

CIWEM application process - The Professional Review Interview Remote Interview

Introduction

The Professional Review Interview (PRI) 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. If English is not your first language during the interview you may use another language purely for clarification of a word or point, to enable the interview to continue. Please note that you may not seek assistance with your answers from third parties during 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 all the mandatory competences for registrations under assessment;
- 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

Remote interviews

To make interviews accessible for all our members worldwide, they are conducted using a video calling and conferencing facility called Zoom.

When receiving a Zoom invitation, you will see a 'Join' link in the meeting invite. Please click the link and you will be prompted to download and run the Zoom plug-in (zoomusLauncher.zip). After downloaded, please simply click on the file and install the launcher.

Alternatively, you can download Zoom manually following this link: <https://zoom.us/download#plugin>. Please also find some useful guidance on how join a Zoom meeting: <https://zoom.us/resources>

Please find more information in how to test your device prior to the interview: <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->

During your presentation you will be asked to share your screen so the interviewers can view your slides, further guidance on this can be found here: <https://youtu.be/YA6SGQIVmca>

Prior to your interview, we will invite you for a test Zoom call, just to make sure that your connection is fine and if you feel conformable using the system.

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?

An applicant undertaking a remote interview is required to submit their presentation via email at least two days in advance of the interview. We do not specify any minimum or maximum usage of slides in your presentation but please be conscious about the 10-minute time frame when preparing your presentation. The interviewers should advise you when you have two minutes remaining and will stop you after 10 minutes. Each member of the interviewing panel will have a copy of your presentation, making the remote interview smoother and easier for you.

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 posed. 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 in your application documents 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.