

CULTURE AMP -

TEAM LEADER GUIDE - RESPONDING TO SELF-REFLECTIONS

The 12-month reflection check-in aims to ensure there is an opportunity for conversation to affirm and reflect on team members' 2023 achievements, as well as provide space to discuss any development and growth opportunities.

You should ensure your team member has updated the status of their 2023 goals and schedule time to have a discussion with them about their completed self-reflection and capture any comments on this.

You will be notified via email when your team members have completed their self-reflections. You'll also be able to see the progress of your entire team's self-reflections on your home page.

Document quick links –

[Accessing your teams' self-reflections](#)

[Having a self-reflection check-in conversation](#)

[Commenting on self-reflections](#)

[Other Culture Amp features](#)

[Who can I contact for assistance?](#)

Accessing your teams' self-reflections -

You can review the self-reflections once a team member has completed and submitted the reflection.

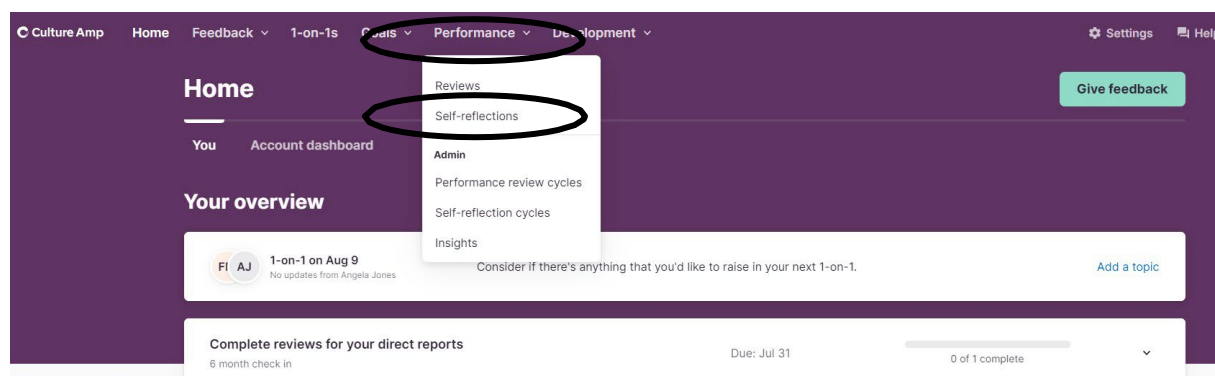
You can access the self-reflections in two ways –

Example 1 - Selecting *Performance/self-reflections/direct reports' self-reflections* via the tool bar.

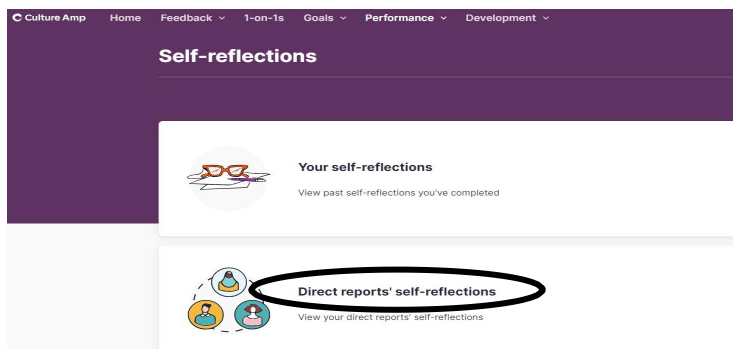
- Click on the cycle you'd like to review (as we continue using Culture Amp each self-reflection will be listed here) **OR**

Example 2 - When the self-reflection is complete and submitted you will receive an email advising you the self-reflection is complete. Click on the link in this email and you will be taken directly to the self-reflection.

Example 1 -

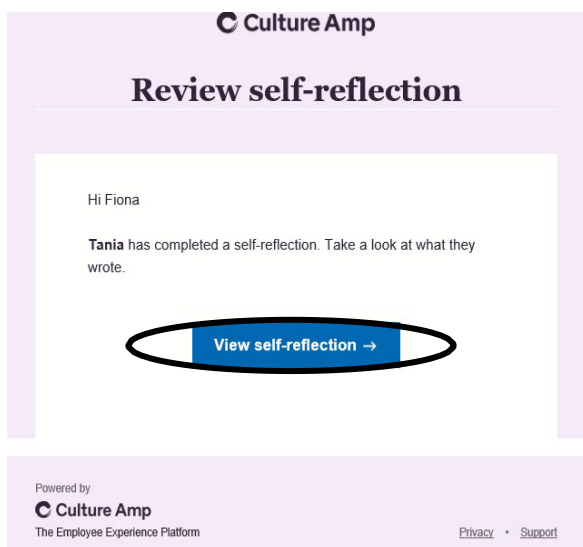


Step 1 -

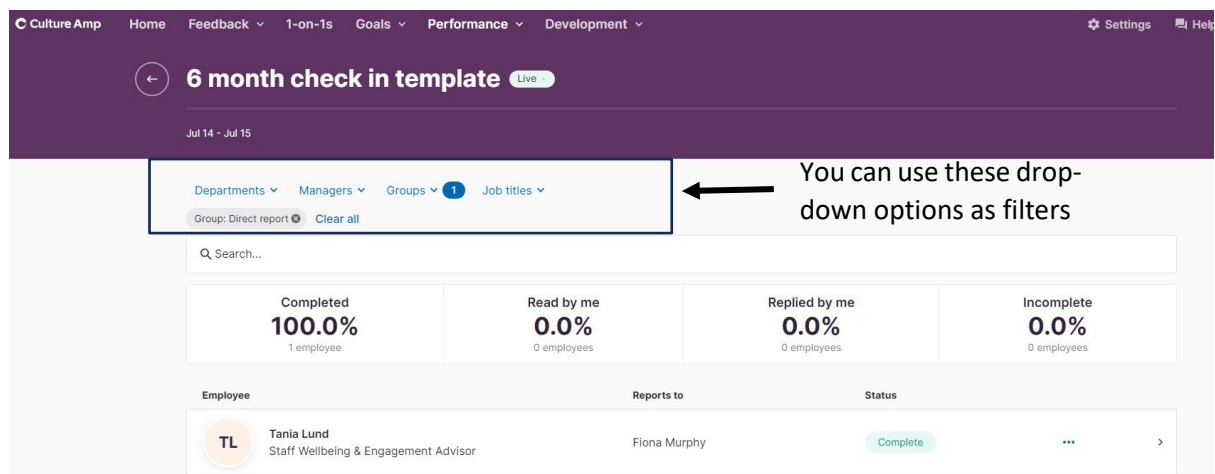


Example 2 - Email notification

Email notifications will come directly from Culture Amp to advise you that a self-reflection has been completed. You can click on 'view self-reflection' which will take you directly into the self-reflection to make comments.



The self-reflection home screen will provide you with an overview of your team's self-reflections.



Having a self-reflection check-in conversation

You should plan to meet face-to-face (where possible) with your team member once they have completed their self-reflection. The conversation is an opportunity to discuss responses provided in the self-reflection and to ask follow-up or clarifying questions. It is also an opportunity to explore development opportunities.

Before the meeting ensure you review the self-reflection comments and prepare in advance where you might like to probe for further information. Remember to ask open-ended questions to encourage conversation. As part of the conversation please discuss the progress of goals set at the start of the year and goals have been updated to reflect their status in Culture Amp.

After the conversation, you should respond to the comments your team member wrote and capture any important parts of the conversation in Culture Amp. Instructions to do this are captured below.

Commenting on self-reflections

Team Leader comments should be captured after your team member has completed their self-reflection.

To comment on the self-reflection, open the self-reflection and click on the reply button. All responses saved here will be viewable to your team member.

Culture Amp Home Feedback ▾ 1-on-1s Goals ▾ Performance ▾ Development ▾

TL Tania Lund [Show profile](#)

6 month check in template

Completed on July 14, 2023

1. What have you been most proud of in the last 6 months?

Completing for this template.

Fiona
19 seconds ago

responding to this template.

Reply

2. What supports or impedes your success?

Completing for this template.

Fiona
in 0 seconds

Responding to this template.

Reply

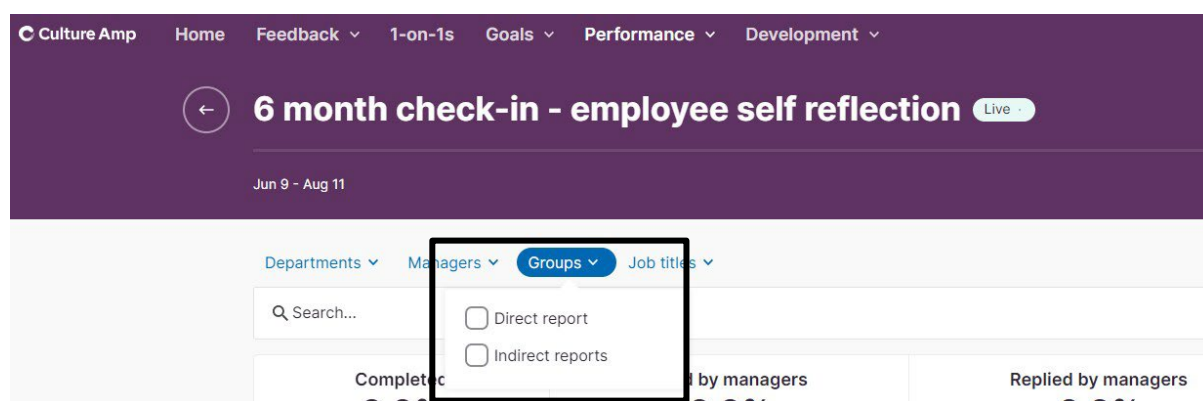
- Both team leaders and team members can comment on self-reflections to add context or further information.
- Both team leaders and team members can delete comments they've added themselves via the trash can icon.

Other Culture Amp features

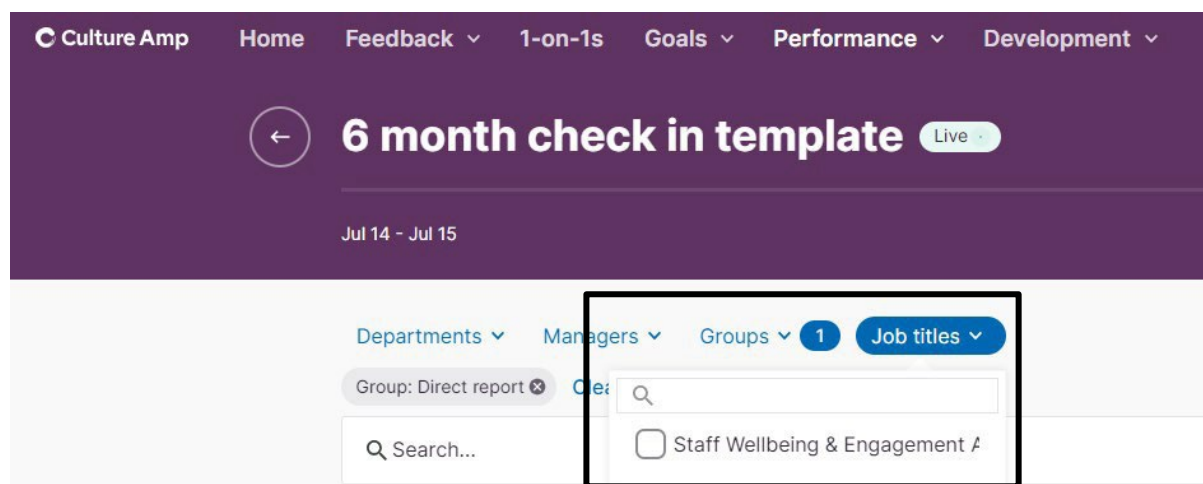
There are several ways to search for and view the information you may need.

View self-reflections of indirect team members –

If you would like to search via direct or indirect team members, using the self-reflections home screen, click on groups and select the filter direct report or indirect report.



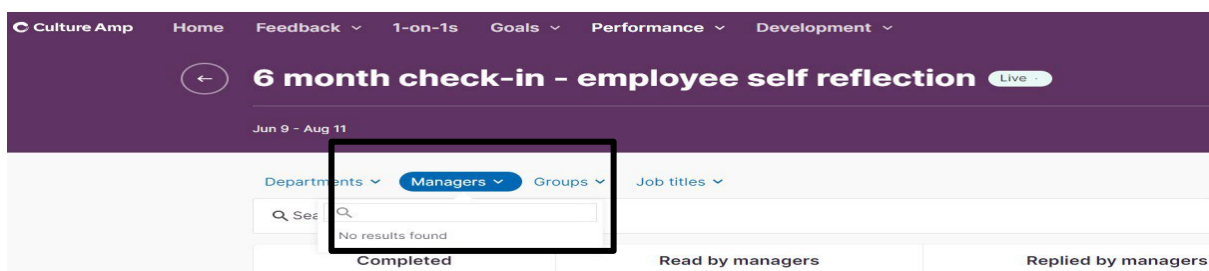
Search by job title



If you would like to search via job titles in your team, using the self-reflections home screen, click on groups and select the filter job titles. Start typing in the search bar to bring up job titles in your team.

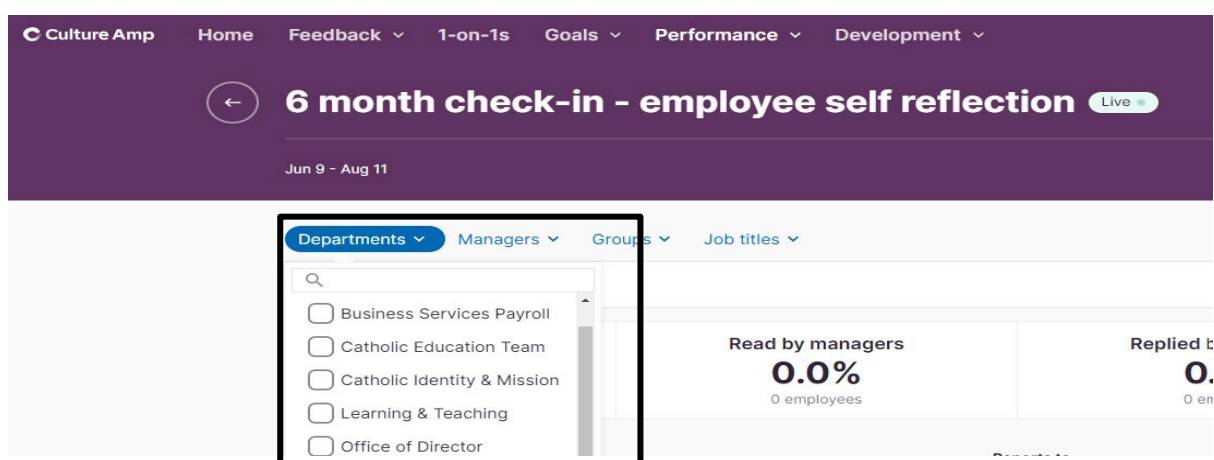
Search by team leader/manager

If you would like to search via team leaders (listed as managers in Culture Amp) in your team, using the self-reflections home screen, click on groups and select manager.



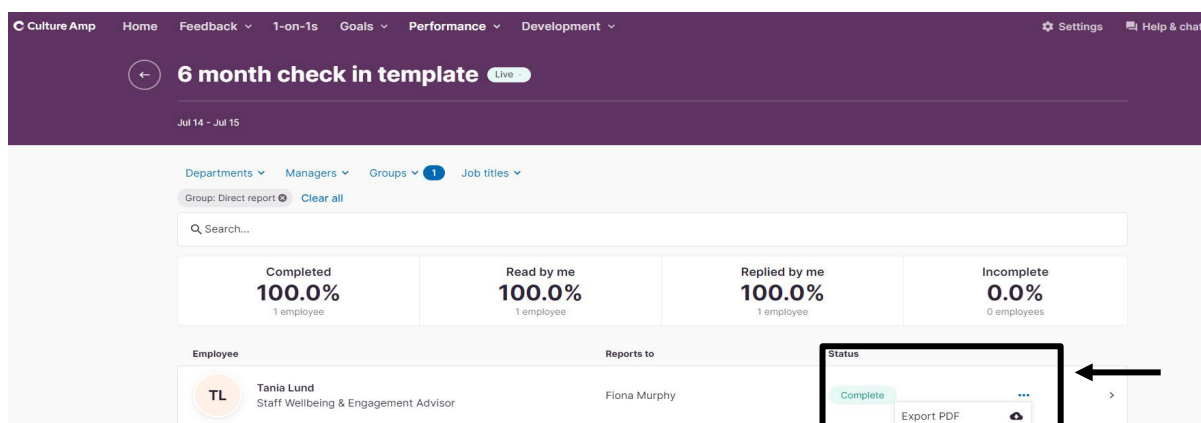
Search by department

If you have a number of different teams reporting to you, you can filter and search via department. From the self-reflections home screen, click on department and then select option.



Export to PDF

All completed self-reflections can be downloaded to PDF by clicking on the 3 dots next to the 'complete' status, and then click on export PDF.



Who can I contact for assistance?

Please contact Fiona Murphy or Tania Lund for assistance.