Staff ARC checklist

This checklist outlines a member of staff's responsibility in relation to the Annual Review Conversation (ARC) process. The process has been broken down into stages (before, during, and after).

The steps in grey rows are optional and have been suggested to support you get the most out of the process.

Before

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| **Process**  | **Completed** |
| Once your department lets you know that your ARC period has begun, dedicate some time to reflect on how your year has gone, what you have learnt, and what you would like to get out of your Annual Review Conversation. |   |
| Complete the ['**ARC Preparation Form'**](https://www.imperial.ac.uk/staff/arc/)This should take 30 minutes and needs to be done around 3 weeks before you are due to have your Annual Review Conversation. The form has three sections:1. Your preferences for how you would like the conversation to be carried out
2. Your reflections on the past year, what you have learned and what you are looking forward to
3. Setting the agenda for your ARC by selecting your sub-topics
 |   |
| Refresh your knowledge of the [Imperial Values and Behaviours](https://www.imperial.ac.uk/about/values)You will be asked how you demonstrated the Imperial Values and Behaviours in the past year. |   |
| This should help inform the topics you would like to discuss, and at the same time as your reflection, you should complete the ['ARC Preparation Form'](https://www.imperial.ac.uk/staff/arc/)  Your manager/ARC reviewer may add some additional topics to discuss; this will be shared with you before the ARC meeting. |   |
| Request your manager to gather feedback.You can use the ARC feedback tool to gather constructive, anonymised feedback from the people you work with |   |
| Book a micro-development session.Go to the POD website to book a session with a coach. <https://www.imperial.ac.uk/staff-development/coaching-and-mentoring/micro-development-for-staff-and-managers/>  |   |

During

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| **Process**  | **Completed**  |
| Have an effective conversation around the sub-topics you identified as important to you in your ARC Preparation Form |   |
| Make notes in the ARC Outcome Form.Include as much or as little detail as will be useful to you over the next year. All actions should be clear on who is responsible and when they will be reviewed. |   |

After

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| **Process**  | **Completed**  |
| Finish recording any notes you have made in the 'ARC Outcome Form'  |   |
| Send your 'ARC Outcome Form' to your manager/ARC reviewer for their sign-off |   |
| Confirm and agree on actions and associated timelines  |   |
| Send the 'Plan' section of your form to your manager |  |
| Follow-up on the actions assigned to youSet aside time in your diary to carry out your actions so that you can remain accountable to them.  |   |
| Continue the conversation throughout the year as part of one-to-onesYou should be having regular one-to-one conversations with your manager, as is appropriate for you and your role |   |
| Review documentation as agreed throughout the year.As a minimum, you should have a review of your ARC key points and actions in six months.  |   |