a rule.
12. Enter the basic details.
13. From the **Region** list of the Page Attributes section, select **Job Details**.
14. To allow employees to subscribe to job alerts on the role details page, change the **Job Alert Subscription** attribute value to **Visible**.
15. Click **Save and Close**.

*Related Topics*

- HCM Experience Design Studio

# How can I enable alert notifications for changes in job model profiles that are part of careers of interest?

To notify employees about changes in job model profiles included in their careers of interest, as an administrator you need to do these tasks:

- Enable the **Job Profile in interest list change** notification option.
    a. Navigate to the Setup and Maintenance work area.
    b. Search for and select the **Talent Notifications** task.
    c. Go to the **Profile Management** tab.
    d. Enable the **Job Profile in interest list change** notification.
- Enable the **Job Model Profile Changed Template** alert template.
    a. Go to **Tools** > **Alerts Composer** .
    b. Search for and select the **Job Model Profile in Careers of Interest Change Alert** alert.
    c. Enable the **Job Model Profile Changed Template** alert template.

*Related Topics*

- Set up Alert Notifications

# 3 Lookups

## Goal Lookups

You can use these tasks in the Setup and Maintenance work area to manage lookups for Goal Management and Career Development:

- Worker Goal Setting Lookups
- Manage Common Lookups

You can update lookups that have an extensible configuration level to suit your organization's requirements.

### Worker Goal Setting Lookups

This table describes the goal lookups that you manage using the Worker Goal Setting Lookups task and the work areas that use them.

| Lookup Type | Description | Configuration Level | Used By |
|---|---|---|---|
| HRG_DEV_GOAL_CATEGORY | Categories of development goals, such as short-term, medium-term, and long-term. | User | Career Development |
| HRG_GOAL_SOURCE | The source from which the goal was added, such as goal library, worker goals, or organization goals. | Extensible | Goal Management and Career Development |
| HRG_GOAL_TASK_TYPE | Type of goal task, such as coaching, project, and research. | Extensible | Goal Management and Career Development |
| HRG_PRIORITY | Priorities of goals, such as high, medium, and low. | Extensible | Goal Management and Career Development |
| HRG_APPROVAL_STATUS | Goal approval status:<br>• Pending approval<br>• Approved<br>• Rejected<br>• Draft | System | Goal Management and Career Development |

### Common Lookups

This table describes the goal lookups that you manage using the Manage Common Lookups task and the work areas that use them.

**Tip:** Type **HRG** in the **Lookup Type** field to find these lookups.

| Lookup Type | Description | Configuration Level | Used By |
|---|---|---|---|
| HRG_APPROVAL_STATUS | Goal approval status:<br>• Pending approval<br>• Approved<br>• Rejected<br>• Draft | System | Goal Management and Career Development |
| HRG_COMPL_GOAL_EDIT_ OPTIONS | Specifies if you can edit a completed goal:<br>• **Never**: Can't edit a completed goal<br>• **Always open**: Completed goals can be always edited<br>• **Reopen**: Completed goals can be edited only when the goal is reopened | System | Goal Management and Career Development |
| HRG_DEV_GOAL_CATEGORY | Category of development goals, such as short-term, medium-term, or long-term. | User | Career Development |
| HRG_GOAL_ACCESS_LEVELS | Specifies who can access a goal in the goal library or goal plan:<br>• HR specialist<br>• HR specialist and manager<br>• HR specialist, manager, and worker | System | Goal Management and Career Development |
| HRG_GOAL_ASGN_SOURCE_TYPE | Specifies the source of goal assignment:<br>• HR specialist<br>• Manager<br>• Matrix manager<br>• Organization owner<br>• Talent review<br>• Worker | System | Goal Management and Career Development |
| HRG_GOAL_MEASUREMENT_ LEVEL | Levels of goal measurement, such as **Target** and **Stretch**. | Extensible | Goal Management and Career Development |
| HRG_GOAL_PLAN_SET_ASSGN_ STATUS | Statuses for goal plan set assignment such as **Active** and **Pending**. | System | Goal Management and Career Development |

| Lookup Type | Description | Configuration Level | Used By |
|---|---|---|---|
| | | | |
| HRG_GOAL_PLAN_TMPL_STATUS | Status of the goal plan template, which can be **Active** or **Inactive**. | System | Goal Management and Career Development |
| HRG_GOAL_QUANTITATIVE_UOM | The quantitative unit of measurement used for the goal:<br>• None<br>• Currency<br>• Number<br>• Percent | Extensible | Goal Management and Career Development |
| HRG_GOAL_QUANT_MEASURE_TYPE | Type of quantitative measurement of goal, which can be **Maximum** or **Minimum**. | System | Goal Management and Career Development |
| HRG_GOAL_SOURCE | The source from where the goal was added, such as goal library, individual goals, or organization goals. | Extensible | Goal Management and Career Development |
| HRG_GOAL_STATUS | Status of the goal:<br>• Not started<br>• In progress<br>• Completed<br>• Overdue<br>• Canceled | System | Goal Management and Career Development |
| HRG_GOAL_TASK_STATUS | Status of the goal task:<br>• Not started<br>• In progress<br>• Completed<br>• Overdue | System | Goal Management and Career Development |
| HRG_GOAL_TASK_TYPE | Type of goal task, such as coaching, project, and research. | Extensible | Goal Management and Career Development |
| HRG_GOAL_VERSION_TYPE | Type of goal version:<br>• Active<br>• Frozen<br>• Mass request<br>• Pending transfer<br>• Pending approvals | System | Goal Management and Career Development |

| Lookup Type | Description | Configuration Level | Used By |
| --- | --- | --- | --- |
| | • Rejected<br>• Requires approval | | |
| HRG_MEASURE_CALC_RULE | The calculation rule used for goal measurement, which can be **Sum** or **Average**. | System | Goal Management and Career Development |
| HRG_PERF_GOAL_CATEGORY | Category of performance goal, such as Education, Career, or Financial. | User | Goal Management |
| HRG_PRIORITY | Priorities of goals, such as high, medium, and low | Extensible | Goal Management and Career Development |
| HRG_PROCESS_TYPE | Process types for scheduling goal assignment:<br>• Mass assign goals<br>• Assign goal plans<br>• Assign goal plan sets<br>• Update goal status to overdue | System | Goal Management and Career Development |
| HRG_SUB_TYPE_CODE | Specifies goal sub type, such as Corporate and Finance. | User | Goal Management and Career Development |

*Related Topics*

- Overview of Lookups

# 4 Development Goal Approval Rules

## Configure Approval Rules for Development Goal Transactions

You can configure and define approval rules for the development goal transactions in Transaction Console.

### Define Approvals in Transaction Console

From **Home** go to **Tools** > **Transaction Console**. Click the **Approval Rules** tab to manage the approval rule set for all Development Goal transactions. Use the **Approve Development Goal** task to review or modify the configuration of approval rules for development goals. The Rule Set consists of two rules.

- Automatic Approval of Development Goals `DevelopmentGoalAutoApproval`
- Manual Approval of Development Goals `DevelopmentGoalManualApproval`

By default, the primary rule, Automatic Approval of Development Goals is enabled to automatically approve development goal transactions. When the conditions in this rule are met, the application doesn't generate any approval notifications. By default, all the conditions in this rule evaluate to the **True** state.

When you want to meet your specific development goal approval requirements, you need to modify the approval rule set. The secondary rule Manual Approval of Development Goals rule captures the requirements for triggering manual approvals using approval notifications. This rule triggers the approval notification flow. By default, all the conditions in this rule evaluate to the **False** state.

For each condition that you want to trigger approvals, you need to modify both the manual and automatic approval rules so that only one rule meets the conditions at any given time for a goal transaction. This table lists the basic Development Goals approval conditions and indicates the value that needs to be assigned for the condition attribute to enable the manual approval of development goal transactions.

| Approval Condition | Condition Attribute | Attribute Value to Enable Manual Approval |
|---|---|---|
| New Goal | `Development Goals.Goal Added Flag` | `Y` |
| Delete Goal | `Development Goals.Goal Deleted Flag` | `Y` |
| Completed Goal | `Development Goals.Status Code` | `COMPLETED` |
| Updated Goal | `Development Goals.Updated Flag` | `Y` |

You can configure these conditions to evaluate to the false state by adding the prefix `NOT_` to the attribute value in the expression. To ensure that the conditions evaluate to the true state, you need to remove the prefix `NOT_` from their expressions. For example, to trigger approvals when new goals are created, in the manual approval rule, specify the condition `Development Goal.Goal Added Flag` to `True`. You need to set the value as `Y` instead of `NOT_Y`. And in the automatic approval rule, you need to add a new condition `DevelopmentGoal.Goal Added Flag!="Y"`.

## Modify Approval Rule Set

You can modify the rule set of development goals to meet your specific approval requirements. Remember that there is only one manual approval rule along with its corresponding mutually exclusive automatic approval rule.

> **Note:** Ensure that the automatic and manual approval rules don't logically conflict or overlap. Errors may surface and development plans may get locked. Your administrator needs to use Transaction Console to either terminate the transactions or forcefully approve the transactions.

## Add a New Development Goal Condition in the Rule Set

Apart from the basic conditions in the Manual Approval of Development Goals rule, you can add more conditions. Build expressions by using the development goal payload attributes. You need to add the condition to both the manual and automatic approval rules and ensure that the rules complement each other. Remember that the condition added in the automatic approval rule needs to be the inverse of the condition added to the manual approval rule.

> **Note:** When configuring multiple manual rules, the person who approves may receive multiple or even duplicate notifications.

## Development Goal Payload Attributes

You can use these development goal attributes for defining conditions:

| Attribute | Description |
|---|---|
| BUSINESS_GROUP_ID | Indicates the business unit of the person's development goal |
| GOAL_TYPE_CODE | Indicates the type of goal as development |
| GOAL_NAME | Indicates the name of the development goal |
| DESCRIPTION | Indicates the description of the development goal |
| START_DATE | Indicates when the development goal was started |
| TARGET_COMPLETION_DATE | Indicates when the development goal is targeted to be completed |
| PERCENT_COMPLETE_CODE | Indicates the percentage of completion of the development goal |
| STATUS_CODE | Indicates the status of the development goal |
| ACTUAL_COMPLETION_DATE | Date when the development goal was actually completed |

| Attribute | Description |
| --- | --- |
| GOAL_VERSION_TYPE_CODE | Indicates the development goal version |
| PRIORITY_CODE | Priority of the goal, which can be **High**, **Medium**, or **Low** |
| GOAL_SOURCE_CODE | A code that identifies who added the development goal to the goal plan, which can be employee, manager, or HR specialist. |
| PRIVATE_FLAG | Indicates that the development goal is private to the worker and can't be viewed by anyone else |
| LEVEL_CODE | Indicates the level of the development goal |
| CATEGORY_CODE | Indicates the category of the goal |
| ACTIVE_FLAG | Indicates if the development goal is active |
| SUCCESS_CRITERIA_TEXT | Indicates if the success criteria of the development goal was updated |
| COMMENTS_TEXT | Indicates if the development goal includes any comments |
| GOAL_CREATED_FLAG | Indicates if the development goal was created |
| GOAL_UPDATED_FLAG | Indicates if any of these key attributes for a development goal have been updated:<br>• Name<br>• Description<br>• Success Criteria<br>• Start Date<br>• Target Completion Date<br>• Priority<br>• Category<br>• Measurement:<br>◦ Measurement Name<br>◦ Unit of Measure<br>◦ Target Type<br>◦ Target Value |
| ANY_GOAL_ATTR_UPDATED_FLAG | Indicates that any development goal attribute was updated and not just the key attribute. The updated attribute can also be an attribute of child objects such as measurements, tasks, and target outcomes. |
| GOAL_DELETED_FLAG | Indicates if the development goal was deleted |

| Attribute | Description |
|---|---|
| INTENT_CREATED_FLAG | Indicates if the development goal has any intents |
| INTENT_DELETED_FLAG | Indicates if any intents are deleted from the development goal |
| MEASUREMENT_CREATED_FLAG | Indicates if a goal measurement was added to the development goal |
| MEASUREMENT_UPDATED_FLAG | Indicates if a measurement associated with the development goal was updated |
| MEASUREMENT_DELETED_FLAG | Indicates if a measurement associated with the development goal was deleted |
| SHARE_CREATED_FLAG | Indicates that the development is shared |
| TARGET_OUTCOME_CREATED_FLAG | Indicates that a target outcome was added to the development goal |
| TARGET_OUTCOME_UPDATED_FLAG | Indicates if a target outcome associated with the development goal was updated |
| TARGET_OUTCOME_DELETED_FLAG | Indicates if a target outcome associated with the development goal was deleted |
| TASK_CREATED_FLAG | Indicates that a task was added to the development goal |
| TASK_UPDATED_FLAG | Indicates if a task associated with the development goal was updated |
| TASK_DELETED_FLAG | Indicates if a task associated with the development goal was deleted |
| GOAL_ID | Indicates the identifier of the development goal |
| GOAL_APPROVAL_STATE | Indicates the approval status of the development goal |

> **Note:** If you don't want to use any approvals for development goals, you can select the **Bypass Approvals** check box option for **Approve Development Goal** in Transaction Console.

# How You Bypass Approvals for Specific Development Goal Subprocesses

Your organization may want some development goal transactions to be committed immediately, but may want other transactions to go through the approval flow. For example, your organization may want to allow employees to add a development goal that their manager shared without any approval, but may want managers to approve other transactions. As administrators, you can enable this selective bypassing of approvals in Transaction Console. You can do this without modifying either the existing autoapproval or manual approval rules of the development goals rule set.

## Development Goal Subprocesses for Bypass

When you expand the **Approve Development Goal** rule in the Approval Rules tab of Transaction Console, you can see these subprocesses that you can enable for bypassing approvals:

- **Add Shared Colleague Goal**: Employee adds a goal that's shared by a colleague to their development plan.
- **Add Shared Manager Goal**: Employee adds a goal that's shared by their manager with them to their development plan.
- **Goal Share Action**: Employee shares their development goal.
- **Manage Private Goals**: Employee does any action such as add, update, copy, delete, complete, or make inactive or active on their private development goal.

> **Note:** You can also see the **Remaining Goal Actions** subprocess. This is for the goal actions other than that listed earlier. But You can't enable or disable **Bypass Approvals** for this subprocess. This only reflects the **Bypass Approvals** setting of the parent **Approve Development Goal** rule.

## Configure Selective Bypass of Approvals for Development Goal Subprocesses

Here's how you can selectively bypass approvals for some development goal transactions:

1. Go to **Tools** > **Transaction Console** .
2. Click the **Approval Rules** tab.
3. Search for and select the **Approve Development Goal** rule.
4. Expand the **Approve Development Goal** rule.
5. Enable **Bypass Approvals** for the subprocesses that you want to commit immediately.

> **Note:** When you enable or disable **Bypass Approvals** for the parent **Approve Development Goal** rule, **Bypass Approvals** is automatically enabled or disabled for all the subprocesses.

## After You Bypass Subprocesses

When you enable **Bypass Approvals** for any of the subprocesses, the corresponding development goal transaction is committed immediately. Users who did the subprocess action on their development goals won't see any approval messages nor receive notifications.

Development goal transactions that were in the draft state and pending approval state will continue through the approval flow and ignore the new partial bypass setting.

*Related Topics*

- How You Manage HCM Approval Transactions

# How You Define Expiration Policies for Development Goal Approvals

Your organization may want approvers to act on approval requests for development goals within a specific number of days. As administrators, you can set expiration policies for approval work flow of development goals. You can set a due date, expiration policy, or both:

- If you set a due date, before the due date, the current assignee is reminded to take action. Even after the due date passes, the task doesn't expire. The assignee and any approvers after them, can still act on the task.
- If you set expiration policies, the task can expire based on your settings. After the duration set in the expiration policy is reached, the development plan is withdrawn from the approval flow. The development plan is no longer locked. The user who submitted the development plan changes can review the development plan, update it, and resubmit it for approval.

## Define Expiration Policies

You set up expiration policies in the Functional Setup Manager.

1. In the Setup and Maintenance work area, search for and select the **Manage Task Configurations for Human Capital Management** task.
2. In BPM Worklist, on the Task Configuration tab, search for and select the **CareerDevApproveGoal** task.
3. Click the **Edit** task icon in the **Tasks to be configured** toolbar.
4. Open the **Deadlines** subtab.
5. Set a due date, if needed.
6. Set the expiration policy:
   a. Expand the Expiration Settings section.
   b. To ensure that all approvals are done within a certain time frame, select **Task Level**.
   c. Enter a duration and optionally select the **Exclude Saturday and Sunday** check box.
   d. Leave the **Expire only** option selected.
7. Click the **Commit** task icon in the **Tasks to be configured** toolbar.

# How You Archive Draft Development Goal Transactions

Workers in your organization may create development goals and not submit them for approval and they may remain in the draft state for many days. Such transactions can accumulate over time and can impact the performance of the Transaction Console. As administrators you can ensure that such goals are also archived. Here's how you do this:

1. Specify the time period in days after which these transactions are archived using the **ORA_HRC_ARCH_DRFT_DEVELOPMENT_GOALS** profile option.
2. Run the **Refresh Transaction Administrator Console Transaction Status** process.

   > **Note:** The **Refresh Transaction Administrator Console Transaction Status** scheduled process automatically runs every hour to refresh the statuses. If you find that's not enough, you can submit the process to run on a more frequent schedule

## Specify the Time Period for Archiving

By default, the value of the **ORA_HRC_ARCH_DRFT_DEVELOPMENT_GOALS** profile option is set to **180** days. So, draft development goals that haven't been submitted for approval for 180 days or more are automatically archived. But you can change this period according to your organizational policy.

To change the archive period for unapproved draft development goal transactions:

1. Navigate to the Setup and Maintenance work area.
2. Search for and select the **Manage Administrator Profile Values** task.
3. Search for and select the **ORA_HRC_ARCH_DRFT_DEVELOPMENT_GOALS** profile option.
4. Set the **Profile Value** to the number of days you want to allow users to retain their draft performance goal transactions.
5. Click **Save and Close**.

## Run the Refresh Transaction Administrator Console Transaction Status Process

When you run the **Refresh Transaction Administrator Console Transaction Status** process, the status of the draft transactions that are older than the number of days defined in the **ORA_HRC_ARCH_DRFT_DEVELOPMENT_GOALS** profile option is set to **Completed** and become eligible for archiving. After the draft goals are archived, any changes made are reset and the development plan is set to its previous approval state.

To run the **Refresh Transaction Administrator Console Transaction Status** process:

1. Click **Navigator** > **Tools** > **Scheduled Processes** .
2. On the Scheduled Processes Overview page, click **Schedule New Process**.
3. Leave the type as **Job**, then search for and select the **Refresh Transaction Administrator Console Transaction Status** process, and click **OK**.
4. Click **OK**.
5. In the Process Details dialog box, enter at least the required parameters, if any.
6. Click **Submit**.
7. Click **OK** to confirm.

> **Tip:** Note down the process ID for your submission so you can easily find it later.

*Related Topics*

- Statuses for Filtering Transactions
- How Workflow Tasks Are Archived and Purged

# Development Goal Approval FAQs

## Can I bypass the goal approval process for my organization?

Yes, you can if you're an administrator. You need to enable **Bypass Approvals** in the Approval Rules tab of the Transaction Console. When you do so, goal changes are saved immediately in the database. No approval messages are shown and goal plans aren't locked.

## Can I delete a goal approval condition in transaction console?

Yes. You need to delete the condition in the Condition Details window of both the autoapproval and manual approval rules.

## What happens if I edit or delete an approval rule?

If you edit or delete an approval rule on the Manage Approval Rules page, then approvals currently in progress complete as if the rule had not been edited or deleted.

New approvals follow the latest version of the rule.

> **Note:** For more information about approvals, see Frequently Asked Questions About Approvals (Doc ID 1987850.1) on My Oracle Support at https://support.oracle.com.

# 5 Personalization Using Transaction Design Studio

## Use Transaction Design Studio to Configure Field Displays

Use the Transaction Design Studio (TDS) to configure transactions and pages for responsive applications. TDS is available within the HCM Experience Design Studio. You can control the visibility of attributes that are displayed either as **Delivered** or **Enabled**, and the availability of fields and sections of a transaction based on the user's role, person's business unit, or legal employer.

By default, the responsive pages display the frequently used attributes and hide the less frequently used attributes. Use Page Composer to personalize the responsive pages and display the attributes and tabs delivered within the feature.

Here's how you start HCM Experience Design Studio:

1. Sign in to the application as Human Capital Management Application Administrator with Access HCM Page Configurator (HRC_ACCESS_HCM_TRANSACTION_CONFIGURATOR_PRIV) privilege. This privilege provides you access to TDS in HCM Experience Design Studio.
2. Enable a sandbox to compose data for configuring business objects. On the Home page, click the **HCM Experience Design Studio** quick action under the **My Client Groups** tab.
3. Under **Settings and Actions**, click **Edit Pages** .
4. Select the site layer and click **OK**.

*Related Topics*

- Overview of Page Modification

## How You Configure Career Development Pages Using Transaction Design Studio

Use Transaction Design Studio (TDS) to create rules to configure Career Development pages. You can include or hide sections and fields as needed by your organization.

### Actions

This table shows the actions that you can use to configure Career Development pages and the page for which the action applies.

| Action | Page |
| --- | --- |
| Career Development Home Page | Career Development including Development Goal Details - Inline mode |

| Action | Page |
| --- | --- |
| | |
| Career Development Role Details | Role page - Job profile sections |
| Development Goal Library | Library goal page of Career Development |
| Development Goal Details - Drill-Down Mode | Development goal details page - Drill-Down mode |

Did you know that you can create multiple rules for any action? But remember that you can have only one active rule for any action at a time.

## Career Development Home Page Action

Use the **Career Development Home Page** action to configure the Career Development page according to your business needs. You can specify these common criteria for a rule created using the **Career Development Home Page** action:

- Role
- Country

For the **Career Development Home Page** region in the Page Attributes section, you can set the visibility of these attributes that correspond to the different sections of the Career Development page:

- Career Outlook
- Career Preference
- Career Statement
- Comments and Attachments
- Development Goals
- Goals Shared with Me
- Recommended Roles
- Scoreboard

  > **Note:** This section isn't visible by default.

- Work Preference

Select the appropriate data source in the Available Attributes section and then configure the attributes.

To configure the attributes shown in the Colleague Goals sub-section of the Goals Shared with Me section, select the **Colleague Goals** data source. You can specify the visibility of these attributes for this data source.

- Description
- Shared By

To configure the fields of the development goal page, select the **Development Goal Details - Inline** data source. You can then configure the attributes shown in this table.

| Attribute | Field on Development Goal Page | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Actual Completion Date | Actual Completion Date | Yes | No |
| Allow Workers to Update Key Attributes | Check box that indicates that the employees assigned the development goal can update the key attributes of the development goal | Yes | Yes |
| Attachments | Attachments | No | No |
| Category | Category | Yes | Yes |
| Completion Percentage | Completion Percentage | Yes | Yes |
| Description | Description | Yes | Yes |
| Goal-specific Comments | Comments | No | Yes |
| Last Updated | Last Updated | Yes | No |
| Level | Level | Yes | No |
| Library Goal | **Library Goal** list of values | Yes | Yes |
| Priority | Priority | No | Yes |
| Related Link | Related Link | No | Yes |
| Source | Source | Yes | Yes |
| Success Criteria | Success Criteria | Yes | Yes |
| Target Completion Date | Target Completion Date | Yes | Yes |

To configure the attributes shown in the Manager Goals sub-section of the Goals Shared with Me section, select the **Manager Goals** data source. All the attributes are visible by default in this section. But you can change the visibility of the **Description** and **Shared By** attributes.

For **Current Role** and **Careers of Interest** data sources, you can set the visibility of the **Description**, **Goals**, and **Name** attributes.

> **Note:** The **Goals** attribute corresponds to the goals displayed for the current role and careers of interest. These goals aren't shown by default.

For the **Careers of Interest** data source, you can also set the visibility of these attributes:

- **Job Alert Subscription**: By default, the button for subscribing to job alerts isn't shown for any role that's added to the employee's career of interest.
- **Number of Open Jobs**: By default, the count of open jobs isn't shown for any role that's added to the employee's career of interest.

To configure the attributes shown in the Recommended Roles section, select the **Recommended Roles** data source. You can set the visibility of the **Description** and **Name** attributes.

## Career Development Role Details

Use the **Career Development Role Details** action to configure the job profile sections of the role page for your business needs. You can specify these common criteria for a rule created using this action:

- Role
- Country

To configure the sections to show in the role page, select the **Job Details** region in the Page Attributes section. You can set the visibility of these attributes:

- Accomplishments
- Attachments
- Certifications
- Competencies
- Description
- Education
- Honor or Award
- Job Alert Subscription

  > **Note:** This isn't visible by default.

- Language
- Membership
- Open Jobs

  > **Note:** This section isn't visible by default.

- Qualifications
- Related Learning

  > **Note:** This section isn't visible by default.

- Responsibilities
- Role Details
- Skills
- Special Projects

- Work Requirements

## Development Goal Library

Use the **Development Goal Library** action to create rules for configuring the development library goal page. You can specify a role criteria for the rules that you create using this action.

Select the appropriate data source in the Available Attributes section and then configure the attributes. This table lists the attributes you can configure for the **Library and Basic Info** data source.

> **Note:** Development goals don't support the **Subtype**, **Long Description**, and **Weight** fields. Any configuration you do for these fields in Transaction Design Studio will be ignored.

| Attribute | Field on Development Library Goal Page | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Available To | **Available To** list of values in Library Info section of Add Goal page | Yes | No |
| Business Unit | **Business Unit** list of values in Library Info section of Add Goal page | Yes | Yes |
| Category | **Category** list of values in Basic Info section of Add Goal page | Yes | Yes |
| Comments | **Comments** field in Basic Info section of Add Goal page | Yes | Yes |
| Department | **Department** list of values in Library Info section of Add Goal page | Yes | Yes |
| Description | **Description** field in Basic Info section of Add Goal page | Yes | Yes |
| External ID | **External ID** field in Library Info section of Add Goal page | Yes | No |
| Job Family | **Job Family** list of values in Library Info section of Add Goal page | Yes | Yes |
| Legal Employer | **Legal Employer** list of values in Library Info section of Add Goal page | Yes | Yes |
| Level | **Level** list of values in Basic Info section of Add Goal page | Yes | Yes |

| Attribute | Field on Development Library Goal Page | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Priority | **Priority** list of values in Basic Info section of Add Goal page | Yes | Yes |
| Related Link | **Related Link** field in Basic Info section of Add Goal page | Yes | Yes |
| Start Date | **Start Date** field in Basic Info section of Add Goal page | Yes | Yes |
| Status | **Status** list of values in Library Info section of Add Goal page | Yes | No |
| Success Criteria | **Success Criteria** label in Basic Info section of Add Goal page | Yes | Yes |
| Success Criteria Text | **Success Criteria** text field in Basic Info section of Add Goal page | No | No |
| Target Completion Date | **Target Completion Date** field in Basic Info section of Add Goal page | Yes | Yes |
| Type | **Type** field in Library Info section of Add Goal page | Yes | No |

To configure the attributes of the Measurements section of the development library goal page, in the Available Attributes section, select the **Measurement** data source. Refer to this table to identify the attributes that you can configure for the Measurements section.

| Attribute | Field in Measurements Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Achieved Weight | Achieved Weight | No | No |
| Actual Value | Actual Value | Yes | No |
| Comments | Comments | Yes | Yes |
| End Date | End Date | Yes | Yes |
| Maximum Target | Maximum label | No | No |
| Minimum Target | Minimum label | No | No |
| Start Date | Start Date | Yes | Yes |

| Attribute | Field in Measurements Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Target Percentage | Target Percentage | No | No |
| Target Value | Target Value | Yes | No |
| Target Type | Target Type | Yes | No |
| Unit of Measure | Unit of Measure | Yes | Yes |

To configure the attributes of the Tasks section of the development library goal page, in the Available Attributes section, select the **Tasks** data source. Refer to this table to identify the attributes that you can configure for the Tasks section.

| Attribute | Field in Tasks Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Comments | Comments | Yes | Yes |
| Completion Percentage | Completion Percentage | Yes | Yes |
| Priority | Priority | Yes | Yes |
| Related Link | Related Link | Yes | Yes |
| Start Date | Start Date | Yes | Yes |
| Status | Status | Yes | Yes |
| Target Completion Date | Target Completion Date | Yes | Yes |

## Development Goal Details - Drill-Down Mode

Use the **Development Goal Details - Drill-Down Mode** action in TDS to configure the attributes displayed in the development goal page that users view in the drill-down mode. You can specify a role criteria for the rules that you create using this action.

To configure the fields of the development goal page, select the **Basic Information** data source. You can then configure the attributes shown in this table.

| Attribute | Field on Development Goal Page | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Actual Completion Date | Actual Completion Date | Yes | No |
| Allow Workers to Update Key Attributes | Check box that indicates that the employees assigned the | Yes | Yes |

| Attribute | Field on Development Goal Page | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| | development goal can update the key attributes of the development goal | | |
| Attachments | Attachments | No | No |
| Category | Category | Yes | Yes |
| Completion Percentage | Completion Percentage | Yes | Yes |
| Description | Description | Yes | Yes |
| Goal-specific Comments | Comments | No | Yes |
| Last Updated | Last Updated | Yes | No |
| Level | Level | No | Yes |
| Library Goal | **Library Goal** list of values | Yes | Yes |
| Priority | Priority | No | Yes |
| Related Link | Related Link | No | Yes |
| Source | Source | Yes | Yes |
| Success Criteria | Success Criteria | Yes | Yes |
| Target Completion Date | Target Completion Date | Yes | Yes |

To configure the attributes of the Measurements section of the development goal page, in the Available Attributes section, select the **Measurement** data source. Refer to this table to identify the attributes that you can configure for the Measurements section.

| Attribute | Field in Measurements Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Achieved Weight | Achieved Weight | No | Yes |
| Actual Value | Actual Value | Yes | Yes |
| Description | Description | Yes | Yes |

| Attribute | Field in Measurements Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| End Date | End Date | Yes | Yes |
| Maximum Target | Maximum label | No | Yes |
| Measurement Type | Measurement Type | Yes | Yes |
| Minimum Target | Minimum label | No | Yes |
| Start Date | Start Date | Yes | Yes |
| Target Percentage | Target Percentage | No | Yes |
| Target Type | Target Type | Yes | Yes |
| Target Value | Target Value | Yes | Yes |
| Unit of Measure | Unit of Measure | Yes | Yes |

To configure the attributes of the Tasks section of the development goal page, in the Available Attributes section, select the **Tasks** data source. Refer to this table to identify the attributes that you can configure for the Tasks section.

| Attribute | Field in Tasks Section | Visible by Default? | Make Required/ Not Required |
|---|---|---|---|
| Comments | Comments | Yes | Yes |
| Completion Percentage | Completion Percentage | Yes | Yes |
| Priority | Priority | Yes | Yes |
| Related Link | Related Link | Yes | Yes |
| Start Date | Start Date | Yes | Yes |
| Status | Status | Yes | Yes |
| Target Completion Date | Target Completion Date | Yes | Yes |

*Related Topics*

- HCM Experience Design Studio

# 6 Integrations

## How Career Development Works with Profiles

You use Talent Profiles to track employees' skills, competencies, and accomplishments. In 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.

In 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.

### What You Need to Do Add Target Outcomes

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

- Ensure that the Target Outcomes feature is enabled for Career Development.
- Relevant content sections with item catalogs must be configured in Profile Management.
- Your role must be granted access to the content section. To set content section access for a job or abstract role, use the Profile Content Section Access task in the Setup and Maintenance work area.

### When You Can Add Target Outcomes to Development Goals

You can add target outcomes to development goals when performing these actions:

- Add or edit a development goal.
- Create a development library goal.
- Mass assign development goals.

### How an Employee's Profile is Updated

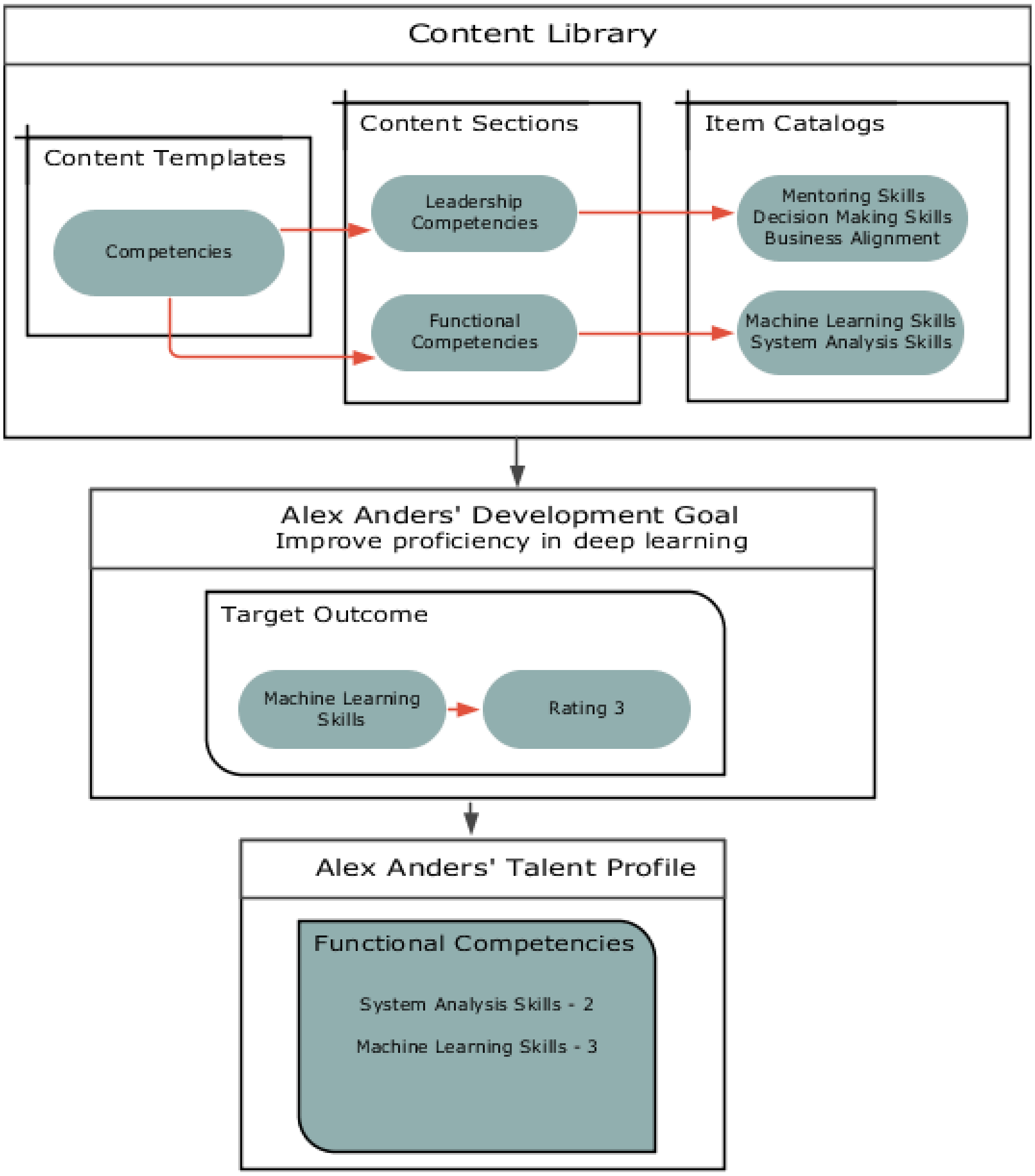
When a development goal that has target outcomes is completed, the employee's talent profile is updated to include target outcomes.

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.

> **Note:** If you delete a development goal, the ratings associated with a competency aren't deleted from the employee's profile. Depending upon the evaluation type, the user who rated the employees competency can delete or update the rating on the employee's person profile even after the goal is deleted.

This image shows how Career Development works with Profile Management. As you can see in the image, some competencies are defined in the content library of Profile Management. 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




*Related Topics*

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

# 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 upgrade their skills and 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 to a talent pool.

1. Open the talent pool.
2. Expand the Development Goals section.
3. Click **Add**.
4. From the **Goal** list, select the development goal that you want to add.
5. Click **Save**.

The pool members and managers can view the added goal in the Development Plan section of the member's Career Development page.

> **Note:** When you add a member to a talent pool, the development goals associated with the pool aren't automatically assigned to the new member. You need to add the development goals of the talent pool to the new members if they haven't already been assigned these goals.

## 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.

## 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.

*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 synchronized 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 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 Career Development are included in the performance document.

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

- Goal ratings provided in the performance document
- Evaluation comments added to performance documents

Development goals in 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 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 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 Career Development.

## 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 Career Development. You need to remove the development goals from the performance documents first.

*Related Topics*

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