OVERVIEW
This guide explains how to use the Career Planning module in Inspire. Career Planning will allow you to:

- Select a primary and secondary Career Focus
- Edit or change your Career Focus
- Create a goal
- Edit a goal
- Complete a goal

APPLIES TO
HDR Students

COMMON QUESTIONS

1. What is a ‘career focus’, and do I have to select one?
A career focus is the career path that you are focusing on achieving at the end of your Higher Degree by Research. You can select a primary focus, the career you’re primarily interested in, and a secondary focus that will support your career progression.

Your selected primary and secondary career focus is a way to structure your candidature to develop the skills set required for your chosen career.

There are three career focuses:

- **Academic** which incorporates research and teaching skills and related activities that enable students to compete in the very dynamic setting of becoming a university academic.
- **Industry** which incorporates skill sets and activities that will help you apply and be successful in private companies, not-for-profits, community organisations and government departments.
- **Entrepreneurial** which incorporates skill sets and activities that enable HDR students to develop their research into market ready ideas, products and services.
2. How do I select a Career Focus?

Click on the Career Planning tab.

Click on the “Choose your Career Focus’ button
Click on the Career Focus you want to select

The section will expand and then you can select if you want that career path to be your primary or secondary focus. Select an option and click save.
3. Why is there a ‘primary’ and ‘secondary’ Career Focus?
Having both a primary and secondary focus allows you to identify the career path you would ideally like to follow, but gives you the flexibility to understand that careers can cross over into other areas. Many academics
also work with Industry, and a person can equally be interested in Industry but want to have supporting Entrepreneurial skills.

You can select a primary and secondary focus by clicking on Career Focus, and then selecting your preferred primary and secondary focuses via the buttons (see above for step by step instructions with screen shots). You can only have one primary focus and one secondary focus at a time. Once you have selected, they will show on your Career Planning tab.

You do not need to have both a primary and secondary focus. You can choose to have no career focus, only a primary focus or have both a primary and secondary focus.

4. Do I have to enter a Career Objective?
No, it is an optional statement. It will help give you clarity and motivation through your candidature to think about how the skills you are obtaining in your Higher Degree by Research translate to your career goals and ambitions.

You can enter a career objective by clicking on either ‘Choose your Career Focus’ or the edit pencil in the career focus section.

You can enter your career objective at the top of the Career Focus form. Enter your statement and click ‘save’
Your career objective will now show on your Career Planning tab. You can update this at any time.

5. Can I change my Career Focus?
Yes, you can change your career focus at any time by clicking on the ‘Choose your Career Focus’ or pencil button, making your changes and then clicking save.
You can see the history of your changes by clicking on the ‘History’ drop down at the top of your Career Focus form.

6. Who can see my Career Focus?
Your supervisors, College HDR Coordinators and the Office of Graduate Research can all view your chosen career focus(s)

7. Why should I create Goals, and do I have to create any?
Creating goals is a way of ensuring you are working towards your chosen career pathway as well as keeping on track with your candidature overall.
Creating goals is optional and Flinders University acknowledges that each student has individual experiences and needs, and as such, the goals each student sets are going to be individual and may evolve over time. You can update, delete and develop new goals at any stage, and can track the progress of each goal.

8. How do I create a Goal?

Click on the ‘Add Goal’ button on the Career Planning tab.

A new form will open. In this form you will need to enter the following information:

- **Goal** – give your goal a name
- **How will you achieve this goal** – optionally enter some information regarding how you intend to meet your goal. This will help you in your planning and execution of achieving this goal.
- **Which Graduate Attribute does the goal relate to** – select the most relevant Graduate Attribute and associated REST domain this goal aligns with. When you complete your goal it will show against this domain on your ‘Completed Activities’ under Skills Development.
- **By when are you planning on completing this goal** – enter a date you want to achieve your goal by.
- **What is the current status of this goal** – keep track of how your goal is progressing.
Once you have entered the relevant information for your goal, click save. Your goal will now show on your Career Planning tab.
9. What are Graduate Attributes?

Graduate Attributes are the skills that you are developing by completing a Higher Degree by Research. There are 8 graduate attributes that have been aligned to the VITAE framework.

You can use graduate attributes as key points when you communicate your skills to Academics, Industry and external stakeholders.

You can view the details of a graduate attribute by clicking on ‘Add Goal’ and then clicking on the arrow next to the graduate attribute. You will then see dot points that help you understand the nature of that particular attribute.
10. **Can I link a Goal with more than one graduate attribute?**

No, a goal is only linked with one attribute. Pick the most relevant attribute for your goal.

11. **How many Goals can I create?**

You can have as many goals as you like, you do not have to create any, but you may wish to create many goals as you progress through your candidature.

12. **Can I edit a Goal?**

Yes, you can edit a goal by clicking on the goal name on the Career Planning tab.

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That goal will open, and you can update any value. You may wish to change the date the goal is due or update that status to ‘In progress’ or ‘Completed’.
Click ‘Save’ when you have finished updating and the changes will now display on your Career Planning tab.

13. **Can I delete a Goal?**
You can delete a goal that has not been completed. Click on ‘Delete’ in the corresponding row of the goal table.
14. Am I reminded of my Goals?
When your goal is within 90 days of your nominated due date, you will get a reminder on your Inspire home dashboard. You will not receive any email reminders.

If your goal due date is in the past, it will show as overdue in red.
If you need more time to complete your goal, click on the edit icon and change the date of the goal date. If you have completed your goal, click on the same edit icon and update the status of the goal to ‘completed’ and update the date to when you completed your goal. This adds the goal to your ‘Completed Activities Log’.
15. **What happens when a Goal is completed?**

To complete a goal, open your goal and change the status to ‘Complete’. You should also update the date of ‘By when are you planning on completing this goal?’ to the date you completed. Click save when you have updated the details.

You will not be reminded of completed goals on your Inspire Dashboard.

Completed goals will show in your ‘Completed Activities’ in your ‘Skills Development’ tab.
16. **Who can see my Goals?**

Your supervisors, College HDR Coordinators and the Office of Graduate Research can all view your goals.