

## Preparing your 12-month self-reflection

The 12-month reflection check-in aims to ensure there is an opportunity for conversation to affirm and reflect on your 2023 achievements, as well as provide space to discuss any development and growth opportunities. It requires you to update the [status of the goals](#) you have worked on for the year and complete the [12-month self-reflection](#) questions.

### Document quick links –

[Signing into Culture Amp](#)

[Forgotten Password](#)

[Updating status of goals](#)

[Linking goals to strategic priorities](#)

[Completing the self-reflection](#)

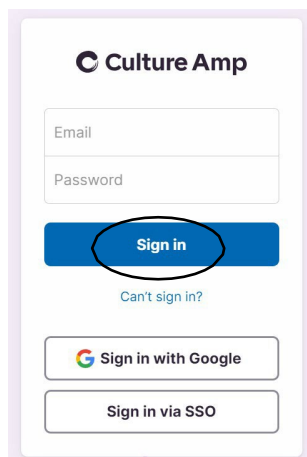
[Adding in a new goal](#)

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## Signing into Culture Amp

### How do I log on?

1. A Culture Amp link is available under general staff resources on the CEB SIMON home page, alternatively, you can click on [www.cultureamp.com](http://www.cultureamp.com)
2. Click on sign-in on the top right-hand side of page.
3. Enter in your details and click sign in.




**Culture Amp**

Email

Password

**Sign in**

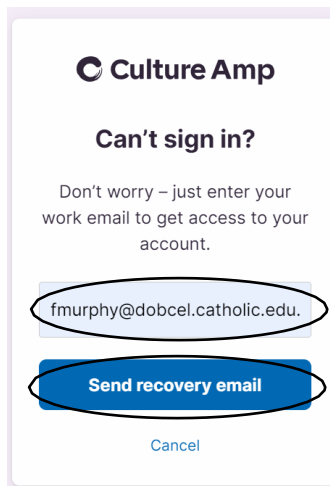
[Can't sign in?](#)

 Sign in with Google

Sign in via SSO

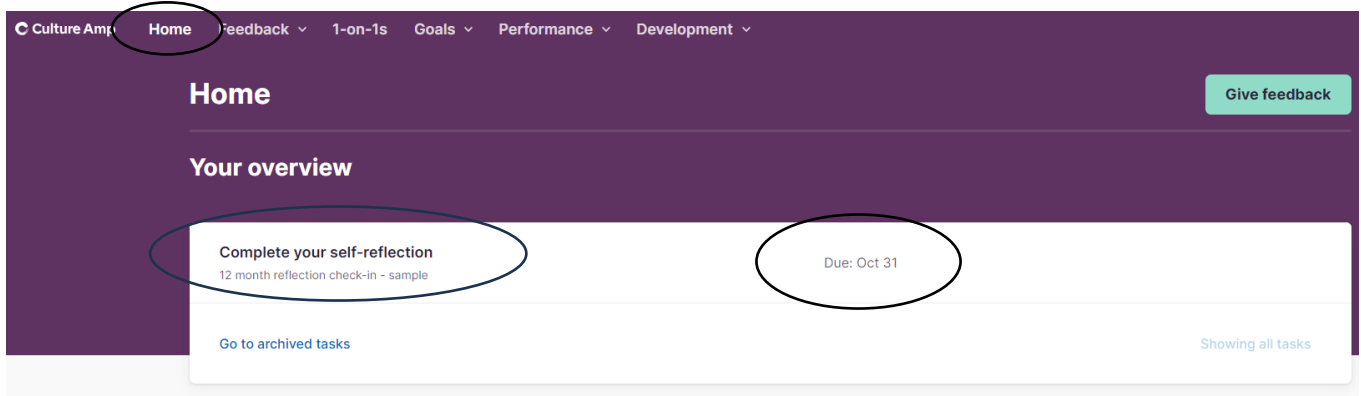
### Forgotten your password?

1. Click on can't sign in (under the blue sign-in button, pictured above).
2. Enter your work email address and click send recovery email (pictured below).
3. You will receive an email from [ajones@ceob.edu.au](mailto:ajones@ceob.edu.au) via Culture Amp that will provide you with prompts to set a password.



When you first log in, you should land on the home page. If you do not land on the home page, click **Home** on the toolbar (top left-hand corner of the page). The Home page provides an overview of the Culture Amp options available.

The overview will provide you with a list of any tasks that need to be completed.

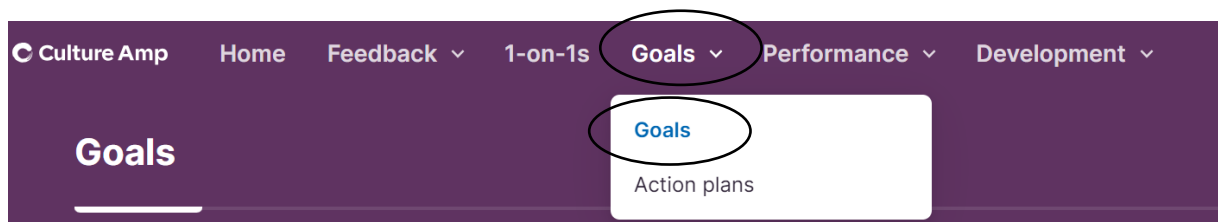


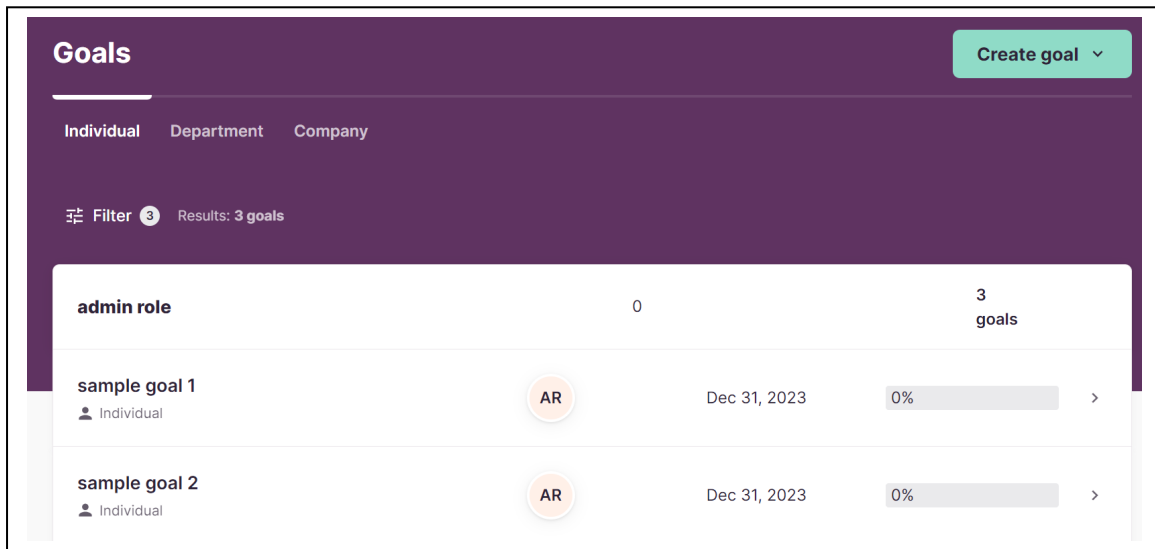
## UPDATING GOALS

### How do I update the status of my goals? –

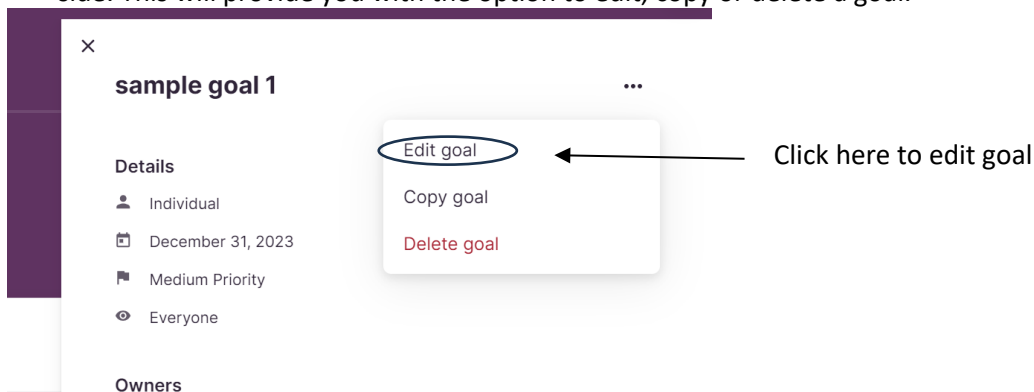
Your goals can be updated at any time during the year. As part of your 12-month self-reflection, you should ensure that all your goals have been updated.

1. To update goals, access your goals via the tool bar at the top of the page, clicking on goals will display a full screen containing all your goals.



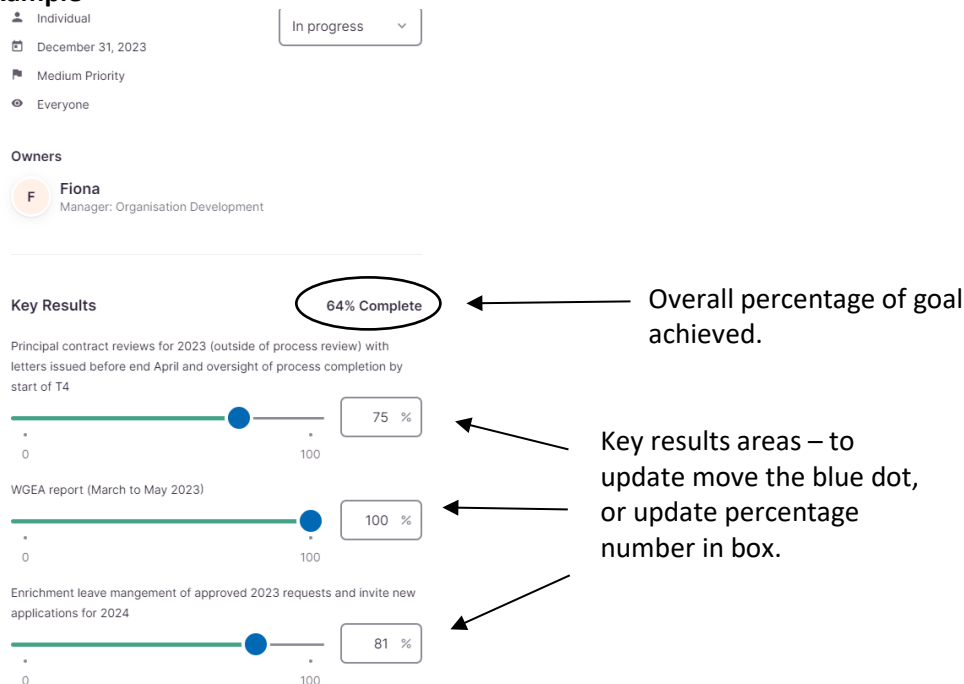


- Click on the goal you wish to update. Your goal will open. To edit, click on the 3 dots on the right-hand side. This will provide you with the option to edit, copy or delete a goal.



- Your goal will open in a full screen, and you will be able to edit and update the goal.
- Updating the key results will update the overall completed percentage of the goal. If no key results are included as part of the goal; you should update the overall goal, based on what you have completed.

### Example –



5. Repeat this process for all your goals.

Once a goal is complete and the due date passes, goals will no longer show as active.

## How do I align my goals to strategic priorities? –

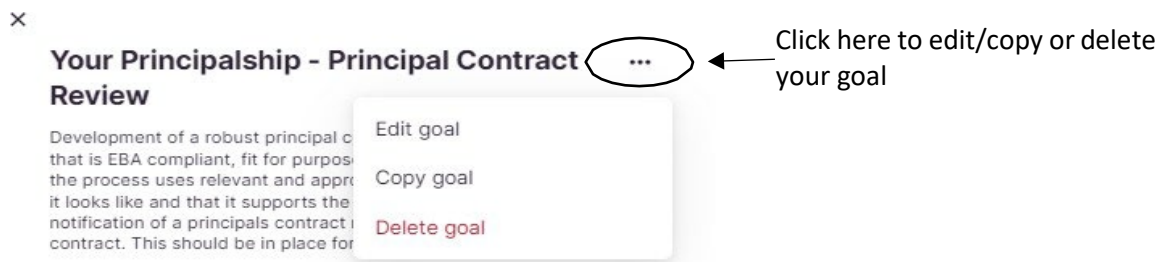
If you have not already aligned your goals to one of DOBCEL's strategic priorities, please ensure you do this.

You can click [here](#) to access a Culture Amp support article to link your goals or follow the instructions below.

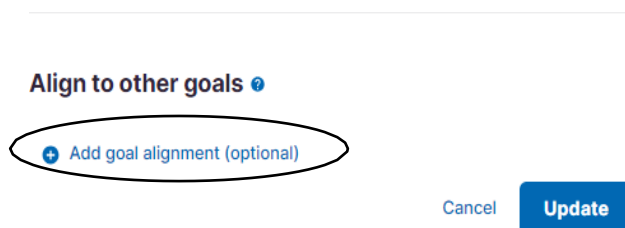
1. You can access your goals via the toolbar at the top of the Culture Amp page.



2. This will bring up your individual goals. To update an individual goal, click on the goal and it will open on the right-hand side of the page. This box will include any notes you have made and key results you have captured that are required to achieve the goal.
3. At the top of the goal box are 3 dots, click on the dots to bring up the option to edit your goal.



4. Your goal will open in a full screen once you have opened it for editing. Scroll down to the bottom of the goal and click on add goal alignment.



5. Ensure you have highlighted company goals, then options will appear for you to align your goal to the appropriate strategic option.
6. Select the appropriate strategic option that aligns with your goal (example below).
7. Remember to click update when complete. (example below)

## Example -

### Align to other goals

Department goals   **Company goals**

Search

Search company goals

- ☐ Develop and launch a strategic marketing plan to promote and celebrate Catholic Education across the Diocese of Ballarat
- ☐ Promote and embed professional learning opportunities that immerse us in Catholic Identity, Religious Education & Mission
- ☐ Develop and deliver a DOBCEL staff wellbeing plan and a student/school community wellbeing plan, including the roll-out of endorsed Student Wellbeing Review recommendations
- ☐ Clarify and enhance pathways for Catholic educational leadership for those aspirant or new to educational leadership and those

Hide goal alignment ^

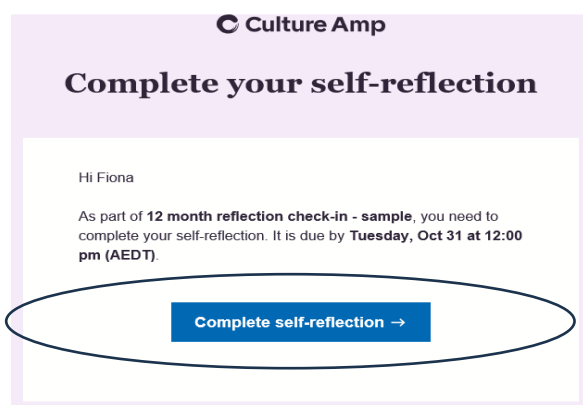
Cancel   **Update**

8. Repeat this process for all your goals.

## COMPLETING YOUR SELF REFLECTION -

### How do I complete my 12-month self-reflection?

1. When the 12-month self-reflection template is assigned to your profile in Culture Amp, you will receive an email to advise you that you can complete your reflection.
2. Click on the complete self-reflection button, which will take you directly to your self-reflection or alternatively access the self-reflection via the home page by clicking on the home button at the top left-hand corner of the page.



Your template will look similar to the example below. The questions to respond to are listed in the main screen, and the pop-up box on the right-hand side contains tools to assist in responding to your self-reflection. The tools descriptions are detailed below.

## Example template -

**6 month check-in - employee self reflection**  
Due July 31, 2023 at 11:00 PM GMT+10

**Notification** Your self-reflection will be sent to your manager

- What have you been most proud of in the last 6 months?  
Your response...
- What supports or impedes your success?
- Do you need any information, support, resources or learning to aid success over the coming months?

**Goals**  
Jan 1, 2023 - Dec 31, 2023

- Develop and launch a strategic marketing plan to promote and celebrate Catholic Education across the Diocese of Ballarat  
Catholic Education Ballarat Dec 31, 2023 0%
- Promote and embed professional learning opportunities that immerse us in Catholic Identity, Religious Education & Mission  
Catholic Education Ballarat Dec 31, 2023 0%
- Develop and deliver a DOBCEL staff wellbeing plan and a student/school community wellbeing plan, including the roll-out of endorsed Student Wellbeing Review recommendations  
Catholic Education Ballarat Dec 31, 2023 0%

## Tool descriptions -

	This box will contain any notes from one-on-ones recorded
	This box will contain any feedback provided through the feedback function
	This box will contain any previous self-reflections recorded
	This box will contain any active goals

You are required to complete all questions in the self-reflection. Your responses will auto-save as you type.

When you have completed the self-reflection ensure you click 'send to your manager' at the bottom of the page.

**Once submitted, you will be unable to edit your feedback.**

**Send to your manager**

\*Please note these icons only contain information that has been recorded. If nothing has been recorded, the box will be blank when clicked on.

## Adding in new goals

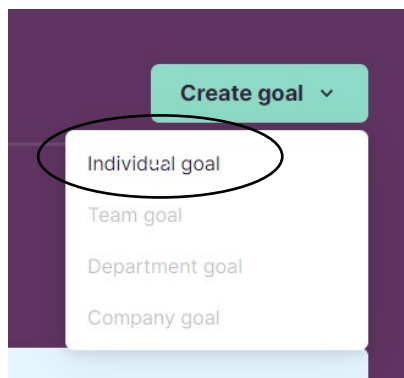
At any time during the year, you can add new goals. To add a goal, you will need to access your goals via the tool bar at the top of the page.

1. Click on create goal

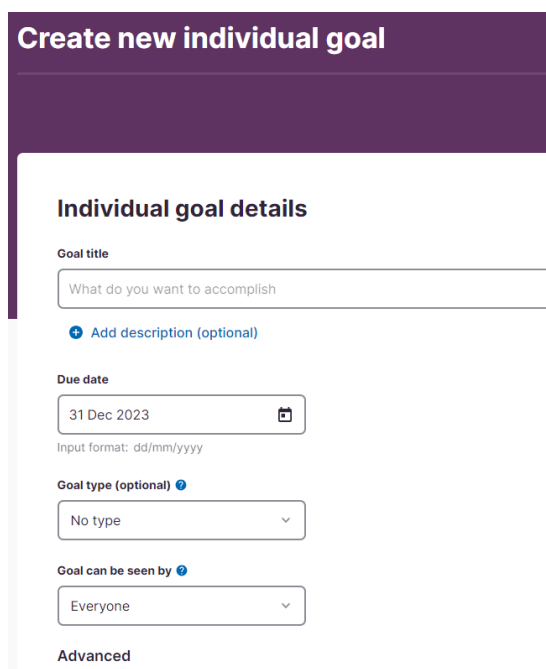
**Goals**

**Create goal**

2. Click on individual goal



3. Complete the required information and click create at the bottom of the screen

A screenshot of a mobile application interface showing the 'Create new individual goal' form. The form is titled 'Create new individual goal' in white text on a dark purple background. Below the title, the form is divided into sections. The first section is 'Individual goal details'. It contains a 'Goal title' field with the placeholder text 'What do you want to accomplish'. Below this is a link '+ Add description (optional)'. The next section is 'Due date', which has a date picker showing '31 Dec 2023' and a calendar icon. Below the date picker is the text 'Input format: dd/mm/yyyy'. The next section is 'Goal type (optional)', which has a dropdown menu showing 'No type'. Below this is a section 'Goal can be seen by' with a dropdown menu showing 'Everyone'. At the bottom of the form, there is a link 'Advanced'.

## Who can I contact for assistance?

Please contact Fiona Murphy or Tania Lund for assistance.