



CULTURE AMP -

TEAM MEMBER GUIDE - RESPONDING TO SELF-REFLECTIONS

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Signing into Culture Amp

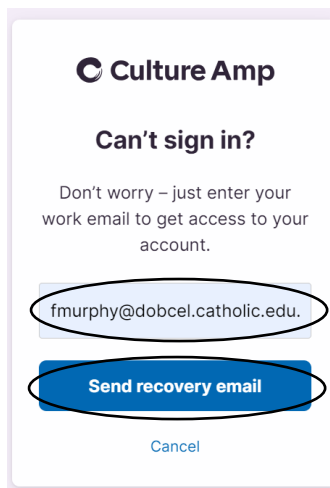
How do I log on?

1. Click on www.cultureamp.com
2. Click on sign-in on the top right-hand side of the page.
3. Enter in your details and click sign in.



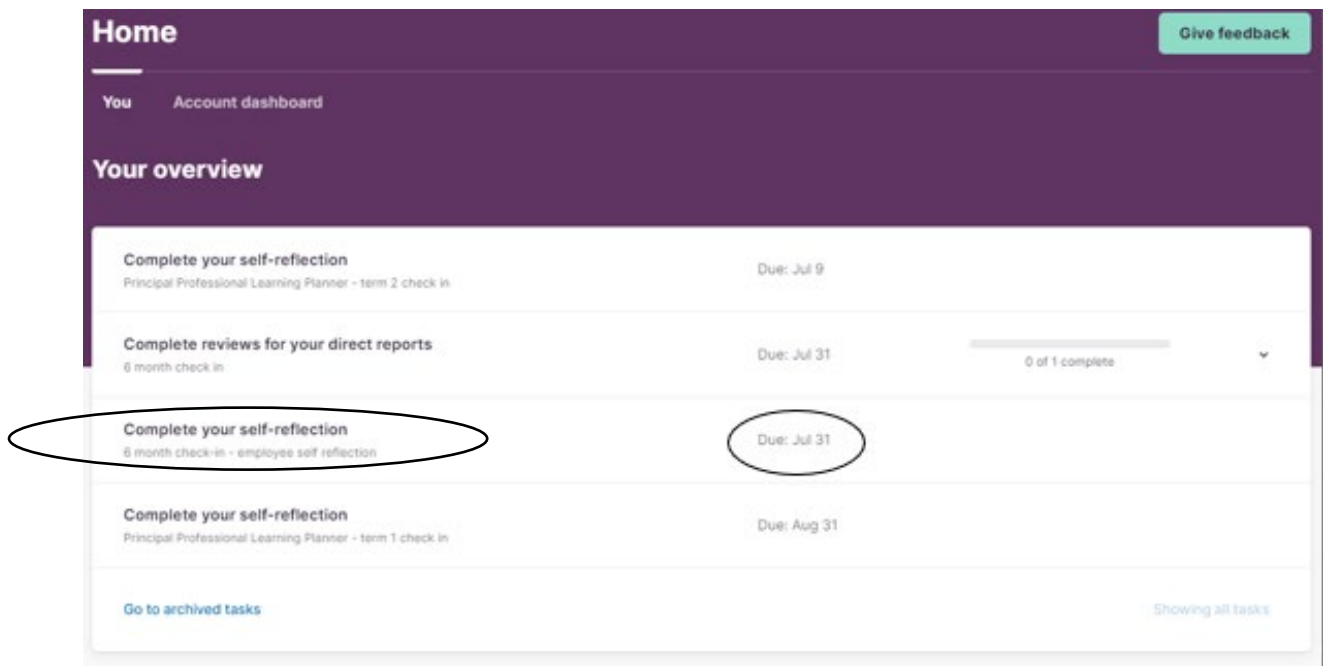
Forgotten your password?

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 via Culture Amp that will provide you with prompts to set a password.



When you first log on you will land on the home 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.

Below is an example of an overview –



How do I complete my 6-month self-reflection?

1. When the 6-month 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 into your check-in or alternatively access the check-in via the home page (pictured above).

Complete your self-reflection

Hi Fiona

As part of **6 month check-in - employee self reflection**, you need to complete your self-reflection. It is due by **Monday, Jul 31 at 11:00 pm (AEST)**.

[Complete self-reflection](#)

Your template will look similar to the one below. The questions to respond to are listed on the main screen and the box on the right-hand side contains a number of tools that may currently contain no information (however, as we progress using Culture Amp, information will flow into these) but you can access a copy of your goals on the fourth tab (circled below).

Culture Amp Home Feedback 1-on-1s Goals Performance Development Settings Help & chat FM

← FM Fiona Murphy Live Show profile

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

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

2. What supports or impedes your success?

3. 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%

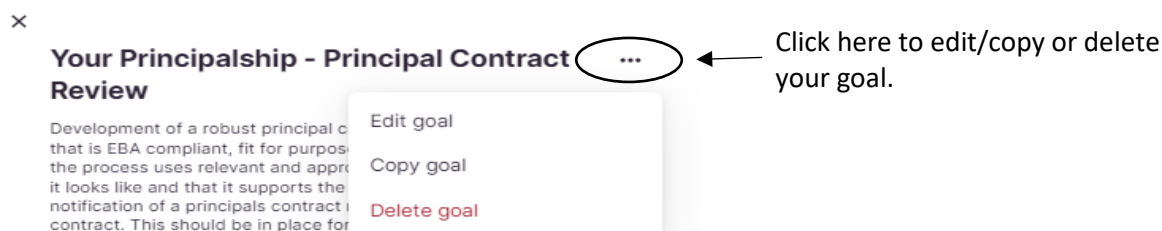
Access goals here

How do I align my goals to organisational priorities? –

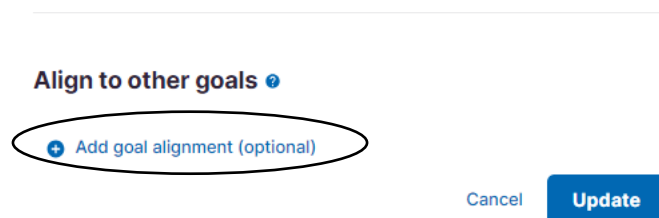
You can click [here](#) to access a Culture Amp support article to link your goals or follow the below instructions.

1. Click on goals (and goals from the drop-down list) via the toolbar at the top of the Culture Amp page.

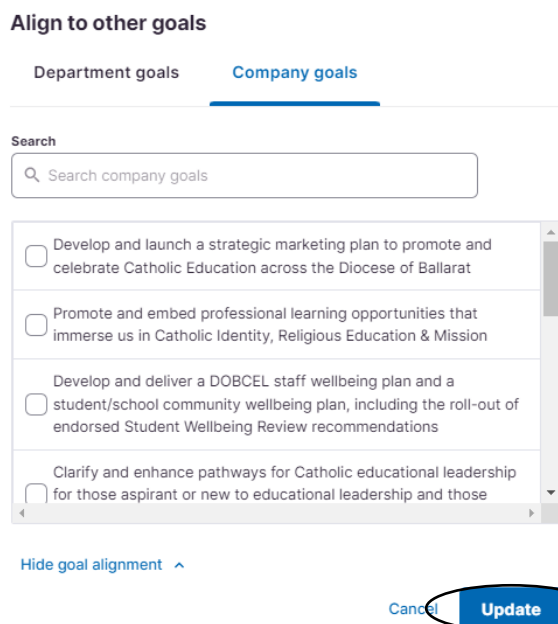
- This will bring up your individual goals. Click on an individual goal, which will open the goal on the right-hand side of the page. This box should include any notes you have made or measures you have captured that are required to achieve the goal.
- At the top of the goal box is 3 dots, click on the dots to bring up the option to edit your goal.



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



- The below options will appear for you to align your goal to the appropriate strategic option. Remember to click update when complete!



- Repeat this process for all your goals.

Who can I contact for assistance?

Please contact Fiona Murphy for assistance.