Candid Cycle

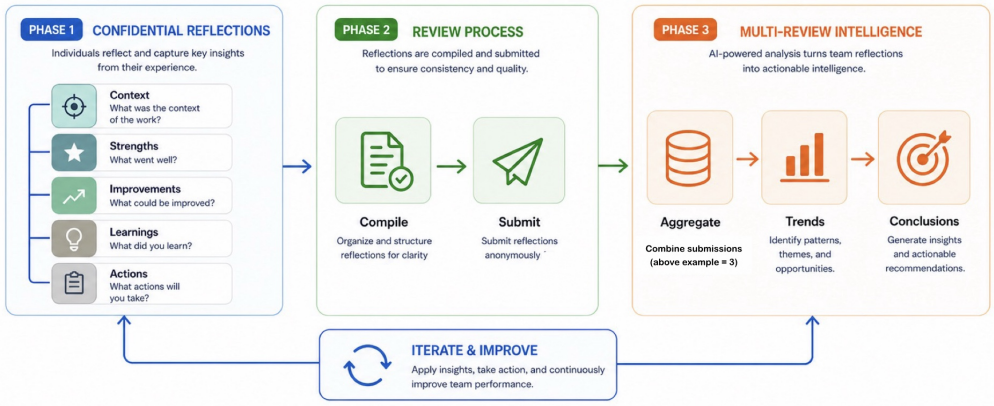
Client User Manual

A practical guide to personal reviews and the three-phase team cycle.

ANONYMOUS BY DESIGN	AI-ASSISTED INSIGHTS	TEAM GROWTH	BETTER OUTCOMES

What Candid Cycle Is

Candid Cycle helps you turn honest reflection into clear action. Use it in two ways: review your own work in a structured way, or run an anonymous Candid Cycle with your team and receive a single, consolidated report. In a team cycle, contributors share honest reflections; the reflections are gathered and analysed together; and the result is an evidence-based report with concrete next steps. The person running the cycle sees themes, never individual responses. The team cycle runs in three phases and then loops back into the next cycle.



Two Ways to Use It

	Personal review	Team cycle
Who takes part	You alone	3 to 25 contributors, depending on your plan
What you need	The free app	A Starter or Professional subscription; contributors need only a link
What you get	Your own review, exported as a PDF	Two AI-drafted PDF reports, approved by the account holder
Who sees responses	Only you	No one sees individual responses — only consolidated themes

Who's Who

Role	What they do
Contributor	Any team member submitting a reflection in Phase 1. No account and no app required — you just need the link for your cycle.
Facilitator	Starts a cycle in the Candid Cycle app, shares the link with contributors and closes the cycle when reflections are in. The account holder is a facilitator, and plans can be shared with invited facilitators.
Account holder	Holds the Candid Cycle subscription, invites facilitators and reviews every AI-drafted report before it is released: accepting it, or asking for a rework. No report is finalised without this human check.

Getting Started

Contributors need nothing in advance: open the link you are sent and complete your reflection.

Account holders and facilitators download the free Candid Cycle app for iPhone. Personal reviews are free. Running team cycles requires a subscription:

Plan	Cycles	Contributors per cycle	Facilitators
Starter (monthly)	2 per month	Up to 9	1
Professional (monthly or annual)	6 per month	Up to 25	Up to 3

Payment is charged to your Apple Account at confirmation. Subscriptions renew automatically unless cancelled at least 24 hours before the end of the current period. Manage or cancel in Settings > Apple Account > Subscriptions. You can delete your account and data at any time from the in-app menu.

Personal Reviews

A personal review is a guided, private review of your own work. It is separate from a team cycle: there is no link to share, no minimum number of contributions and no consolidated AI report.

- Work through the same five prompts: context, strengths, areas for improvement, key learnings and actions.
- Capture evidence and examples, and tag each item by category and priority.
- Turn insights into actions, each with an owner and a target date.
- Save drafts and return at any time, then export a clean PDF of your completed review.
- Optional AI assist can suggest sharper, more specific wording. You always preview and choose what to use.

PHASE 1

Confidential Reflections

This is where a team cycle starts: a short, structured reflection from each contributor.

What you'll be asked for:

1. Context — what situation, project or period this reflection covers.
2. Strengths — what went well.
3. Improvements — what could have gone better.
4. Learnings — what you'll take forward.
5. Actions — what you (or the team) should do differently next time.

How it works:

- You'll receive a link for the current cycle from your facilitator.
- Open the link and complete the five prompts in your own words — there's no minimum length and no "right answer".
- Submit. That's it — no account, no app and no password.

What happens to your words: responses are anonymous. Your facilitator and account holder never see individual responses — only the themes in the consolidated report. Any short excerpt quoted in a report is labelled "Anonymised submission excerpt" and edited where necessary to protect your identity while preserving meaning.

PHASE 2

Review Process

This phase belongs to the facilitator, and it's mostly about timing rather than effort.

1. **Compile** — as contributors submit their reflections, they are gathered into the current cycle, up to your plan's limit of 9 (Starter) or 25 (Professional) contributors.
2. **Submit (close the cycle)** — once enough reflections are in, or your window for input has ended, the facilitator closes the cycle. This locks the data set so Phase 3 works from a complete, fixed picture rather than a moving target.

A report needs **at least three contributions**. This protects anonymity and ensures the themes are meaningful. Once a cycle is closed, no further reflections can be added — a new cycle starts fresh for the next round.

PHASE 3

Multi-Review Intelligence

This is where individual reflections become team-level insight.

1. **Aggregate** — every anonymous reflection in the closed cycle is drawn together.
2. **Trends** — recurring themes are identified: what's consistently working, what's consistently getting in the way, and what appears across several reflections rather than just one.
3. **Conclusions** — the findings become a structured report with a Plus/Delta view (what to keep doing, what to change) and specific, actionable recommendations.

The human check: the report is drafted with AI assistance, but it is not released automatically. The account holder reviews each draft in the app and either accepts it or asks for a rework. Only once it is accepted is it finalised and emailed as a PDF.

What you'll receive: two PDF editions from the same analysis

Edition	What it contains
Team / Full Report	Executive summary; recurring strengths; improvement themes grouped by topic, not by person; key cross-cutting learnings; a Plus/Delta table; prioritised, actionable recommendations, each with a suggested owner; and an anonymised evidence appendix.
Executive Leadership Briefing	A tighter summary of the same findings for leadership: where things stand, the main themes and the priority actions.

Both editions open with a confidentiality statement and contain no names or identifying roles.

Iterate & Improve

The Phase 3 report is a checkpoint, not an ending. Carry the recommended actions from one cycle into the next: when you start a new cycle, share the previous round's priorities so contributors can reflect on what has changed. Over several cycles, this turns individual reflection into a visible trend of team growth.

Frequently Asked Questions

Will anyone know which reflection was mine?

No. Responses are anonymous, and the person running the cycle sees only themes in the consolidated report, never individual responses. Any quoted excerpt is anonymised and edited where necessary to protect your identity.

Do I need an account or the app to contribute?

No. Contributors only need the cycle link. The app and a subscription are needed only by the people running cycles.

How long should my reflection take?

A few honest sentences per prompt is enough. There's no word count requirement and no "wrong" length.

What if I don't have time to finish before the cycle closes?

Submit what you have before the deadline your facilitator sets. Once a cycle is closed, no further reflections can be added.

How many reflections are needed before a report can be generated?

At least three. Each cycle accepts up to 9 contributors on Starter or 25 on Professional. Within that range, more contributions give more reliable and representative themes.

Does AI write the whole report?

AI drafts the first pass by finding patterns across the reflections. The account holder then reviews every draft and accepts it or asks for a rework — nothing is finalised without that check.

Is a personal review shared with anyone?

No. A personal review is your own work. You choose whether to export it as a PDF and share it.

What if I disagree with something in the report?

Treat it as a starting point for conversation, not a verdict. The Plus/Delta format and recommended actions are designed to be discussed and adjusted by the team.

Questions about your cycle or plan? Contact your Candid Cycle account holder or facilitator, or visit candidcycle.com.