

WORK OBJECTIVE SETTING IN MYCAREER

This guide takes you through the following information:

1. An overview of the work objective setting process.
2. Why do we create work objectives?
3. The importance of discussion with your supervisor about your work objectives.
4. Getting Started in MyCareer – step by step instructions.
5. Additional information for supervisors.

Section 1: Objective Setting Process:

The Work Objectives process consists of the following steps from conception to submission:

Prepare: What are your priorities for the upcoming period? Decide on 3-5 objectives that will cover the Performance Review period including any development objectives you have.

Document: What is the name of your objective? What is the detail behind it and what actions will you put in place to achieve your objective? Is your objective measurable? What is the intended outcome of your objective? Entering these details will help when progressing to your Performance Review at the end of the year.

Timeframe: When are you going to start the objective and when are you expected to complete it?

Discuss with Supervisor: Talk to your supervisor about your objectives. They may be able to help you further define or tweak your objectives and align with their own objectives. Your supervisor ultimately approves your objectives.

Submit for Approval: When you are comfortable with your work objectives, submit them for approval in MyCareer. Your supervisor will then review and approve your work objectives.

Section 2: Why do we create work objectives?

Work objectives are designed to provide you with a clear and structured understanding of what you aim to achieve and serve as an essential measure for your Performance Review. Having clearly defined objectives can guide your efforts, provide motivation, and improve your performance. Creating your objectives can also connect your goals with your supervisor's and more broadly, to The University as a whole.

Setting work objectives allows you to continually track your progress throughout the year and optimise the end outcomes. They can be used as a tool to help you understand and prioritise the work you undertake on a day-to-day basis. Another reason why we create work objectives is to assist in informing your Performance Review and planning for the following year. Further benefits of setting objectives include:

- **Increases alignment:** Having aligned objectives provide staff and supervisors with a common purpose and encourages you to think about the meaning of your work and how it ties into the bigger picture.
- **Clear direction:** Provides guidance on where you should focus your efforts.
- **Builds accountability:** Did you achieve your objectives? What difference did this make? How did you get there?
- **Thoughtful planning:** Goals can prompt planning – when you have an objective to deliver you may be more likely to create and execute a plan to meet your objective.
- **Reflections and motivation:** Having a clearly defined set of objectives can motivate and/or inspire you.

Section 3: The importance of discussion with your Supervisor about your objectives

Ensuring both you and your supervisor have a shared, clear and consistent understanding of objectives will contribute to more useful feedback through the period, and a more useful performance review discussion.

Once your work objectives are submitted via MyCareer it is your supervisor that will approve your objectives. Therefore, discussing your objectives with your supervisor first is important, not only for them to be approved but to ensure that you are both aligned on the goals and expectations being set.

Section 4: Creating your Work Objectives in MyCareer

Once you are ready to enter your work objectives in MyCareer, this section takes you through the online steps to set an objective in MyCareer. You simply repeat the steps to add more work objectives.

Before, starting please see some tips for using the system:

- Be realistic: 3-5 work objectives (including any development goals) are generally enough to identify your focus of the period.
- MyCareer uses the words 'goal' and 'objective' interchangeably.
- Don't worry if your objectives are not 100% perfect as they can be edited later.

There are 5 key steps to creating an objective in MyCareer, these are detailed below.

Step 1: Navigate to the objective screen and create objective.

On the **MyCareer** homepage, click on the **MyPerformance** button:



When the pop-up box appears, select **Set your work goals**:

MyPerformance

The University recognises the importance of work planning and career development to provide you with the guidance, direction and support to navigate your career and development opportunities.

Set yearly work objectives, create a professional development plan and submit your annual review. For more information, see the [Work Planning and Career Development Process](#).

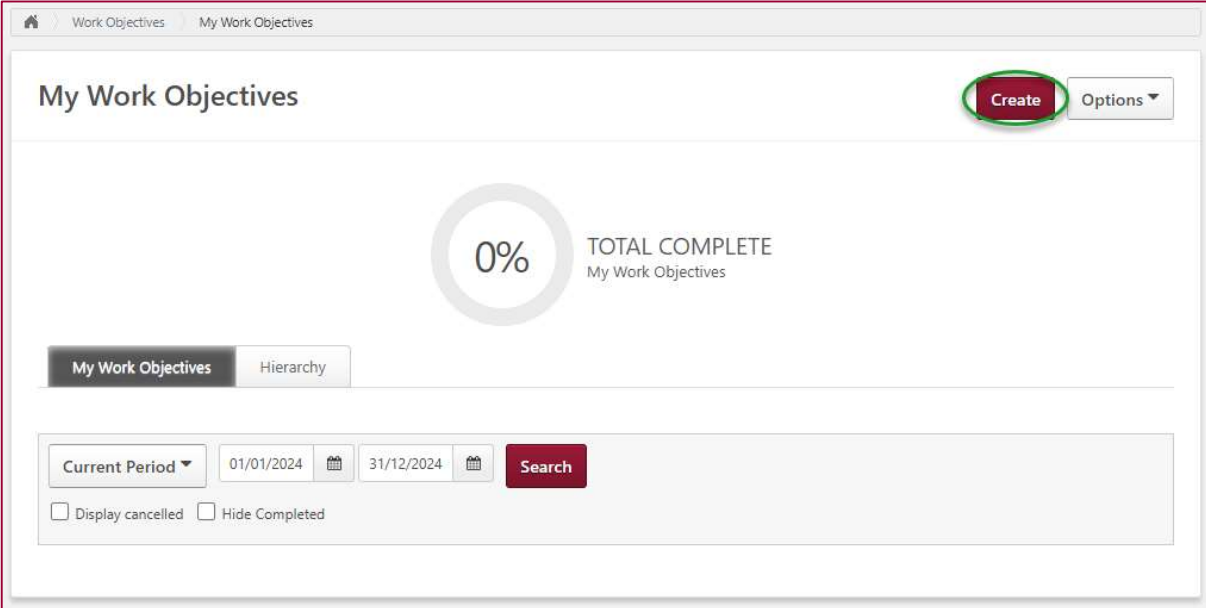
Quicklinks

Set your work goals

Plan your career & development

Review your achievements

Within the **Work Objectives** section, click on **Create**:



The screenshot shows the 'My Work Objectives' page. At the top, there are tabs for 'Work Objectives' and 'My Work Objectives'. The main heading is 'My Work Objectives'. To the right of the heading is a 'Create' button (circled in green) and an 'Options' dropdown menu. Below the heading is a circular progress indicator showing '0%' and the text 'TOTAL COMPLETE My Work Objectives'. There are two tabs: 'My Work Objectives' (selected) and 'Hierarchy'. At the bottom, there is a 'Current Period' dropdown menu, two date pickers (01/01/2024 and 31/12/2024), a 'Search' button, and two checkboxes: 'Display cancelled' and 'Hide Completed'.

Step 2: Document your work objective:

In the **Work Objective Title** box, give a meaningful name for your objective. This is a mandatory field so you must provide a title for your work objective.

In the **Description** text box add more information around your objective. The information you provide is to help you later in the year when you come to review your objectives so, please be as detailed as possible. This could include the following:

- Describing the tasks and actions required to work through and complete your objective.
- Whether or not the objective will involve other staff members for it to be a success.
- The success measures of the objective.

Work Objective Title *

Description *

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ABC

When you had your objective setting discussion with your supervisor, they may have requested you align with their objectives, you can do this by clicking on the **Align** button:

Related Objective

Not currently aligned

Align

Step 3: Align to Sustaining Success

Align your work objective with the ***Sustaining Success Strategic Plan***. If you are unsure how your objective aligns to the strategy, please review the [Sustaining Success](#) and/or speak with your supervisor when discussing your work objectives.

Sustaining Success Goals *

Select options ▼

- ☐ Select All
- ☐ 1. People
- ☐ 2. Place
- ☐ 3. Learning & Teaching
- ☐ 4. Student Experience
- ☐ 5. Research & Innovation
- ☐ 6. Global Engagement
- ☐ 7. Indigenous Perspectives
- ☐ 8. Technology & Systems
- ☐ 9. Financial Resilience

Select the **Portfolio Area** that best describes your role within The University.

Portfolio Area * **Sustaining Success Goals ***

Select ▼ Select options ▼



- ✓ Select
- 1. Governance/Leadership/Engagement
- 2. Research/Consultancy
- 3. Administration/Services & Support
- 4. Teaching

Step 4: Timeframe

Set a timeline for your objective. When will your objective start and when do you expect to complete your objective?

You can use the calendar button or simply type in the date field. The default date range is the current calendar year:

Start date **Target date ***

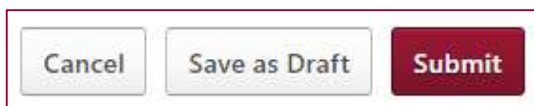
01/01/2024  31/12/2024 

There is also the option to add attachments to your objective as required too. To add any attachments, click on the **choose file** button and follow the prompts. Please note, that up to 3 files can be attached with a maximum upload of 1MB per document:



Step 5: Submit for Approval

Once you are comfortable to submit your work objective to your supervisor for approval, please click on the **Submit** button. If you still want to work on the objective before submitting it (or will speak to your supervisor about the objective before submitting), click on the **Save as Draft** button. If you do not want to progress with this objective, press the **Cancel** button, which will redirect you back to the Objective homepage.



Section 5: Additional Information for Supervisors

Assignment:

There are options for Supervisors to set work objectives for their team. If many of your team are working on the same objectives, they can be assigned the objective here. However, before submitting the work objective, please set the **Assignment** to **Your team**. Clicking on **Your team** will show a dropdown of staff that you can assign the work objective to:



Alignment:

As a supervisor, if you want staff members to see a work objective so they can align their objectives to you, there is an option for this. Prior to submitting your objective, ensure the **Allow Alignment** button is checked. Once submitted and approved, your staff members will be able to see the Work Objective you have selected when they click on the **Alignment** tab and can align their own work objective to this:

