

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 2024 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](#)

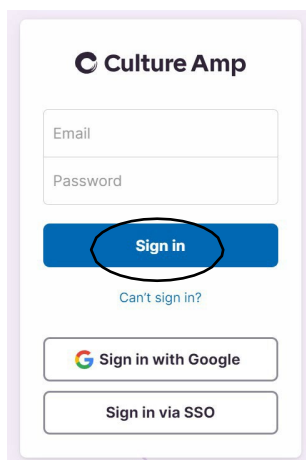
[Adding in a new goal](#)

[Who to contact for assistance](#)

Signing into Culture Amp

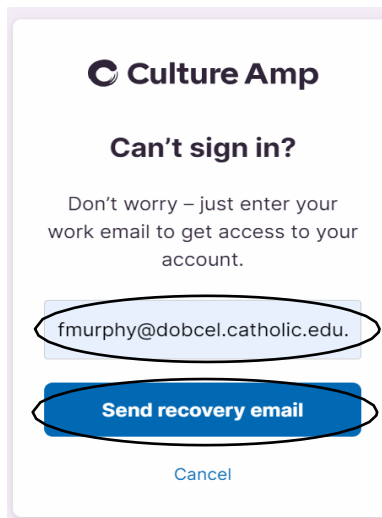
How do I log on?

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

A screenshot of the Culture Amp login page. It features the Culture Amp logo at the top. Below it are two input fields for "Email" and "Password". A blue "Sign in" button is highlighted with a black oval. Below the button is a link that says "Can't sign in?". At the bottom, there are two more buttons: "Sign in with Google" and "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 via Culture Amp that will provide you with prompts to set a password.



C Culture Amp

Can't sign in?

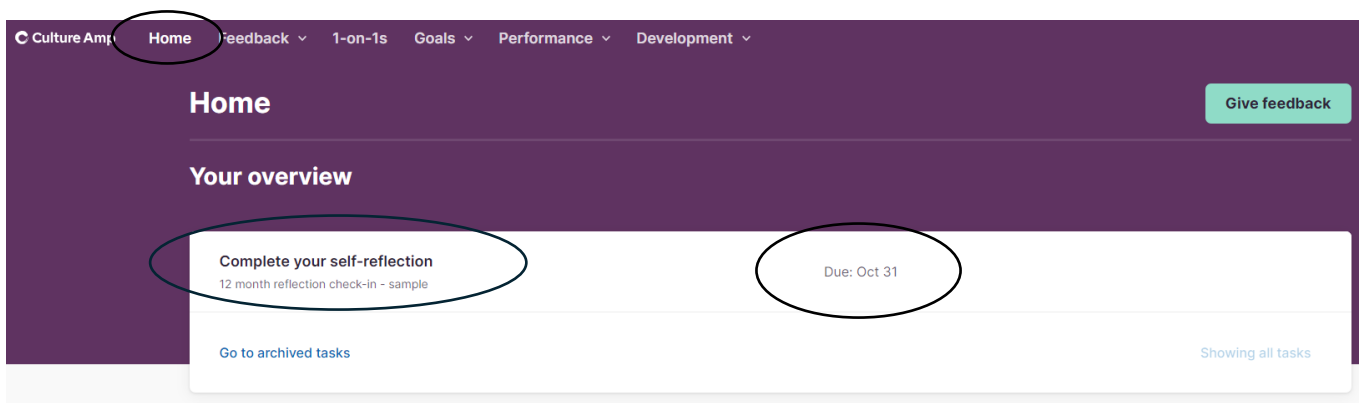
Don't worry – just enter your work email to get access to your account.

Send recovery email

[Cancel](#)

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.



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

Home

[Give feedback](#)

Your overview

Complete your self-reflection
12 month reflection check-in - sample

Due: Oct 31

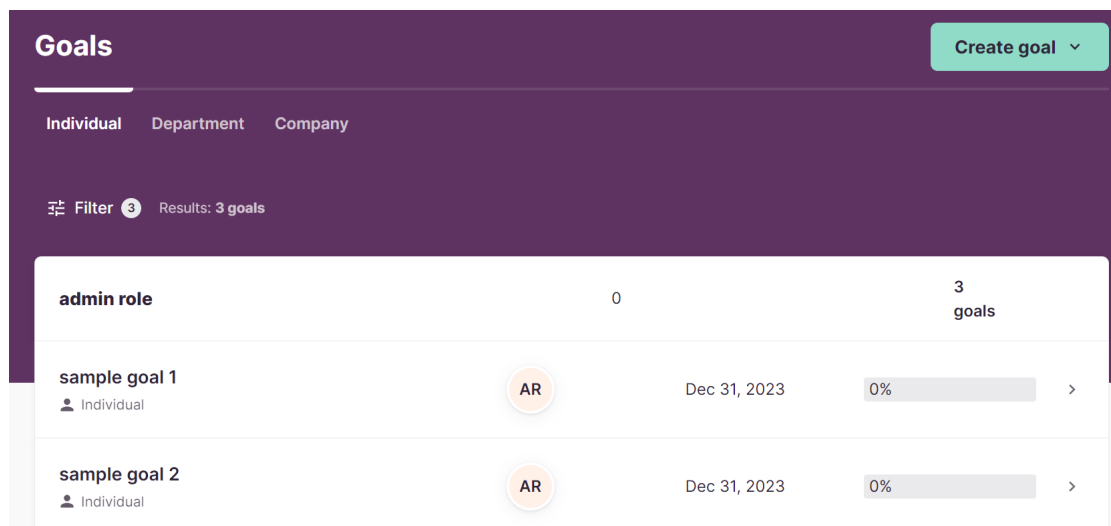
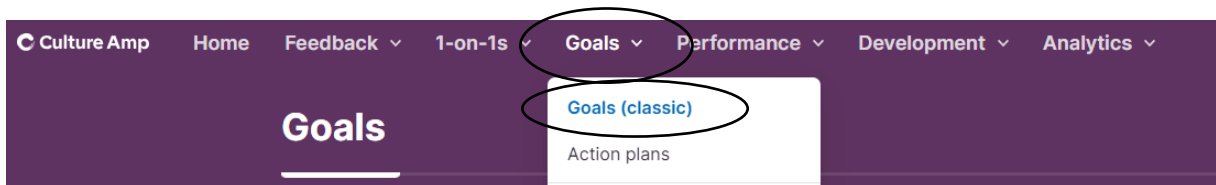
[Go to archived tasks](#) [Showing all tasks](#)

UPDATING GOALS

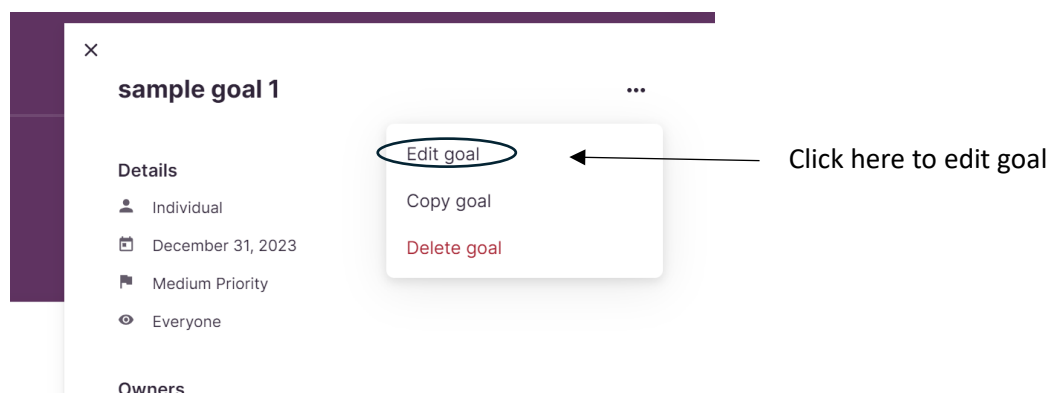
How do I update the status of my goals?

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.

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



Step 2: 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.

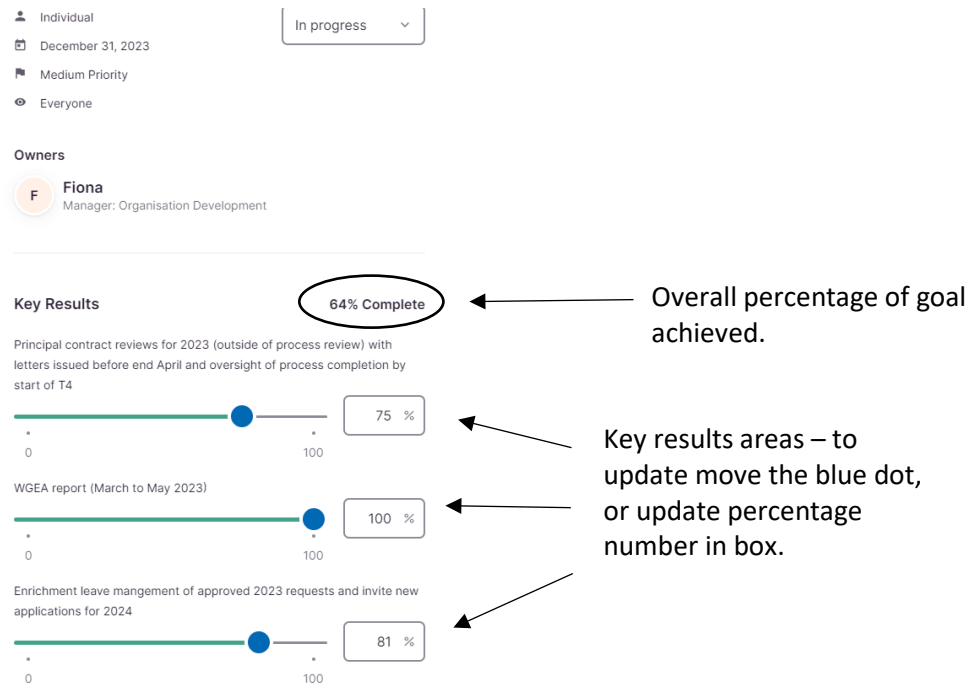


Step 3: Your goal will open in a full screen, and you will be able to edit and update the goal.

Step 4: 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 –



Step 5: Repeat this process for all your goals.

At the end of the year, all your goals will stay recorded in that year date cycle.

To review goals from previous review periods you will need to you will need to select the right time frame. For example, to review 2023 goals you will need to select the Jan1, 2023 – Dec 31, 2023, date range.

The screenshot shows the 'Goals' interface. At the top, there are tabs for 'Individual', 'Direct reports', 'Department', and 'Company'. Below these are filters for 'Due date', 'Status: In progress, Blocked, Accomplished', and 'Goal type: No type, Development, Business'. A calendar for 'January 2024' is displayed, showing the days of the week and the dates. Below the calendar, a list of 'Company Goal Cycles' is shown:

- Jan 1, 2024 - Dec 31, 2024
- Jan 1, 2023 - Dec 31, 2023
- Jan 1, 2022 - Dec 31, 2022
- Jan 1, 2021 - Dec 31, 2021 (highlighted with a red circle)
- Custom date range

Below the list, there are two goal cards showing progress bars and status. The first card shows '85%' progress and the second card shows 'Dec 31, 2023' as the due date.

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.

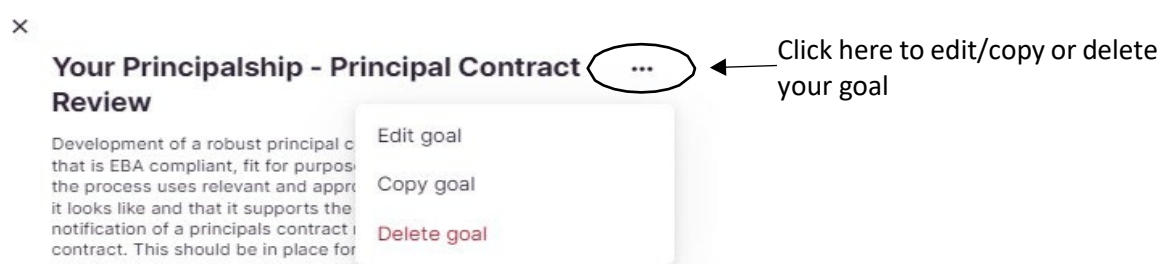
You can click [here](#) to access a Culture Amp support article to link your goals or follow the instructions below.

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



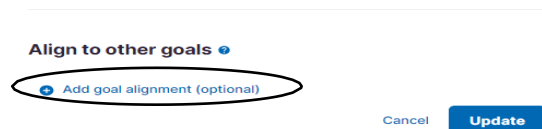
Step 2: This will bring up your individual goals. To update an individual goal, click on the goal and it will open on the right-hand side of the page. This box will include any notes you have made and key results you have captured that are required to achieve the goal.

Step 3: At the top of the goal box are 3 dots, click on the dots to bring up the option to edit your goal.



Step 4: Your goal will open in a full screen once you have opened it for editing.

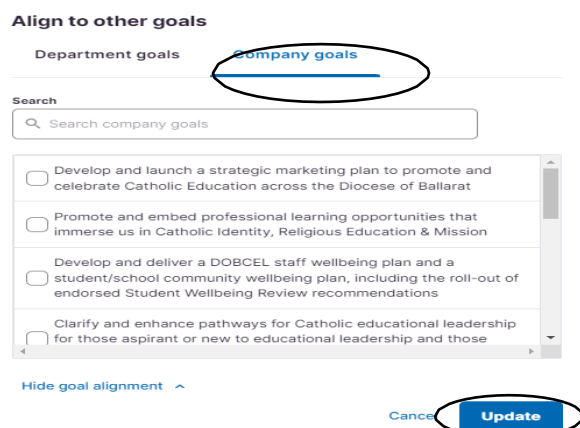
Scroll down to the bottom of the goal and click on add goal alignment.



Step 5: Ensure you have highlighted company goals, then options will appear for you to align your goal to the appropriate strategic option.

Step 6: Select the appropriate strategic option that aligns with your goal (example below).

Step 7: Remember to click update when complete. (example below)

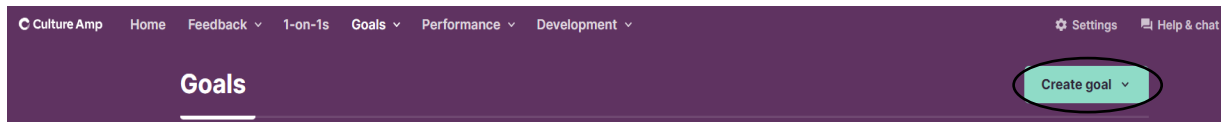


Step 8: Repeat this process for all your goals.

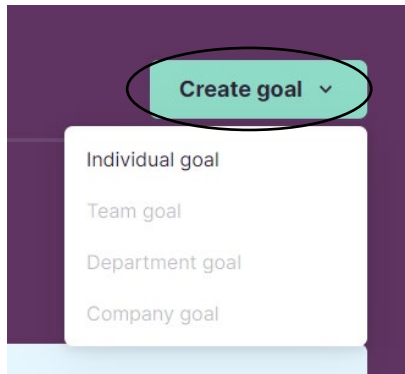
Adding in new goals

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.

Step 1: Click on create goal



Step 2: Click on individual goal



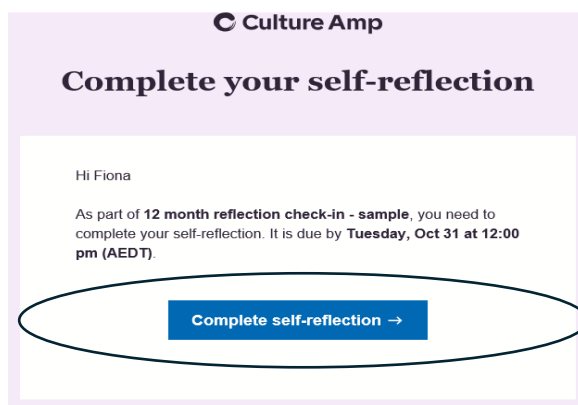
Step 3: Complete the required information and click create at the bottom of the screen

A screenshot of the 'Create new individual goal' form. The form is white and has a dark purple header with the title 'Create new individual goal'. Below the header, the form is titled 'Individual goal details'. It contains several fields: 'Goal title' with a placeholder 'What do you want to accomplish', 'Add description (optional)' with a plus icon, 'Due date' with a date picker showing '31 Dec 2023' and a calendar icon, 'Input format: dd/mm/yyyy', 'Goal type (optional)' with a dropdown menu showing 'No type', and 'Goal can be seen by' with a dropdown menu showing 'Everyone'. At the bottom, there is an 'Advanced' section which is currently collapsed.

COMPLETING YOUR SELF REFLECTION

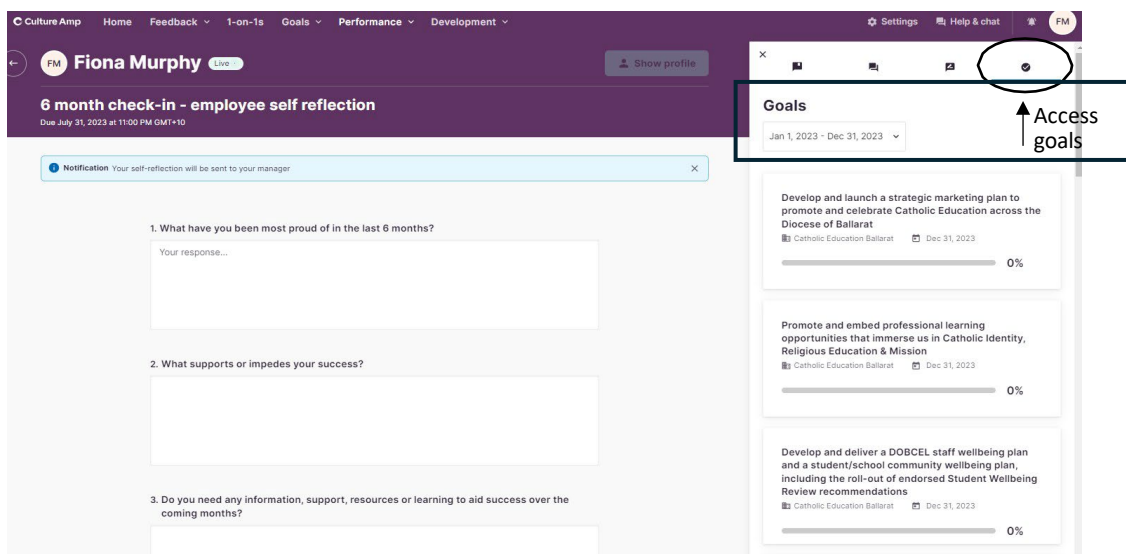
How do I complete my 12-month self-reflection?

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 -



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.

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

Who can I contact for assistance?

Please contact [Fiona Murphy](#) or [Emma Baldwin](#) for assistance.