

# ARC - Individual and manager process

## Individual



## Manager

Maximum: 2 weeks before ARC



Individual sets aside time to reflect on previous year and consider points for the ARC.



Individual completes Agenda Setting and Reflection Survey.

This is automatically sent to the line manager.



Manager adds any additional factors to discuss.



Manager books in time to have ARC as per individual preferences.



Individual & Manager have the Annual Review Conversation.



The individual records the key points from the conversation.



The individual sends the ARC key points and actions document to the manager.

The manager signs off Key Points and Action document.



The manager escalates any issues, as agreed.

