Annual Review Conversation (ARC) **–** Preparation Form

Using this document

This document lists the questions and descriptions as they appear on the online ARC Preparation Form. If you wish, you can use this document to make a note of your responses, before pasting them into the online survey. **This document should only be used to prepare for the online survey and not in its place**. The online survey should take 15-30 minutes to complete.

***Introduction***

Your ARC should focus on what is important to you. Within each area, there are mandatory discussion points. However, this form is an opportunity to set the agenda for your meeting and highlight specific topics you want to discuss. Your manager will also notify you if there is anything they would like to discuss in addition to your responses. They should give you at least one week's notice of this before your Annual Review Conversation.

This form should take around 15-30mins to complete.  After you submit the form, you will be copied to the automated email to your manager. **As long as you are logged in to your Imperial Office 365 account, you should be able to save your responses and come back to them before submitting.**

For information about the data process of this form, please see the [FAQs page,](https://www.imperial.ac.uk/staff/arc/frequently-asked-questions/) where you will find the privacy notice.  <https://www.imperial.ac.uk/staff/arc/frequently-asked-questions/>

If you have any questions about this form and how the data will be stored, please email annualreviewconversation@imperial.ac.uk.

***Your details and meeting preferences***

**First Name**

**Surname**

**CID Number**

**Line manager's name**

If you have more than one line manager, please list them.

**Line manager's email address**

Please enter the full email of your line manager. They will then receive an automatic copy of your responses to this survey.

Please note, if you are line-managed by more than one person, list all email addresses separated by a semi-colon (;)

**Job Family**

* Academic
* Research
* Learning and Teaching
* Professional Services
* Technical
* Operational
* Clinical

**Department**

[Drop down]

**Do you line manage anyone?**

We use the term line manage in the broadest sense. This may include staff you formally line manage as per the organisational chart and/or people you supervise daily.

* Yes
* No

**Which setting would you like your Annual Review Conversation to take place?**

* In-person - informal community space, e.g. SCR, College Café, break out space, etc.
* In-person – a walking meeting
* In-person – a different environment near campus
* In-person – a meeting room/office
* Online, e.g. Teams meeting

**Would you like your ARC to take place in one meeting or split into two meetings?**

* One meeting
* Two meetings
* Other

**Do you have any accessibility needs or other requirements you would like your manager to be aware of when booking your ARC?**

For example, does it need to take place in a room with wheelchair access, a quiet room with limited distractions, or would you prefer to have the conversation outside? Etc.

**OPTIONAL: Would you like to nominate other stakeholders or colleagues who could provide feedback on their experience of working with you, and on your work? If yes, please use the box below to list up to 3-5 people.**

In addition to the names you have suggested, your manager may also reach out to people who could provide helpful insight.

We encourage you to be very intentional about who you list. Think about people who could provide insights on your work you would not have otherwise gained.

***Your past year***

The questions below will help you and your manager prepare for your Annual Review Conversation.

We encourage you to keep this brief and concise.

You should also take this opportunity to refresh yourself on Imperial's Values and Behaviours framework, as you will be asked to discuss how you have demonstrated [Imperial's Values and Behaviours](https://www.imperial.ac.uk/about/values/behaviours-framework/).

**Objectives from the previous year**

Use the below space to paste in your objectives/work plan from the previous year.

You can leave this space blank if you do not have objectives from the previous year.

**Thinking about your work, how did your last year go? Make some brief notes below**

These questions may be helpful to you:

- What were your key achievements from the past year? Please consider your overall performance and what you have done well.
- What Imperial behaviours would you describe as your strengths, and what might be your development areas?
- Reflecting on the past year what have you learnt, and what will you do differently as a result of your performance and/or feedback? What could you improve on?

We encourage you to just put a few key points you can expand on at the meeting.

**OPTIONAL: What advice would you like from your manager?**

Think about what areas of working life it would be helpful to get their insight on. Your responses will help your manager prepare for a more meaningful conversation. Please list specific areas where you would like advice.

***Set your agenda for your ARC.***

This section is for you to decide and select what is important to you within each of the five topics below. Using this form, you can identify which specific aspects of each topic you would like to focus on in your discussion with your manager – there is no limit. Select as many as you want.

**Topic 1 - Review: Performance and Previous Objectives**

You are expected to have a general discussion around your performance and objectives from the past year, specific to your job family. If you are a line manager, you will also discuss your role as a line manager.

In addition, you can select also to discuss either of the optional sub-topics below.

* **Contribution outside of role** – a discussion of work and contribution that goes beyond the defined objectives of your contracted role. Sometimes called 'organisational citizenship', this may include voluntary roles, mentoring and coaching, amongst other activities.
* **External Visibility** – a discussion about the ways you have contributed to the visibility of your department and the wider college within your field. This may include any community or educational outreach activities.

**Topic 2 - Reflect: Reflections and Learning from Previous Year**

This section is the chance for individuals and their managers to reflect on the past year, with the emphasis being on what has been learned and can be built upon in the year ahead. Everyone will cover general reflection questions such as strengths, skills, and feedback from the past year.

Please select the sub-topics below that you would like to discuss in your conversation.

* **Achievement and strengths** – a discussion of what you are good at, how this has allowed you to achieve, and how your strengths can be best used within your role
* **Appreciation and feedback** – a discussion around what feedback and appreciation you have been shown and what you have learned from this
* **Working relationships** (with your manager) – a discussion around the support you have received from your line manager and what you need moving forward
* **Working relationships** (team members and other colleagues) – a discussion around the critical working relationships for you and your role

**TOPIC 3 - Working Well: Wellbeing and Support Needs**

This section provides you with the opportunity to discuss the factors that are important to you being able to be well and work at your best. Please select the sub-topics below that are relevant to you.

* **Accessibility and support needs** – this includes (but is not limited to) all disability and neurodiversity-related needs (i.e. common workplace challenges experienced by those with mental health, dyslexia, dyspraxia, autism & ADHD and other cognitive diversities)
* **Health and Wellbeing** – this would include a holistic view of health and wellbeing, including the mental, physical, social, and emotional aspects you would choose to discuss.
* **Job satisfaction** – discussion around how satisfying you find your role and working environment role, as well as what you would like to change
* **Motivation** – a discussion around what you find meaningful within your work and what you need to maintain or build upon your motivation in the workplace
* **Working patterns** – a discussion around how you work best and what, in line with the needs of the role, could be done to ensure your typical workday supports you to work at your best
* **Workload** – a discussion about your volume of work and the challenges that you face in this area
* **Other**

**Topic 4 - Career: Career Support and Development Needs**

This section is for you to discuss where you are in your career, your career goals, and what support makes sense for you. Everyone's career support and development needs are different, so it is important that you tailor this section to what makes sense for you.

* **Defining aspirations** – a discussion around what you are hoping for within your career
* **Development needs** – a discussion around what areas you would like to develop to meet your career goals and what actions you need to take to get there, including (but not limited to) work shadowing, conferences, training, etc.
* **Considering the next steps** – a discussion around what career moves you have planned in the next three years either at Imperial or elsewhere, and what you need to get there.
* **Retirement** – a discussion around your plans for retirement and your support needs in this area
* **Special and additional leave** – a discussion around your plans for any special leave (e.g., parental leave, sabbatical leave, etc.)
* **Other**

**Topic 5 - Plan: Objective Setting and Work Planning**

As part of your ARC, your manager will discuss your objectives for the year ahead with you. Following this, please select the below sub-topics that are relevant to you.

* **Team objectives**- a discussion around how you contribute to the wider work of the team
* **Aligning up to the department strategy**- a discussion around how your objectives contribute to the wider work and strategic direction of the department
* **Work balance and variety**- a discussion around the extent to which you find your objectives and responsibilities satisfying and align with the work you find fulfilling. You may also discuss potential additional experience and responsibility, considering the wider needs of the team.
* **Purpose of the role** - a discussion of how clear you are on the focus of your role, what is expected of you, and what success looks like
* **Management for success** - a discussion around how you need your manager to support you so you can work at your best in the year ahead

 **Please use the below section to list anything else you would like to discuss in your Annual Review Conversation.**