

CIWEM Application Process - The Professional Interview

Introduction

The Professional Interview (PI) is the final step to becoming professionally qualified and is an opportunity to demonstrate that you have reached the level of ability, experience, knowledge and personal development required to become chartered. The interview builds on the information provided during your written application and provides the opportunity for you to showcase fully your experience and abilities.

Your interview will be conducted in English and your application documents will be reviewed by your interview panel in advance of the interview date and will be referenced throughout the interview.

There are normally three interviewers on the panel who will assess your performance at the interview in relation to how:

- your academic qualifications, knowledge, theoretical understanding and experience have been applied to your work;
- your vocational experience has reached an appropriate level overall for you to satisfactorily demonstrate the 14 CIWEM mandatory competences;
- your responsibility level has progressed towards professional status.

Your interview will cover mandatory competence achievement and will include a short presentation. It will last between 45 and 90 minutes, depending on the number of registrations for which you have applied.

Interview Structure

First part of the Interview: Introduction and Career Review

At the start of the PI there will be a short:

- Greeting, introduction, aims and an explanation of the format of the interview, given by the Panel Chair and their colleagues;
- Review of your personal history relating to key milestones of your career progression based on your career overview report

The career review part of the interview will normally last around 10 minutes, during which the Panel may ask you questions relating to your career and possibly some mandatory competencies.

Second part of the Interview: 10-minute presentation:

Prior to the interview, you will have prepared a 10-minute presentation to introduce a project/s or piece/s of work that you have personally been involved with, and may have been referenced in your Mandatory Competence Attainment Report.

It is recommended that no more than three projects be introduced during the presentation, these may relate to examples used in your mandatory competency attainment report.

You should aim to make the presentation interesting and narrate how **your** involvement in the project or piece of work developed, what **you** learnt and what you achieved from the project/s.

Remember you are trying to demonstrate the competences for the grade of C.WEM and any external qualifications (i.e. CEng/IEng/CSci/CEnv) for which you are applying.

When preparing your presentation, you may find it helpful to structure your response on the lines of the **CAR** model:

- **Context - setting the scene.**
What was the problem/situation/project brief?
What did you need to achieve/what were the goals?
What was your role?

- **Action**
What were the steps you took to complete the task?
What challenges did you overcome?

- **Results**
What was the outcome?
Did you deliver your responsibility? What lessons did you learn?

Your presentation can be either paper based (no larger than A3) or conducted using an electronic form of presentation. We do not specify any minimum or maximum number of slides in your presentation but please be conscious about the 10-minute time limit when preparing your presentation. The interviewers should advise you when you have two minutes remaining and will stop you at 10 minutes.

If you would like to use an electronic form of presentation at your interview, please advise the membership department prior to your interview date in order to make the necessary arrangements. Please note that each interview room has a screen facility, and we will provide you with an HDMI cable. Candidates must provide and use their own device (e.g. laptop, tablet etc.). Embedded audio or video files should not be used in the presentation.

We would also recommend candidates bring a backup presentation on a USB device to ensure no last-minute issues.

You will be asked questions by the interview panel based on your presentation. These may cover any aspect of your presentation and may bring in relevant mandatory competences.

Final part of the Interview: General Questioning

You will be expected to answer questions from the Interview Panel to ensure you have achieved all the Mandatory Competences (C.WEM and/or the competences for any external registrations - CEng/IEng/CSci/CEnv).

During the concluding section of the interview you will be given an opportunity to elaborate on any of your previously given responses which you feel may not have adequately addressed questions posted. You will also be given an opportunity to ask relevant questions to the panel. Neither of the above are a requirement but are available if you think it appropriate.

Our interviewers are trained to find out what you know and have achieved based on the information you provided during your application and during the interview. They are trained to facilitate your best performance at the interview.

The Panel might ask questions related to specific competences or encourage you to talk freely about your experience and provide you with opportunities to fully showcase your abilities. They may explore current environmental issues with you and could touch on your current and intended involvement with CIWEM.

Towards the end of the interview the Chair of the interviewing panel will inform you of the time-frame as to when you can expect to hear back about the outcome.

On the day

We are here to support you through your interview. If you have any last-minute questions or issues please let us know as soon as possible. It may seem obvious but allow plenty of time for travel and to locate the offices if you are undertaking a face to face interview. Our Professional Interviewers see up to four applicants in a day and therefore we follow a tight timetable.