

Completing a Self Reflection

A guide for individuals, with information for their Leader



1. Before you start:

Read questions carefully and start to jot down some initial notes.

2. Enter your Self-Reflection:

Record your achievements, challenges and contribution from the last 12 months.

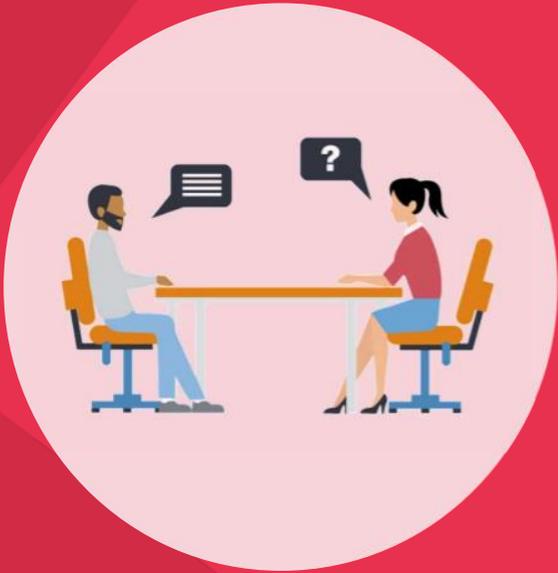
3. Tips for employees

4. Tips for Managers

Performance Partnerships

Grow together, achieve together 

Why do we need this process?



A Self-Reflection is dedicated time and structure to reflect on your strengths, opportunities, and growth as part of the performance review process, allowing you to share specific examples of your contribution.

1. Before you start



- Commit to setting the ideal time to focus, reflect on and prepare. Recognise that reflection takes time!
- Start by listing recent achievements and learnings. Jog your memory with 1:1s, emails, calendar events and Teams messages
- Consider how they align to your success at Endeavour, ready to share with your Leader.

2. Enter your Self-Reflection

- Open CultureAmp and select **Performance** then **Self-reflections**
- Take your time – your work will auto-save often. You don't need to finish in one go.
- Click **Submit** once you're done – this sends it to your Leader.
- You can click **Edit** to change your work within the Self Reflection timeframe, just remember to re-submit to your Leader.

The screenshot shows the Culture Amp interface for entering a self-reflection. The top navigation bar includes 'Culture Amp', 'Home', 'Feedback', '1-on-1s', 'Goals', 'Performance', and 'Development'. The 'Performance' menu is open, showing 'Reviews' and 'Self-reflections'. The main heading is 'Your self-reflection'. A notification states: 'Your self-reflection will be sent to your manager'. The form contains two questions:

1. What progress have you made on your goals in this review period? Describe the impact on the success of your team, department and organization.
Refer to the feedback you have received and the progress you made toward your goals in the profile view to your right.

2. What blockers or challenges did you experience in this review period that made it harder to achieve your goals?
Refer to blockers that you managed to overcome as well as those that you did not.

Both questions have rich text editors with formatting options (bold, italic, underline, list, link, image, video) and a large text area for the response.

Tips for employees



Self-Reflections are open for a set timeframe (typically two weeks). Ensure you book time in advance to complete

Your Self-Reflection helps to inform the performance review process by providing your leader a clear overview of your accomplishments throughout the year

Speak to your Leader if you can't see an active Self-Reflection to work through



2. Tips for Managers

Discuss the process to set expectations:

1. Self-reflections are an opportunity to hit the **pause button and reflect**.
2. It aims to **prevent recency bias** in the performance review process.
3. Allow time for your team member to **plan and prepare** input.
4. Encourage team members to focus on **past achievements and lessons** they have had over the review period – look back through 1-1 notes and any other shared feedback.



Leaders will have the opportunity to respond to their employee's self-reflections acknowledging progress, providing guidance and encouragement.

Need Support?

Check out Culture Amp's video
[Write your Self-Reflection](#)



Access Culture Amp here:
[Culture Amp Website](#)



Chat to your Leader or your
P&W Business Partner



Log a ticket in the
#TeamPossible Support Hub

#team
possible
support hub



Check out the Intranet Page
[Performance Partnership
Intranet Page](#)