

# Oracle Fusion Cloud Talent Management

---

## **Implementing Career Development**

24D



Oracle Fusion Cloud Talent Management  
Implementing Career Development

24D

G12663-01

*Copyright* © 2011, 2024, Oracle and/or its affiliates.

Author: Malini Sampathkumar

# Contents

<b>Get Help</b>	<b>i</b>
<hr/>	
<b>1 Introduction</b>	<b>1</b>
Overview of Implementing Career Development	1
Setup Tasks for Implementing Career Development	2
Structure of Implementing Career Development Guide	4
<b>2 Activate Oracle AI Apps for Talent Management</b>	<b>5</b>
Welcome to Oracle AI Apps for Talent Management	5
Activate Oracle AI Apps for Talent Management	6
Ingestion Steps for AI Apps Features	7
Synchronize Talent Data for AI Recommendations	8
<b>3 Overview of Feature Choices</b>	<b>11</b>
Considerations for Implementing Career Development Features	11
Career Development Notifications	12
Completed Goal Edit Option	13
Enable Learning Section for a Development Goal	14
Enable Notes Section for a Development Goal	15
Enable Notifications for Development Goal Notes	15
Enable Restricting Library Goals	15
Set Up Career Ambassadors in Career Development	16
Data Used for Career Ambassador Suggestions	17
Enable Oracle Search for Exploring Careers	19
Set Up Career Details in Career Development	21
Configure Development Goal Library List of Values	21
Contextual Notes in Application Pages	22
Deep Links	23
FAQs for Feature Choices	23
<b>4 Set Up AI Apps Features of Career Development</b>	<b>29</b>
Set Up Suggested Career	29

Data Used for AI-Based Career Suggestions	30
FAQ for Set Up AI Apps Features of Career Development	33
<b>5 Lookups</b>	<b>35</b>
Goal Lookups	35
<b>6 Development Goal Approval Rules</b>	<b>39</b>
Configure Approval Rules for Development Goal Transactions	39
Development Goal Payload Attributes	40
How You Bypass Approvals for Specific Development Goal Subprocesses	43
How You Configure Manual Approval for a Development Goal Approval Condition	44
How You Add a New Development Goal Condition in the Ruleset	45
Simulate Development Goal Approval Rules	47
How You Define Expiration Policies for Development Goal Approvals	48
How You Archive Draft Development Goal Transactions	48
Development Goal Approval FAQs	50
<b>7 Career Development Diagnostic and Integrity Checks</b>	<b>51</b>
Career Development Diagnostics	51
Check Data Integrity of Development Goals	51
FAQ	52
<b>8 Personalization Using Transaction Design Studio</b>	<b>55</b>
Use Transaction Design Studio to Configure Field Displays	55
How You Configure Career Development Pages Using Transaction Design Studio	55
Configure Guided Journeys for Career Development Pages	64
<b>9 Integrations</b>	<b>65</b>
How Career Development Works with Profiles	65
How You Use Development Goals in Talent Pools	68
How Performance Documents Work with Development Goals	69

# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Use help icons  to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons.

## Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

## Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

## Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to [oracle\\_fusion\\_applications\\_help\\_ww\\_grp@oracle.com](mailto:oracle_fusion_applications_help_ww_grp@oracle.com).

Thanks for helping us improve our user assistance!



# 1 Introduction

## Overview of Implementing Career Development

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

Oracle Fusion Cloud Career Development is part of the Workforce Development offering of Oracle Fusion Cloud Human Capital Management. To start an implementation of Oracle Fusion Cloud Human Capital Management, you need to opt into the offerings applicable to your business requirements. Refer to the Oracle Fusion Cloud Applications: Using Functional Setup Manager guide to manage the opt-in and setup of your offerings.

This topic provides this information:

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

### Prerequisites

Before setting up Oracle Fusion Cloud Career Development, you must implement one of these bases:

- HCM Base
- Talent Management Base

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

Source	Contents
Oracle Fusion Cloud Talent Management: Implementing Talent Management Base	Describes user and role synchronization, implementation user setup, enterprise and workforce structures, workforce profiles, approvals, help configuration, and more.
Oracle Fusion Cloud HCM: HCM Integrations	Provides an overview of integration types, how to use spreadsheet loaders, integrations with Oracle Fusion Cloud Taleo Recruiting, and web services.
Oracle Fusion Cloud HCM: Securing HCM	Describes Oracle Fusion Cloud Human Management security, types of roles and how to create them, managing user accounts, types of security profiles and managing them and Oracle Fusion Cloud 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 guide explains the functional area in the offering and its primary features. 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	<p>Use the functional area to configure these career development features:</p> <ul style="list-style-type: none"> <li>• Notification options</li> <li>• Options for editing development goals</li> <li>• Options for sharing development goals</li> <li>• Development intents</li> <li>• Goal library</li> <li>• Target outcomes</li> <li>• Development goal drill-down page</li> <li>• Development goal measurement</li> <li>• Career ambassadors</li> </ul>

*Related Topics*

- [Plan Your Implementation](#)

## Setup Tasks for Implementing Career Development

Oracle Fusion Cloud Career Development is part of the Workforce Development offering of Oracle Fusion Cloud Human Capital Management.

To implement Oracle Fusion Cloud Career Development, you need to have the privileges of an application implementation consultant.

Review the tasks listed in this table that are available in the Setup and Maintenance work area before you set up Oracle Career Development.

Task Name	Description	Recommended Help
Career Development feature	Configure features available in Oracle Career Development.	<p><a href="#">Considerations for Implementing Career Development Features</a></p> <p><a href="#">Career Development Notifications</a></p> <p><a href="#">Completed Goal Edit Option</a></p>
Manage Administrator Profile Values	Configure profile options related to Oracle Career Development.	<p><a href="#">How You Archive Draft Development Goal Transactions</a></p> <p><a href="#">How can I change the number of AI career suggestions shown to employees?</a></p>
Worker Goal Setting Lookups	Manage lookups for Oracle Career Development.	<a href="#">Goal Lookups</a>



Task Name	Description	Recommended Help
Manage Common Lookups	Manage lookups for Oracle Career Development.	<a href="#">Goal Lookups</a>
Talent Notifications	Enable alert notifications for changes in job model profiles that are part of careers of interest.	<a href="#">How can I enable alert notifications for changes in job model profiles that are part of careers of interest?</a>
Manage Approval Transactions for Human Capital Management	Define approval rules for development goal transactions. You can also disable approvals by using the <b>Bypass Approval</b> feature.	<a href="#">Configure Approval Rules for Development Goal Transactions</a>  <a href="#">Development Goal Payload Attributes</a>  <a href="#">How You Bypass Approvals for Specific Development Goal Subprocesses</a>
Manage Task Configurations for Human Capital Management	Set expiration policies for approval work flow of development goals.	<a href="#">How You Define Expiration Policies for Development Goal Approvals</a>
Profile Content Section Access	Grant access to content sections for a job or abstract role. You need to do this to enable users to add target outcomes to a development goal.	<a href="#">Content Section Access</a>
Configure HCM Data Loader	Control the HCM Data Loader and HCM Spreadsheet Data Loader import and load processes.	<a href="#">HCM Data Loader Configuration Parameters</a>

Use these actions of Transaction Design Studio (TDS) to configure Oracle Career Development pages:

- Career Development Home Page
- Career Development Role Details
- Development Goal Library
- Development Goal Details - Drill-Down Mode

For more information about configuring Oracle Career Development pages using TDS, refer to the [How You Configure Career Development Pages Using Transaction Design Studio](#) topic.

You can also configure guided journey tasks for Oracle Fusion Cloud Career Development flows. For more information about this, refer to the [Configure Guided Journeys for Career Development Pages](#) topic.

## Security Reference

The tasks that people can do and the data that they can see on Career Development pages depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- [Securing HCM](#)
- [Security Reference for HCM](#)

# Structure of Implementing Career Development Guide

This topic includes the guide structure, summary of each chapter, and describes where to find additional information for the tasks that are part of Oracle Fusion Career Development.

Chapter	Title	Contents
1	Introduction	Provides an overview of implementing career development
2	Activate Oracle AI Apps for Talent Management	Explains how to configure and activate AI apps for Oracle Fusion Talent Management products
3	Overview of Feature Choices	Explains feature choices that you can enable for the Workforce Development offering to determine the options available in Oracle Fusion Career Development
4	Set Up AI Apps Features of Career Development	Explains the AI configurations specific to Oracle Fusion Career Development
5	Lookups	Describes common lookups for Manage Worker Goal Setting Lookups task used in Oracle Fusion Goal Management and Oracle Fusion Career Development that have user or extensible configuration levels
6	Development Goal Approval Rules	Describes how you can configure approval rules for development goals
7	Career Development Diagnostic and Integrity Checks	Describes the diagnostic checks and data integrity checks for development goals
8	Personalization Using Transaction Design Studio	Explains the actions to use in Transaction Design Studio to configure Oracle Fusion Career Development pages
9	Integrations	An overview of how Oracle Fusion Career Development integrates with other applications such as Oracle Fusion Cloud Enhanced Talent Profiles and talent pools

# 2 Activate Oracle AI Apps for Talent Management

## Welcome to Oracle AI Apps for Talent Management

Oracle AI Apps for Talent Management uses artificial intelligence and machine learning algorithms to provide features to the HR specialists, recruiters, candidates, employees, and managers.

Here's a summary of the AI Apps features, along with activation and ingestion scheduled processes details:

Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
Time to Hire	Recruiting	Time to Hire	None. AI Apps will use BI Publisher credentials to retrieve data	Recruiters	Provide estimates about the time taken to make a hire for job requisition.
Suggested Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Suggest best-fit candidates for job requisitions.
Similar Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Find candidates who have skills and experience similar to existing candidates.
Similar Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs similar to the selected job requisition.
Suggested Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs that match a candidate's profile.
Skills Advisor for Candidates	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations  Synchronize Talent Data for AI Recommendations	Candidates	Suggest skills to candidates so that they can quickly select the relevant skills and add details.
Skills Advisor for Job Requisitions	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations  Synchronize Talent Data for AI Recommendations	Recruiters	Suggest skills to recruiters so that they can quickly add the required skills to a requisition and enhance the job description.
Suggested Careers	Career Development	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Employees	Suggest careers to employees to plan their career path.

Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
Suggested Successors	Succession Management	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR specialists Managers	Suggest candidates for HR specialists and managers to add to succession plans.
Skills Center	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations  Synchronize Talent Data for AI Recommendations	Employees Managers	Provides a centralized place for employees and managers to manage skills and suggest actions to drive personal and organizational growth.
Skills Advisor for Job Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations  Synchronize Talent Data for AI Recommendations	Recruiters	Provide AI suggestions for skills for recruiters to enter skills for job profiles.
Skills Advisor for Position Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR administrators	Suggest relevant skills for HR administrators to create and maintain a targeted position specification.
Skills Advisor for Gigs	Opportunity Marketplace	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations  Synchronize Talent Data for AI Recommendations	Gig creators (Recruiters, managers)  Candidates	Provide skill suggestions that gig creators can associate with their gigs. Provide an ability for candidates to see the skills comparison of the gig against their own skills.
Skills Advisor for Learning	Learning	Dynamic Skills	Synchronize Talent Data for AI Recommendations	Learning administrators	Suggest appropriate skills to set as learning outcomes when configuring a course or specialization.

**Note:** The AI Apps features work only when the environment uses English as the operation language.

To activate AI Apps for Talent Management, see [Activate Oracle AI Apps for Talent Management](#).

## Activate Oracle AI Apps for Talent Management

As part of configuring the AI Apps features, you will need to activate Oracle AI Apps.

These steps apply to all features except time to hire. To activate the Time to Hire feature, see [Set Up Time to Hire](#).

## Before you start

To complete these activation steps, you must:

- Either have the predefined role Application Implementation Consultant (22D and above)
- Or have a custom role that inherits the predefined role Adaptive Intelligence Applications Administrator (22C and above)

### Note:

- When you activate Dynamic Skills, you must also activate AI Talent Best Match.
- If you were recently granted either the Application Implementation Consultant role or the Adaptive Intelligence Applications Administration role, you might be denied access while activating an app, or the status of the app may appear as Unavailable. Try signing into the application with another user who had the Application Implementation Consultant role granted to them a while ago.

## Here's what to do

1. Sign into your Oracle Fusion Application.
2. On the home page, click the Tools tab and then click the quick action **AI Apps Administration**.  
The Application Administration page displays a list of apps and their current activation status.
3. Click the row for the app you want to activate, for example, Dynamic Skills.
4. On the app page, click **Activate App**.  
The status changes to Processing, and then will change to Active. It may take about 5 to 20 minutes for the status to change from Processing to Active.

# Ingestion Steps for AI Apps Features

These steps apply to all Oracle AI Apps features except time to hire, and are meant for the implementation user.

**Note:** You must complete these steps to make sure that all the AI features work as expected.

These scheduled processes extract data from your Oracle HCM and transfer the data to the connected AI Apps environment. This data will then be processed by machine learning pipelines to build custom machine learning models. See the table in the topic *Welcome to Oracle AI Apps for Talent Management* to understand the AI application to activate and the processes for data ingestion.

Here are a few things to keep in mind:

## Here's what to do

- These steps are required for all the AI features except time to hire.
- You must not proceed further unless you completed the steps outlined in the previous sections.
- You must set the **ORA\_HRT\_AI\_SKILLS\_ASSISTANT** profile option and/or the **ORA\_HRD\_AI\_BEST\_ROLES** profile option to **Yes** to integrate with AI Apps.
  - a. Sign into your Oracle HCM application and navigate to the Setup and Maintenance work area.

- b. Search for and click **Manage Administrator Profile Values**.
  - c. Search for and select the profile option **ORA\_HRT\_AI\_SKILLS\_ASSISTANT** or **ORA\_HRD\_AI\_BEST\_ROLES**.
  - d. In the Profile Values section, make sure that the Profile Level is set to **Site**.
  - e. Set the **Profile Value** field to **Yes**.
  - f. Click **Save and Close**.
- If you're following these steps in a nonproduction environment, set the jobs to run just once. If you're setting this up in a production environment, you must set up a recurring schedule. Oracle recommends that you run these scheduled processes once a week initially and then decide if you need to do it more often. For example, you might need to do it more often if you've a significant hiring cycle, if you revised competencies, and so on. The first execution of these scheduled processes will take significantly longer because the scheduled process will try to extract historical data. Subsequent runs will be faster because the process extracts only incremental changes since the last run.
  - After the scheduled processes complete, anonymized data from HCM Cloud will have been exported to the AI cloud service. Processing of this data will begin automatically and is expected to take about 8-12 hours to complete, depending on the volume of data. You can expect to start seeing recommendations after this process completes.
  - If AI Talent Best Match is already activated and you're now activating Dynamic Skills, these scheduled processes might already be running in your environment. You might not need to run the processes again.

## Synchronize Talent Data for AI Recommendations

If you're live on Career Development, Succession Management, or Dynamic Skills, then you need to schedule the Synchronize Talent Data for AI Recommendations process to view AI-based suggestions.

1. Sign in as an admin user with the PER\_RUN\_HR\_PROCESSES\_PRIV privilege.
2. Select **Scheduled Processes** from either the Tools tab or from the navigator.
3. Click **Schedule New Process**.
4. Search for the job **Synchronize Talent Data for AI Recommendations**.
5. Provide the parameters according to this table.

Parameter	Value
AI Feature	<ul style="list-style-type: none"> <li>○ If you're activating AI Talent Best Match, select <b>Best Profile Matches</b>.</li> <li>○ If you're activating Dynamic Skills, select <b>Skills Suggestions</b>.</li> <li>○ If you've activated both these applications, run two different scheduled processes, one with the value Best Profile Matches, and another for Skills Suggestions.</li> </ul>
Talent Object	Select <b>All</b> to ingest all object types. You may optionally choose to ingest one talent object at a time.
From Date	<p>Indicates the date from which we want the Talent Object data to be pushed to AI cloud.</p> <p>When left blank, an incremental ingestion will pick the Talent Object data from the last successful run.</p>
Number of Threads	<p>Select the number of parallel java processes to run during ingestion. Use the default value unless you've a specific reason to select a different value.</p> <p>Default: 8, Minimum: 1, Maximum: 20</p>

Parameter	Value
Submission Notes	Provide optional comments regarding the current scheduled process.

6. Click **Submit**.
7. Use the refresh icon to track recently submitted jobs.

**What to do next**

There will be a parent job and one or more child jobs depending on the parallel threads in action.

After the jobs complete successfully, you can check the scheduled process logs to get more details like the ingested file names, ingestion path, the number of profiles, and so on. These logs also record any errors that may occur.





# 3 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.

To configure features available in the Career Development work area, go to **Setup and Maintenance**, and then from the **Actions** menu, select **Offerings**. Then select these parameters:

- Offering: Workforce Development
- Functional Area: Career Development

### Feature Choices in Career Development

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

Feature Choice	On Selecting
Career Development Notifications	Configure notifications that workers and managers receive for actions done on development goals.
Completed Goal Edit Option	Determine if workers can edit completed goals or not.
Goal Library	Enables privileged users to use the goal library to add development goals.
Restrict Library Goal	Restrict the library goals that workers and their managers can use to create a development goal according to the defined workforce structure.
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. When deselected, development goal details are shown in the inline mode.
Development Goal Measurement	Enables the use of measurements for development goals.

Feature Choice	On Selecting
Cancel Development Goals Assigned by HR	Enables workers and managers to inactivate the HR assigned development goals.
Delete Development Goals Assigned by HR	Enables workers and managers to delete HR assigned development 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](#)

## Career Development Notifications

As an administrator, you can configure notifications for actions done on development goals. Edit the **Career Development Notifications** feature choice for enabling or disabling notifications related to development goals.

Notification Option	Effect of Enabling
Goals assigned by HR specialists notification	Notifies workers when HR specialists perform mass assignment of development goals.
Goals updated by HR specialists notification	Notifies workers when HR specialists update key attributes of their development goals.
Goals deleted by HR specialists notification	Notifies workers when HR specialists delete their development goals.
Goals assigned by managers notification	Notifies workers when managers assign development goals to them.
Goals created by managers notification	Notifies workers when managers create development goals for them.
Completed goals updated by managers notification	Notifies workers when managers update their completed development goals.
Goals updated by managers notification	Notifies workers when managers update their development goals.
Goals deleted by managers notification	Notifies workers when managers delete their development goals.

Notification Option	Effect of Enabling
Goals shared by manager or colleagues notification	Notifies workers when managers or colleagues share their development goals with them.
Goals completed by workers notification	Notifies managers when workers complete their development goals.
Assigned goals inactivated by manager notification	Notifies HR specialist and worker when HR assigned development goals are inactivated by the manager.
Assigned goals deleted by manager notification	Notifies HR specialist when HR assigned development goals are deleted by the manager.  <b>Note:</b> For worker to receive notification when their manager deletes development goals assigned by their HR specialist, the <b>Goals deleted by managers</b> notification needs to be enabled.
Assigned goals deleted by worker notification	Notifies HR specialist when HR assigned development goals are deleted by the worker.
Assigned goals inactivated by worker notification	Notifies HR specialist when HR assigned development goals are inactivated by the worker.
Manager creates a note for a worker goal	Notifies worker that their manager has added a note to a development goal of the worker.
Manager deletes a note for a worker goal	Notifies worker that their manager has deleted a note from a development goal of the worker.
Worker creates a note for a goal	Notifies manager when workers add a note to their development goal.
Worker deletes a note for a goal	Notifies manager when workers delete a note from their development goal.
Completed goals updated by worker	Notifies manager when workers update their completed development goal.
All	Enables all the notifications of Career Development.

#### Related Topics

- [Configure Notifications in Career Development Using Reports](#)

## Completed Goal Edit Option

As an administrator, you can specify when workers can edit completed development goals. You need to select one of the options listed in the table for the **Completed Goal Edit Option** feature.

Completed Goal Edit Option	On Selecting
Reopen	Enables edits to completed goals only after reopening the development goals. Workers and managers can use the <b>Reopen</b> button that's available for all completed goals to reopen and modify the completed goals.
Always open	Enables edits to completed goals by default.
Never	All development goals that are completed will be read-only and no further edits are allowed after completing a goal.

## Enable Learning Section for a Development Goal

The Learning section of a development goal includes learning items that help to complete the goal. As administrators, you need to enable the Learning section so that users can add learning items to a development goal.

Do these steps to enable the Learning section:

1. Enable the **Mobile-Responsive Learning Pages Enabled** profile option.
2. Enable **Development Goal Details Drill Down Page** feature for Career Development.
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 Development Goal Details Drill Down Page 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 Details Drill Down Page**.
5. Click **Done**.

### 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**.
5. Click **Done**.

## Enable Notes Section for a Development Goal

Managers and employees may want to add notes to development goals. But the Notes section is hidden by default. As administrators you need to enable the Notes section to let users view and manage notes.

To enable the Notes section of development goals:

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

Notifications about notes added to development goals can help users to take suitable action. As administrators, you need to enable the appropriate notifications first.

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**.

## Set Up Career Ambassadors in Career Development

If you enable the Career Ambassadors feature, employees can view career ambassador suggestions on the Skills Center and the career details page. Employees can also sign up to be career ambassadors on their Connections profile page.

### Before you start

Before you configure the Career Ambassadors feature, these tasks must have been completed:

1. Your organization should have set up Connections.
2. Your organization should have migrated to Enhanced Talent Profiles.
3. Job model profiles and person profiles must be set up. Job model profiles must be associated with jobs.
4. Employees need to complete their talent profiles.
5. Employees need to be assigned a job that's associated with a job model profile.
6. All apps must be activated, and ingestion of data must be complete.

## Enable Career Ambassadors Feature

Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile option listed in this table.

Profile Option Code	Profile Display Name	Required Profile Level	Required Profile Value
ORA_HRD_CAREER_AMBASSADORS_ENABLED	Career Ambassadors Enabled	Site	Yes

*Related Topics*

- [Ingestion Steps for AI Apps Features](#)
- [Synchronize Talent Data for AI Recommendations](#)
- [Set Up Connections](#)
- [Creating Instances of a Model Profile](#)
- [Person Profile](#)

## Data Used for Career Ambassador Suggestions

To suggest suitable career ambassadors for a person, the person's profile is compared with the job model profile attributes of their careers of interest or current job title.

Gaps are identified both for their current career and careers of interest. Persons with skills or competencies who can help the employee close the gaps and who have volunteered to be career ambassadors are identified as career ambassadors. To get good career ambassador suggestions, employees need to complete their person profile and administrators need to set up comprehensive job model profiles.

### Person Profile Data Used for Career Ambassador Suggestions

This table lists the Person Profile data used to provide career ambassador suggestions.

Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none"> <li>• Description</li> <li>• Status</li> </ul>
Competencies	Competency
Education	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Description</li> <li>• Major</li> <li>• Minor</li> <li>• Highest Education Level</li> <li>• Summary of Activities</li> <li>• Area of Study</li> </ul>
Licenses and Certifications	<ul style="list-style-type: none"> <li>• License or Certificate</li> <li>• Issued By</li> <li>• Issue Date</li> <li>• Expiration Date</li> <li>• Renewal in Progress</li> <li>• Renewal Required</li> </ul>

Profiles Content Type	Content Items
Languages	<ul style="list-style-type: none"> <li>• Language</li> <li>• Reading</li> <li>• Writing</li> <li>• Speaking</li> <li>• Evaluated On</li> <li>• Native</li> <li>• Able to Translate</li> <li>• Able to Teach</li> </ul>
Honors or Awards	<ul style="list-style-type: none"> <li>• Honor or Award</li> <li>• Grantor</li> <li>• Date Awarded</li> <li>• Description</li> <li>• Title</li> </ul>
Career Statement	N/A
Career Preferences	<ul style="list-style-type: none"> <li>• Next Career Move</li> <li>• Preferred Job Function</li> <li>• Preferred Job Family</li> <li>• Preferred Job Description</li> <li>• Preferred Region</li> <li>• Career Aspirations - 3 Years or Short Term</li> <li>• Career Aspirations - 5 Years or Long Term</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Skill</li> <li>• Description</li> <li>• Specialty</li> </ul>
Work History	<ul style="list-style-type: none"> <li>• Job Title</li> <li>• Responsibilities</li> <li>• Job Family</li> <li>• Job Function</li> <li>• Achievements</li> </ul>
Accomplishments	<ul style="list-style-type: none"> <li>• Accomplishment</li> <li>• Date Accomplished</li> <li>• Description</li> </ul>

## Job Model Profile Data

This table lists the Job Model Profile data used to provide suitable career ambassador suggestions.



Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none"> <li>Name</li> <li>Description</li> <li>Qualifications</li> </ul>
Job Description	N/A
Job Responsibility	N/A
Job Qualifications	N/A
Competencies	<ul style="list-style-type: none"> <li>Competency Name</li> <li>Minimum Proficiency Level</li> <li>Weight</li> <li>Minimum Weight</li> <li>Required</li> </ul>
Education	<ul style="list-style-type: none"> <li>Degree</li> <li>Major</li> </ul>
Accomplishments	Accomplishment
Certifications	<ul style="list-style-type: none"> <li>License or Certification Name</li> <li>Title</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Skill</li> <li>Description</li> <li>Specialty</li> </ul>

## Enable Oracle Search for Exploring Careers

When you enable Oracle Search for exploring careers, your users can search for careers using search term suggestions.

Your users can also see an improvement in the performance of search and more relevant search results.

You need to configure profile options and run the initial data ingestion process to set up Oracle Search index, which is the foundation of Oracle Search.

### Set Profile Options for Oracle Search

To enable Oracle Search, use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Application	Module	Required Profile Level	Required Profile Value
ORA_FND_SEARCH_EXT_ENABLED	Enable/Disable Search Ext Framework	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	Yes
HRC_ELASTIC_SEARCH_ENABLED	HRC: Enable Elastic Search	HCM Common Architecture	Search Framework	Site	Y
PER_SEARCH_LOGIN_EVENT_PUB	PER: User Login Event Publication for Search	Global Human Resources	Security	Site	NONE

If advised by Oracle, you might also need to configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Application	Module	Required Profile Level	Required Profile Value
ORA_FND_SEARCH_INITIAL_INGEST_THREAD_COUNT	Number of threads used for initial ingest process	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	As recommended by Oracle
ORA_FND_SEARCH_FETCH_COUNT	Row fetch count for initial ingest process	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	As recommended by Oracle

## Run Initial Data Ingestion

You need to run the initial data ingestion process for model profiles. To run the initial data ingestion process, your role needs to have the **Manage Scheduled Job Definition (FND\_MANAGE\_SCHEDULED\_JOB\_DEFINITION\_PRIV)** function privilege.

1. Navigate to **Tools > Scheduled Processes**.
2. Search for and select the **ESS job to create index definition and perform initial ingest to OCS** process.
3. Submit the process with the parameter specified in this table.

Parameter Name	Parameter Value
Index Name to Reingest	fa-hcm-modelprofile

**Note:** You need to run the initial data ingestion process after every release version upgrade and P2T (production-to-test) process.

## Set Profile Options for Exploring Careers Using Oracle Search

You need to enable exploring careers using Oracle Search. Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Required Profile Level	Required Profile Value
HCM_RESPONSIVE_PAGES_ENABLED	Mobile-Responsive HCM Pages Enabled	Site	Y
HRD_CAREER_DEVELOPMENT_RESPONSIVE_ENABLED	Mobile-Responsive Career Development Pages Enabled	Site	Y
ORA_HRD_EXPLORE_CAREERS_ORACLE_SEARCH_ENABLED	Oracle Search Based Explore Careers Enabled	Site	Y

## Set Up Career Details in Career Development

Employees need to view career details when they click the career card on the Skills Center or when they select a career on the Explore Careers page.

Ensure that these tasks are complete so that employees can view career details:

- Assign the delivered **Manage Career by Worker Duty** duty role to persons who need to view career details. If you have custom roles that need to view career details, ensure that you assign the privileges of the delivered **Manage Career by Worker Duty** duty role to these roles.
- Enable the Career Ambassadors feature to enable employees to view career ambassador suggestions on the career details page. For instructions on how to do this, refer to the *Set Up Career Ambassadors in Career Development* topic.
- Ensure that employees are associated with jobs that have a well-defined job model profile.
- Ensure that employees have up-to-date skills and qualification profiles.

### Related Topics

- [Guidelines for Copying HCM Roles](#)
- [Guidelines for Configuring Security](#)
- [Creating Instances of a Model Profile](#)

## Configure Development Goal Library List of Values

As administrators, you can configure the attributes by which users can search for development goals to add from the goal library.

You can specify the attributes that users can see while searching and the attributes that users can use only for searching. Select any of these attributes to search development library goals:

- Goal name
- Goal category
- Business unit
- Department

- Job family
- Legal employer

### Before you start

You need to have a role with the Access HCM Page Configurator (HRC\_ACCESS\_HCM\_TRANSACTION\_CONFIGURATOR\_PRIV) privilege granted to access the lists of values configuration UI.

### Here's what to do

1. Select **Development Goal Library** in the Search Configuration tab of Transaction Design Studio.
2. Select the attributes that you want users to use for searching and displaying in the Search and Display Fields section.

By default, these attributes are available to use for search and display:

- Goal name
- Goal category

3. Select the attributes by which users can only search for development goals in the Search Only Fields section.

**Note:** Users can't see the fields that you select here in the list of values when they search for development goals to add from the goal library.

### Related Topics

- [How You Configure List of Values \(LOVs\)](#)

## 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.

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

- [Implementing Contextual Notes in Oracle HCM Cloud Talent Management \(Doc ID 2375556.1\) on My Oracle Support](#)

## Deep Links

You can use deep links to provide easy navigation directly to a page in the HCM Cloud application.

You can also use deep links 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 appropriate location.

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

## FAQs for Feature Choices

### How can I enable editing completed development goals

You can allow employees in your organization to edit completed development goals.

To allow this, you need to set the **Completed Goal Edit Option** feature to **Reopen** or **Always open**.

To configure features available in the Career Development work area, go to Setup and Maintenance, and then from the **Actions** menu, select **Offerings**. Then select these parameters:

- **Offering:** Workforce Development
- **Functional Area:** Career Development

To delete the goal, edit the goal and change its status to **In Progress** or **Not Started**. Then click **Delete** to delete the goal.

### 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?

Job model profiles may sometimes be updated after users add them to their careers of interest. Users need to be notified about these changes.

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

- [Define Alert Notifications](#)

## How can I enable best-fit suggested careers?

Employees can take appropriate action for their career growth if they can see career suggestions when they explore careers.

To enable users to view career suggestions that are based on their talent profile, as administrators, you need to run the **Manage Best Fit Batch** process in **Full** mode. Later, when careers are added, deleted, or modified, you can run this process incrementally.



*Related Topics*

- [Submit Scheduled Processes and Process Sets](#)



# 4 Set Up AI Apps Features of Career Development

## Set Up Suggested Career

Employees can plan for their career growth when they see appropriate suggestions when exploring careers.

### Before you start

Before you configure the Suggested Career feature that provides Artificial Intelligence (AI) based career suggestions, these tasks must have been completed:

1. Your organization should have migrated to Enhanced Talent Profiles.
2. Job model profiles and person profiles must be set up. Job model profiles must be associated with jobs.
3. Employees need to complete their talent profiles.
4. Employees need to be assigned a job that's associated with a job model profile.
5. AI apps must be activated, and ingestion of data must be complete.

### Enable Suggested Career

1. Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area to set the value of the profile options listed in this table.

Profile Option Code	Profile Option Name	Value to Set
ORA_HRD_AI_BEST_ROLES	AI-Suggested Careers Enabled	Yes
HRC_ELASTIC_SEARCH_ENABLED	HRC: Enable Elastic Search	Y

2. Assign the delivered **Manage Career by Worker Duty** duty role to persons who need to view career suggestions. If you have custom roles that need to view career suggestions, ensure that you assign the privileges of the delivered **Manage Career by Worker Duty** duty role to these roles.

### What to do next

To change the number of AI suggested careers shown, update the value of the **ORA\_HRD\_AI\_BEST\_CAREER\_RECOMMENDATIONS\_LIMIT** profile option. The default value for this profile option is **5**. We recommend that you set a value that's less than **10**.

*Related Topics*

- [Welcome to Oracle AI Apps for Talent Management](#)
- [Ingestion Steps for AI Apps Features](#)
- [Synchronize Talent Data for AI Recommendations](#)
- [Create and Edit Profile Options](#)
- [Creating Instances of a Model Profile](#)
- [Person Profile](#)
- [Role-Based Security](#)

## Data Used for AI-Based Career Suggestions

To suggest suitable careers for a person, the Artificial Intelligence (AI) based Best Careers feature compares the person's Talent profile attributes with existing job model profile attributes.

### Person Profile Data

This table lists the Person Profile data used by Oracle AI Apps matching algorithms to provide career suggestions.

Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none"> <li>• Description</li> <li>• Status</li> </ul>
Competencies	Competency
Education	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Description</li> <li>• Major</li> <li>• Minor</li> <li>• Highest Education Level</li> <li>• Summary of Activities</li> <li>• Area of Study</li> </ul>
Licenses and Certifications	<ul style="list-style-type: none"> <li>• License or Certificate</li> <li>• Issued By</li> <li>• Issue Date</li> <li>• Expiration Date</li> <li>• Renewal in Progress</li> <li>• Renewal Required</li> </ul>
Languages	<ul style="list-style-type: none"> <li>• Language</li> </ul>

Profiles Content Type	Content Items
	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Speaking</li> <li>• Evaluated On</li> <li>• Native</li> <li>• Able to Translate</li> <li>• Able to Teach</li> </ul>
Honors or Awards	<ul style="list-style-type: none"> <li>• Honor or Award</li> <li>• Grantor</li> <li>• Date Awarded</li> <li>• Description</li> <li>• Title</li> </ul>
Career Statement	N/A
Career Preferences	<ul style="list-style-type: none"> <li>• Next Career Move</li> <li>• Preferred Job Function</li> <li>• Preferred Job Family</li> <li>• Preferred Job Description</li> <li>• Preferred Region</li> <li>• Career Aspirations - 3 Years or Short Term</li> <li>• Career Aspirations - 5 Years or Long Term</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Skill</li> <li>• Description</li> <li>• Specialty</li> </ul>
Work Preferences	<ul style="list-style-type: none"> <li>• Travel Domestically</li> <li>• Travel Internationally</li> <li>• Willing to Relocate</li> <li>• First Preferred Location</li> <li>• Second Preferred Location</li> <li>• Third Preferred Location</li> <li>• Fourth Preferred Location</li> <li>• First Excluded Location</li> <li>• Second Excluded Location</li> <li>• Third Excluded Location</li> <li>• Fourth Excluded Location</li> <li>• Temporary Assignment</li> <li>• Part-Time Work</li> </ul>

Profiles Content Type	Content Items
	<ul style="list-style-type: none"> <li>Flexible Schedule</li> </ul>
Work History	<ul style="list-style-type: none"> <li>Job Title</li> <li>Responsibilities</li> <li>Job Family</li> <li>Job Function</li> <li>Achievements</li> </ul>
Accomplishments	<ul style="list-style-type: none"> <li>Accomplishment</li> <li>Date Accomplished</li> <li>Description</li> </ul>

## Model Profile Data

This table lists the Model Profile data used by Oracle AI Apps matching algorithms to provide suitable career suggestions.

Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none"> <li>Name</li> <li>Description</li> <li>Qualifications</li> </ul>
Job Description	N/A
Job Responsibility	N/A
Job Qualifications	N/A
Competencies	<ul style="list-style-type: none"> <li>Competency Name</li> <li>Minimum Proficiency Level</li> <li>Weight</li> <li>Minimum Weight</li> <li>Required</li> </ul>
Education	<ul style="list-style-type: none"> <li>Degree</li> <li>Major</li> </ul>
Accomplishments	Accomplishment
Certifications	<ul style="list-style-type: none"> <li>License or Certification Name</li> <li>Title</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Skill</li> <li>Description</li> </ul>

Profiles Content Type	Content Items
	<ul style="list-style-type: none"><li>• Specialty</li></ul>
Work Requirements	<ul style="list-style-type: none"><li>• Travel Required</li><li>• International Travel Required</li><li>• International Travel Frequency</li><li>• Willing to Relocate</li></ul>

## FAQ for Set Up AI Apps Features of Career Development

### How can I change the number of AI career suggestions shown to employees?

As administrators, you can change the number of artificial intelligence (AI) careers suggestions shown to users.

You need to use the **ORA\_HRD\_AI\_BEST\_CAREER\_RECOMMENDATIONS\_LIMIT** profile option to do this. The default value for this profile option is **5** and the maximum value that you can specify is **50**.

#### Related Topics

- [Create and Edit Profile Options](#)





# 5 Lookups

## Goal Lookups

Lookups in Oracle Fusion Cloud Goal Management and Oracle Fusion Cloud Career Development have different configuration levels.

You can use these tasks in the Setup and Maintenance work area to manage lookups for Oracle Fusion Cloud Goal Management and Oracle Fusion Cloud 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	Oracle Career Development
HRG_GOAL_SOURCE	The source from which the goal was added, such as goal library, worker goals, or organization goals.	Extensible	Oracle Goal Management and Oracle Career Development
HRG_GOAL_TASK_TYPE	Type of goal task, such as coaching, project, and research.	Extensible	Oracle Goal Management and Oracle Career Development
HRG_PRIORITY	Priorities of goals, such as high, medium, and low.	Extensible	Oracle Goal Management and Oracle Career Development
HRG_APPROVAL_STATUS	Goal approval status: <ul style="list-style-type: none"> <li>• Pending approval</li> <li>• Approved</li> <li>• Rejected</li> <li>• Draft</li> </ul>	System	Oracle Goal Management and Oracle 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	<p>Goal approval status:</p> <ul style="list-style-type: none"> <li>• Pending approval</li> <li>• Approved</li> <li>• Rejected</li> <li>• Draft</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_COMPL_GOAL_EDIT_OPTIONS	<p>Specifies if you can edit a completed goal:</p> <ul style="list-style-type: none"> <li>• <b>Never:</b> Can't edit a completed goal</li> <li>• <b>Always open:</b> Users can always edit completed goals.</li> <li>• <b>Reopen:</b> Users can edit completed goals only when the goal is reopened.</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_DEV_GOAL_CATEGORY	<p>Category of development goals, such as short-term, medium-term, or long-term.</p>	User	Oracle Career Development
HRG_GOAL_ACCESS_LEVELS	<p>Specifies who can access a goal in the goal library or goal plan:</p> <ul style="list-style-type: none"> <li>• HR specialist</li> <li>• HR specialist and manager</li> <li>• HR specialist, manager, and worker</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_ASGN_SOURCE_TYPE	<p>Specifies the source of goal assignment:</p> <ul style="list-style-type: none"> <li>• HR specialist</li> <li>• Manager</li> <li>• Matrix manager</li> <li>• Organization owner</li> <li>• Talent review</li> <li>• Worker</li> </ul>	System	Oracle Goal Management and Oracle Career Development

Lookup Type	Description	Configuration Level	Used By
HRG_GOAL_MEASUREMENT_LEVEL	Levels of goal measurement, such as <b>Target</b> and <b>Stretch</b> .	Extensible	Oracle Goal Management and Oracle Career Development
HRG_GOAL_PLAN_SET_ASSGN_STATUS	Statuses for goal plan set assignment such as <b>Active</b> and <b>Pending</b> .	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_PLAN_TMPL_STATUS	Status of the goal plan template, which can be <b>Active</b> or <b>Inactive</b> .	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_QUANTITATIVE_UOM	The quantitative unit of measurement used for the goal: <ul style="list-style-type: none"> <li>• None</li> <li>• Currency</li> <li>• Number</li> <li>• Percent</li> </ul>	Extensible	Oracle Goal Management and Oracle Career Development
HRG_GOAL_QUANT_MEASURE_TYPE	Type of quantitative measurement of goal, which can be <b>Maximum</b> or <b>Minimum</b> .	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_SOURCE	The source from where the goal was added, such as goal library, individual goals, or organization goals.	Extensible	Oracle Goal Management and Oracle Career Development
HRG_GOAL_STATUS	Status of the goal: <ul style="list-style-type: none"> <li>• Not started</li> <li>• In progress</li> <li>• Completed</li> <li>• Overdue</li> <li>• Canceled</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_TASK_STATUS	Status of the goal task: <ul style="list-style-type: none"> <li>• Not started</li> <li>• In progress</li> <li>• Completed</li> <li>• Overdue</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_GOAL_TASK_TYPE	Type of goal task, such as coaching, project, and research.	Extensible	Oracle Goal Management and Oracle Career Development
HRG_GOAL_VERSION_TYPE	Type of goal version: <ul style="list-style-type: none"> <li>• Active</li> </ul>	System	Oracle Goal Management and Oracle Career Development

Lookup Type	Description	Configuration Level	Used By
	<ul style="list-style-type: none"> <li>Frozen</li> <li>Mass request</li> <li>Pending transfer</li> <li>Pending approvals</li> <li>Rejected</li> <li>Requires approval</li> </ul>		
HRG_MEASURE_CALC_RULE	The calculation rule used for goal measurement, which can be <b>Sum</b> or <b>Average</b> .	System	Oracle Goal Management and Oracle Career Development
HRG_PERF_GOAL_CATEGORY	Category of performance goal, such as Education, Career, or Financial.	User	Oracle Goal Management
HRG_PRIORITY	Priorities of goals, such as high, medium, and low	Extensible	Oracle Goal Management and Oracle Career Development
HRG_PROCESS_TYPE	Process types for scheduling goal assignment: <ul style="list-style-type: none"> <li>Mass assign goals</li> <li>Assign goal plans</li> <li>Assign goal plan sets</li> <li>Update goal status to overdue</li> </ul>	System	Oracle Goal Management and Oracle Career Development
HRG_SUB_TYPE_CODE	Specifies goal sub type, such as Corporate and Finance.	User	Oracle Goal Management and Oracle Career Development

*Related Topics*

- [Overview of Lookups](#)

# 6 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	<code>Development Goals.Goal Added Flag</code>	Y
Delete Goal	<code>Development Goals.Goal Deleted Flag</code>	Y
Completed Goal	<code>Development Goals.Status Code</code>	COMPLETED
Updated Goal	<code>Development Goals.Updated Flag</code>	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"`.

**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.

## 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 use development goal payload attributes when defining approval conditions in Transaction Console.

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

Attribute	Description
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
GOAL_VERSION_TYPE_CODE	Indicates the development goal version
PRIORITY_CODE	Priority of the goal, which can be <b>High</b> , <b>Medium</b> , or <b>Low</b>
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: <ul style="list-style-type: none"> <li>• Name</li> <li>• Description</li> <li>• Success Criteria</li> <li>• Start Date</li> <li>• Target Completion Date</li> <li>• Priority</li> <li>• Category</li> </ul>

Attribute	Description
	<ul style="list-style-type: none"> <li>• Measurement:                             <ul style="list-style-type: none"> <li>○ Measurement Name</li> <li>○ Unit of Measure</li> <li>○ Target Type</li> <li>○ Target Value</li> </ul> </li> </ul>
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
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



# How You Bypass Approvals for Specific Development Goal Subprocesses

As administrators, you can enable selective bypassing of approvals for development goals in Transaction Console. You can do this without modifying either the existing autoapproval or manual approval rules of the development goals rule set.

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. You enable bypass approvals for the subprocesses that don't need manager's approval.

## 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 Configure Manual Approval for a Development Goal Approval Condition

By default, manual approvals are disabled for development goal transactions. As an administrator, you need to edit both the delivered manual, and autoapproval rules to enable manual approval for an approval condition.

You need to ensure that both the manual and autoapproval rules are mutually exclusive. This way only one rule satisfies the approval condition of a development goal at any given time. You also need to disable the **Bypass Approvals** setting for the **Approve Development Goal** task. This ensures the application of any rule configuration that you make.

Let's assume that your organization wants to ensure that managers approve all new development goals created by employees who report to them. To achieve this, as administrators you need to do these tasks:

1. Configure rules for the **Approve Development Goal** task.
2. Disable automatic approval of new development goals.
3. Enable manual approval for addition of development goals.
4. Save and submit your changes.

### Related Topics

- [HCM Approval Rules](#)

## Configure Rules for the Approve Development Goal Task

You configure approval rules in the Transaction Console.

1. Navigate to **Tools > Transaction Console**.
2. Click the **Approval Rules** tab.
3. Search for and select the **Approve Development Goal** task.
4. Disable **Bypass Approvals**.
5. Click the **Configure Rules** icon.

## Disable Automatic Approval of New Development Goals

To disable automatic approval for new development goals, administrators need to edit the autoapproval condition of development goals.

1. Select the **DevelopmentGoalAutoApproval** node.
2. Click **Configure Rule Conditions**.
3. In the Condition Details window, select the **AND** node.
4. On the toolbar, click **Add Expression**.
5. In the Add Condition Expression dialog, from the **Select value type** list, select **Select from attribute**.
6. From the Select Attribute list, select the **Development Goals** attribute and then select the **Goal Added Flag** attribute.
7. From the Select Operator list, select the **!=** operator.
8. From the last Select value type list, select **Enter a string** and then enter the condition value as **"Y"**.
9. Click **OK**.
10. Click **OK**.

## Enable Manual Approval for Addition of Development Goals

You need to configure the rule condition for the manual approval rule of development goals to enable manual approval for addition of development goals.

1. Select the **DevelopmentGoalManualApproval** node.
2. Click **Configure Rule Conditions**.
3. In the Condition Details window, select the **Development Goal.Goal Added Flag=="NOT\_Y"** node.
4. From the toolbar, click **Edit Selection**.
5. In the Edit Condition Expression dialog, change the value in the last field from **"NOT\_Y"** to **"Y"**.
6. Click **OK**.
7. Click **OK**.

## How You Add a New Development Goal Condition in the Ruleset

Apart from the basic conditions for development goal approvals that are included in the Development Goal Manual Approval Rule, you can add additional conditions by building expressions using payload attributes of development goals.

You need to add the condition to both the manual and autoapproval rules and ensure that the rules complement each other. Do remember that the condition added in the autoapproval rule needs to be the inverse of the condition added to the manual approval rule.

You also need to ensure that **Bypass Approvals** is disabled for the **Approve Development Goal** task. Only then any rule configuration you make is applied.

Let's assume that your organization wants to enable manual approval when development goal measurements are updated. To achieve this, as administrators you need to do these tasks:

1. Configure rules for the **Approve Development Goal** task. For more information on how to do this, refer to the *Configure Rules for the Approve Development Goal Task* topic in this guide.
2. Disable automatic approval for updates to development goal measurements.
3. Enable manual approval for updates to development goal measurements.
4. Save and submit your changes.

#### Related Topics

- [HCM Approval Rules](#)

## Disable Automatic Approval for Updates to Development Goal Measurements

Before enabling manual approval for updates to development goal measurements, you need to disable automatic approval for this. You need to edit the autoapproval condition of development goals.

1. Select the **DevelopmentGoalAutoApproval** node.
2. Click **Configure Rule Conditions**.
3. In the Condition Details window, select the **AND** node.
4. On the toolbar, click **Add Expression**.
5. In the Add Condition Expression dialog, from the **Select value type** list, select **Select from attribute**.
6. From the Select Attribute list, select **Development Goals** and then select the **Measurement Updated Flag** attribute.
7. From the Select Operator list, select the **!=** operator.
8. From the last Select value type list, select **Enter a string** and then enter the condition value as **"Y"**.
9. Click **OK**.
10. Click **OK**.

## Enable Manual Approval for Updates to Development Goal Measurements

You need to configure the rule condition for the manual approval rule of development goals to enable manual approval for updates to development goal measurements.

1. Select the **DevelopmentGoalManualApproval** node.
2. Click **Configure Rule Conditions**.
3. In the Condition Details window, expand all the **OR** conditions.
4. Select the last **OR** node.
5. From the toolbar, click **Add Expression**.
6. In the Add Condition Expression dialog, from the **Select value type** list, select **Select from attribute**.
7. From the Select Attribute list, select **Development Goals** and then select **Measurement Updated Flag**.

8. From the Select Operator list, select the == operator.
9. From the last Select value type list, select **Enter a string** and then enter the condition value as "Y".
10. Click **OK**.
11. Click **OK**.

## Simulate Development Goal Approval Rules

You can now simulate approval rules created for development goals in Transaction Console to test the configured rules and their routing.

Testing rules helps you to incrementally build the approval rule conditional logic. You can assess the impact of the change without having to recreate and submit new transactions.

### Before you start

You need to have a role with the Test Approval Rules (PER\_TEST\_APPROVAL\_RULES\_PRIV) privilege granted to test approval rules.

### Here's what to do

1. On the Approval Rules tab of the Transaction Console, click the **Test Rules** icon for the **Approve Development Goal** rule. If you're an administrator who can configure rules, you can use the **Test Rules** button on the rule configuration page.

On the Test Approval Rules: Approve Development Goal page, you can see the saved development goal transactions and those submitted for approval.

2. Click **Simulate** for the transaction that you want to simulate the approval rule for.

### Results:

You can see the simulation result at the bottom of the same page. The result lists these details:

- Rule name
- Transaction ID
- Implemented rules
- Approval request details
- Approval history
- Approval routing

If the simulation isn't successful, you will see an error message.

### Related Topics

- [How You Manage HCM Approval Transactions](#)

# How You Define Expiration Policies for Development Goal Approvals

As administrators, you can set expiration policies for approval work flow of development goals.

Your organization may want approvers to act on approval requests for development goals within a specific number of days. 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

As administrators, you need to archive development goal transactions that have been in the draft state for a long period of time.

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. Here's how you ensure that such development goals are also archived:

1. Specify the time period in days after which draft transactions become eligible for archiving using the **ORA\_HRC\_ARCH\_DRFT\_DEVELOPMENT\_GOALS** profile option.
2. To refresh the transaction status, run the **Refresh Transaction Administrator Console Transaction Status** process.

3. Archive completed development goal transactions.

## 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 set to **Completed** status and become eligible for archiving. But you can change this period according to your organizational policy. Remember that you can't retrieve archived development goals. So, be thoughtful when you specify a value for the profile option.

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 development goal transactions.
5. Click **Save and Close**.

## Run the Refresh Transaction Administrator Console Transaction Status Process

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.

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.

After the **Refresh Transaction Administrator Console Transaction Status** process completes, 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.

## Archive Completed Goal Transactions

Development goal transactions are archived according to the period you select in the **Archive Transactions** list of values for the **Approve Development Goal** rule. If you haven't selected any option to automatically archive development goal transactions, then you need to run the **Archive Transaction Console Completed Transactions** process to archive the completed goal transactions.

To run the **Archive Transaction Console Completed Transactions** process, follow the steps listed for running the **Refresh Transaction Administrator Console Transaction Status** process. But remember to search and select the **Archive Transaction Console Completed Transactions** process.

After the draft goals are archived, any changes made are reset and the development plan is set to its previous approval state.

#### 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** on 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>.



# 7 Career Development Diagnostic and Integrity Checks

## Career Development Diagnostics

Run the **Goal Management Diagnostics Report** process to generate reports that will help you to identify and fix issues in your Career Development implementation.

The report generated uses masking characters to secure data in various sections. Check the **Goal Management Diagnostics Report Hide Columns (ORA\_HRG\_DIAGREPORT\_HIDE\_COLUMN)** lookup to identify the secured columns. If you want to mask other columns, add the column name to this lookup.

### Parameters for the **Goal Management Diagnostics Report** Process

- **Person Number:** The person number of the worker for whom you're generating the diagnostic report.
- **Duration:** Specify the number of days before the current date you want to select active development plans. The default value of this parameter is 720.

### Generated Report

Rename the extension of the output file of the report to .html to view the report. The report is divided into sections. Click the link to view the section content. Some sections related to development goals are:

- **Development Goal data for worker:** You can view development goal information such as the details of the development goals assigned to the worker, transaction data, lookup values, and development goal setup details.
- **Goals Profile Options and other configurations:** You can view profile option settings, flexfields configured, notifications setup, and bypass approval settings.
- **Goal Management Diagnostic Lookup Values:** You can view the **ORA\_HRG\_DIAGREPORT\_HIDE\_COLUMN** lookup codes that have been used for the report. These are the secured columns of the report.

#### *Related Topics*

- [Submit Scheduled Processes and Process Sets](#)

## Check Data Integrity of Development Goals

Run the **Check Goal Data Integrity** process to fix issues such as stuck classic transaction and locked development plan when approvals are pending.

To run the **Check Goal Data Integrity** process, your role must be granted the **Run Goals Batch Process (HRG\_MANAGE\_SCHEDULING\_BATCH\_PROCESS\_PRIV)** privilege.

## Solutions of the Check Goal Data Integrity Process

This table lists the solutions of the **Check Goal Data Integrity** process.

### Solutions for Career Development Data Issues

Issue	Solution
Stuck classic transactions	Abort the transactions by updating the transaction status to <b>Aborted</b> .
Locked development plan when approvals are pending	Update goal version type code to <b>Active</b> .

## Parameters for the Check Goal Data Integrity Process

Only these parameters of the **Check Goal Data Integrity** process are relevant for checking the integrity of development goals transactions:

- **Action:** The action for the integrity check. You can preview the results or update the results. This is based on the **Goal Data Integrity Check Action (ORA\_HRG\_DATA\_INTEG\_CHEK\_ACTION)** lookup.
- **Person Number:** The person number of the worker whose development plan you want to check. This is an optional parameter.

## Process Results

After the **Check Goal Data Integrity** process completes, download the csv and log files to view the results of the integrity check.

### Related Topics

- [Submit Scheduled Processes and Process Sets](#)

## FAQ

### How can I change the default purge period for the integrity check data of goals?

The default purge period for the data generated by the **Check Goal Data Integrity** process is 365 days.

If you want to change this, you need to create the **HRG\_DATA\_INTEG\_CHK\_PURGE\_PRD** profile option with the values listed in this table.

Field	Value
Profile Display Name	A suitable name, such as Data Integrity Check Purge Period

Field	Value
Application	Goal Management
Module	Repository
Start Date	01/01/00

Then edit the **HRG\_DATA\_INTEG\_CHK\_PURGE\_PRD** profile option and set its value to the number of days you want to retain the integrity check data.

*Related Topics*

- [Create and Edit Profile Options](#)



# 8 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 often used attributes and hide the less often 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	Career 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

You can specify the guided journey tasks to show at the page level and for different sections in the Show or Hide Regions section.

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
- Suggested Careers
- 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	<b>Library Goal</b> 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 Suggested Careers section, select the **Suggested Careers** 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

You can specify the guided journey tasks to show at the page level and for different sections in the Show or Hide Regions section.

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
- 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	<b>Available To</b> list of values in Library Info section of Add Goal page	Yes	No
Business Unit	<b>Business Unit</b> list of values in Library Info section of Add Goal page	Yes	Yes
Category	<b>Category</b> list of values in Basic Info section of Add Goal page	Yes	Yes
Comments	<b>Comments</b> field in Basic Info section of Add Goal page	Yes	Yes
Department	<b>Department</b> list of values in Library Info section of Add Goal page	Yes	Yes
Description	<b>Description</b> field in Basic Info section of Add Goal page	Yes	Yes
External ID	<b>External ID</b> field in Library Info section of Add Goal page	Yes	No
Job Family	<b>Job Family</b> list of values in Library Info section of Add Goal page	Yes	Yes
Legal Employer	<b>Legal Employer</b> list of values in Library Info section of Add Goal page	Yes	Yes

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

Attribute	Field in Measurements Section	Visible by Default?	Make Required/ Not Required
Minimum Target	Minimum label	No	No
Start Date	Start Date	Yes	Yes
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.

You can specify the guided journey tasks to show at the page level and for different sections in the Show or Hide Regions section.

To configure the fields of the development goal page, in the Available Attributes section, 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 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	No	Yes
Library Goal	<b>Library Goal</b> 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

Attribute	Field in Measurements Section	Visible by Default?	Make Required/ Not Required
Description	Description	Yes	Yes
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](#)

# Configure Guided Journeys for Career Development Pages

Support employees with their career planning and career development by providing resources and guidance such as tutorials, company policies, and best practices.

## Before you start

First, configure guided journey tasks for Oracle Fusion Cloud Career Development flows. Use the **Guided Journey** category in **Checklist Templates** to set up and add tasks that are relevant for the guided journeys for Oracle Career Development.

As administrators, you enable guided journeys on Oracle Career Development pages using Transaction Design Studio (TDS). You can enable the guided journeys at both the page and page section level.

## Here's what to do

1. Select one of these actions in TDS and add a rule.
  - Career Development Home Page
  - Development Goal Details - Drill-Down Mode
  - Career Development Role Details
2. In the Show or Hide Regions section, configure the guided journeys for page and page section level. Edit the region. Search and select the associated guided journey and the tasks to show for the region.
3. Save your changes.

## Results:

Users can see a **Guide Me** button after you enable a guided journey for the page section or page.

### Related Topics

- [Use Transaction Design Studio to Configure Field Displays](#)
- [Overview of Guided Journeys](#)

# 9 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

- 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

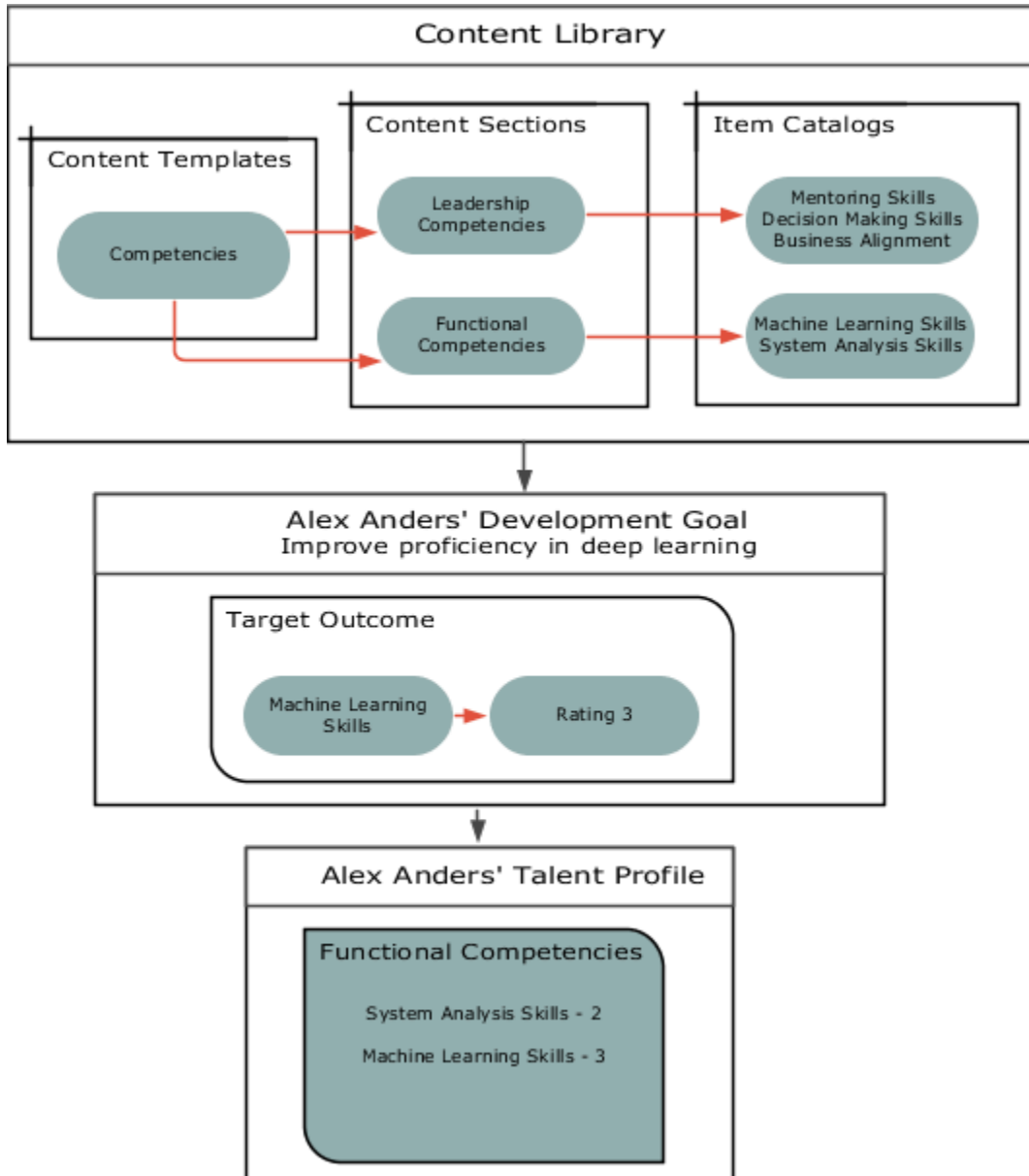
When a development goal that has target outcomes is completed, the employee's talent profile is updated to include target outcomes.

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.





*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 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	<b>Not Started</b>
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.

## 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.

## 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*

- [Create a Performance Template](#)
- [Considerations for Creating Performance Template Sections](#)
- [Development Goal Library](#)

