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

*Please see the guidance notes on page 2 of this document for information on how to complete this form.*

|  |  |  |
| --- | --- | --- |
| **ARC Topics** | **Agreed Actions for the Individual**  *Please include timeframes.* | **Agreed Actions for the Line Manager**  *These may include actions/learning for the Department for the Line Manager to share with the appropriate people* |
| **Review:** Individual Contribution, Impact |  |  |
| **Reflect:** Reflections and learning  *Please include actions that result from feedback and conversations about learning* |  |  |
| **Working well:** Wellbeing, workload and working environment |  |  |
| **Career:** Career aspirations and support needs |  |  |

**Once completed, the ‘Plan’ table below should be shared with your Line Manager’s Manager (eg. copied in an email) to equip them with an overview of the work**

**being undertaken across their team/section/department**

|  |  |  |
| --- | --- | --- |
| **Plan** | **Objectives and expectations for the year ahead** | **Key timeframes and success indicators** |
| List the objectives and expectations for the year ahead.  *Include any personal development objectives that will support the delivery of your objectives. Please refer to the Values and Behaviours framework to identify the values and behaviours that will support the delivery of your work and personal development objectives.* |  |  |
| *Add rows as required* |  |

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

**Guidance note**:

This document has been designed to prompt and capture the actions from your ARC. Where you have discussed lessons learned or feedback, you should pull out actions for the individual and Line Manager moving forward.

Once the meeting has taken place, it is the individual’s responsibility to write the actions and share this form with their Line Manager.

Both the individual and Line Manager should keep a copy of this full document to support regular conversations about work, and development goals as well as 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 (page 2) of this form with their Manager and share agreed actions or feedback for 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 conversation 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 at the following survey: <https://forms.office.com/e/7z5nMbUt59>