

Line Manager's checklist

This checklist outlines a manager'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 to manage this process effectively.

Before

Steps	Completed
Receive and review the responses to your team member's 'Agenda Setting and Reflections Survey' via email.	
Inform your team member of any additional sub-topics you would like to discuss 1-2 weeks before the ARC meeting	
Schedule the ARC meeting/s based on a staff member's preferences If the individual has requested two meetings, clarify what will be covered in each in the meeting invitation	
Prepare for the meeting Set some preparation time aside to consider the sub-topics your team member has selected You may want to review guidance relevant to what they have selected	
Book a micro-development session Go to the POD website to book in a session https://www.imperial.ac.uk/staff-development/people-and-organisational-development/coaching-and-mentoring/micro-development/	
Gather feedback – if your staff member has opted to receive feedback from stakeholders, use the ARC 'Feedback tool' to support this process.	

Visit the ARC webpages to access the 'ARC Toolkit'	
Visit our Management Development webpages Management and Leadership Development Administration and support services Imperial College London for skill development for supporting this conversation and ongoing one-to-ones.	
Sign up to our 'Effective Communications' session Effective Communication Skills Administration and support services Imperial College London	

During

Steps	Completed
Carry out the Annual Review Conversation Following the structure set out in the 'Agenda Setting and Reflections Survey' email response, have conversation with your team member. You should cover all five topics and be guided by the ARC Question Bank for Managers Using the ARC Form document as a prompt to guide the conversation if that is useful.	
Identify actions and take notes if it is useful to you.	

After

Steps	Completed
Receive the ARC Form from your team member	
Make any additional notes and sign the document once you are both happy with it. The content of the ARC and any notes should remain confidential, but there may be elements of the discussion that could support themes that you identify from feedback from line report/s. You should consider how you might respond to such themes	
Ensure that the 'Plan' section of your member of staff's 'ARC Form' document is sent to your manager This is primarily the responsibility of your member of staff. More information on this can be found in the guidance on the ARC Form document .	
Continue the conversation and communication throughout the year as part of one-to-ones You 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 staff's ARC key points and actions in six months.	

