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

***The responsibility for filling out this ARC Outcome Form is on the individual staff member during and/or after the conversation.*** *Please see the guidance notes on page 2.*

Manager’s comments on the previous year:

[To be completed by manager during or after the conversation. *Use this space to write a brief summary of your member of staff’s previous year. Consider the successes, achievements, and challenges as well as their overall performance. We recommend 3-5 bullet points]*

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| **ARC Topics** | **Record actions and notes for the individual**  *Please include timeframes.* | **Actions and notes for the Line Manager**  *These may include actions/ learning for the Department for the Line Manager to share with the appropriate people* |
| **Review:** Performance against objectives in past year  **Reflect:** Reflections and learning  *Please include any actions that result from conversations about learning*  **Working well:** Wellbeing, workload and working environment  **Career:** Career support and development needs |  |  |

**Once the ‘Plan’ section is complete, your Line Manager will share it with their Manager (e.g. copied in an email) to equip them with an overview of the work**

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

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| --- | --- | --- |
| **Plan** | **Objectives and expectations for the year ahead** | **Expected timeframes and success indicators** |
| List the objectives and expectations for the year ahead as agreed with your manager.  *Include any personal development objectives that will support the delivery of your objectives. Please refer to the* [*Values and Behaviours framework*](https://www.imperial.ac.uk/about/values/) *to identify the values and behaviours that will support the delivery of your work and personal development objectives.* |  |  |
| *Add rows as required* |  |

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| **Sign off:** | **Line Manager:**  **Date:** | **Clinical Reviewer:**  **Date:** | **Individual:**  **Date:** |

**Guidance notes**:

The responsibility for filling out this ARC Outcome Form is on the individual staff member during and/or after the conversation. This document has been designed to capture any brief notes and actions from your ARC. There is no need to record everything that was discussed in the conversation.

**Because you are a Clinical Academic, there are specific questions you will need to answer and record to ensure that this form covers both the Imperial ARC process as well as your Trust’s process. These will have been detailed in the email sent to you, your manager, and clinical reviewer after you completed your ARC Preparation Form.**

Once the meeting has taken place, it is your responsibility to note actions in this form and share with your Line Manager and Clinical Reviewer.

The individual, Line Manager, and Clinical Reviewer should keep a copy of this full document to support regular conversations about work, and development goals as well as to aid planning. You should all agree on where and how to save and access this form.

It is the Line Manager’s responsibility to share the ‘Plan’ section of this form with their Manager and, where appropriate and agreed during the ARC, share feedback on the Department with relevant people. Once completed the Imperial [Line Manager should update ICIS](https://www.imperial.ac.uk/human-resources/ask-staff-hub/self-service/manager-self-service/) to confirm the ARC meeting 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 using this survey](https://forms.office.com/e/JRxuV3TT5Z).