

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

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 'Agenda Setting and Reflections Survey' This should take 30minutes and needs to be done around 3 weeks before you are due to have your Annual Review Conversation. The survey has three sections: <ol style="list-style-type: none"> 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 You will be asked about how you have demonstrated the Imperial Values and Behaviours in the past year	
This should help inform the sub-topics you would like to discuss and at the same time as your reflection, you should complete the 'Agenda Setting and Reflections Survey'	

Your manager/ARC reviewer may add some additional sub-topics to discuss, this will be shared with you ahead of the ARC meeting	
Request your manager gather feedback You can use the ARC feedback tool to gather constructive, anonymised feedback from the people you work with	
Book a micro-coaching session Go to the POD website to book in a session with a coach https://www.imperial.ac.uk/staff-development/people-and-organisational-development/coaching-and-mentoring/micro-development/	

During

Process	Completed
Have an effective conversation around the sub-topics you identified as important to you in your Agenda Setting and Reflections Survey	
Make notes in the Key Points and Actions 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

Process	Completed
Finish recording any notes you have made in the 'Key Points and Actions Form'	
Send your 'Key Points and Actions Form' to your manager/ARC reviewer for their sign off	
Confirm and agree actions and associated timelines	
Send the 'Plan' section of your form to your manager	
Follow-up on the actions assigned to you Set 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-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 ARC key points and actions in six months	

