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| --- | --- |
| Individual’s name: | Line Manager’s name: |
| Date of ARC: | Line Manager’s Manager: |



**ARC Outcome Form:** This document is your action tracker for the upcoming year to record your notes, work objectives, and development objectives. You as the staff member are responsible for completing the ARC Outcome Form, during or after the conversation.Please see guidance notes on last page*.*

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| **Manager’s comments on the previous year** (To be completed by the manager during or after the conversation). Use this space to write your comments on your member of staff’s previous year. Consider the successes, achievements, and challenges, as well as their overall performance. We recommend 3-5 bullet points (feel free to use more). |
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| **Notes & Actions from the ARC meeting:** This section is designed to capture any brief notes and actions from your ARC. There is no need to record everything that was discussed in the conversation. We recommend you use this section in a way that is most meaningful for you. |
| **ARC Topic 1: Review of performance and previous objectives** (To be completed by the individual during or after the conversation. To be agreed and confirmed by the Line Manager) |
| **Notes** | **Actions if any** *(including timeframes)* |
| **ARC Topic 2: Reflections and learning from previous year** (To be completed by the individual during or after the conversation. To be agreed and confirmed by the Line Manager) |
| **Notes** | **Actions** *(including timeframes)* |
| **ARC Topic 3: Wellbeing and support needs** (To be completed by the individual during or after the conversation. To be agreed and confirmed by the Line Manager) |
| **Notes** | **Actions** *(including timeframes)* |
| **Topic 4: Career support and development needs** (To be completed by the individual during or after the conversation. To be agreed and confirmed by the Line Manager) |
| **Notes** | **Actions** *(including timeframes)* |
| **Topic 5: Forward planning, objective setting and work planning** List the objectives and expectations for the year ahead as agreed with your manager. Include any personal development objectives that will support the delivery of your objectives. Please refer to the [Values and Behaviours framework](https://www.imperial.ac.uk/about/values/) to identify the values and behaviours that will support the delivery of your work and personal development objectives. |
| **Objectives and expectations for the year ahead** | **Expected timeframes and success indicators** |
|  |  |
| *Add rows as required.* |  |

**IMPORTANT:** Please note that once the ‘Plan’ section is complete (Topic 5), your Line Manager will share it with their Manager (e.g. copied in an email) to provide them with an overview of the work being undertaken across their team/section/department.

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| **Sign off:** | **Individual:** | **Line Manager:** |
|  | **Date:** | **Date:** |

**Guidance notes**:

The responsibility for filling out this ARC Outcomes Form lies with the individual staff member during and/or after the conversation. This document has been designed to capture any brief notes and actions from your ARC. There is no need to record everything that was discussed in the conversation.

Once the meeting has taken place, it is your responsibility to note actions in this form and share with your Line Manager.

Both the individual and the Line Manager should keep a copy of this full document to support regular conversations about work and development goals and to aid planning. The individual and Line Manager should agree on where and how to save and access this form.

It is the Line Manager’s responsibility to share the ‘Plan’ section of this form (topic 5) with their Manager and, where appropriate and agreed during the ARC, share feedback on the Department with relevant people. Once completed, the [Line Manager should update ICIS](https://www.imperial.ac.uk/human-resources/ask-staff-hub/self-service/manager-self-service/) to confirm the ARC meeting has taken place.

**Evaluation** - Now that you have completed the ARC process, we would love to get your feedback on your experience and what support would be helpful to you. [Please take 5 minutes to provide some feedback using this survey](https://forms.office.com/e/JRxuV3TT5Z).