

## **Professional Review Interviewer**

### **Primary focus:**

Interviews candidates applying for professional registration.

### **Main duties and responsibilities:**

- To interview candidates applying for professional registration.
- Interviews will be arranged by a Registration Coordinator, who will inform the interviewers and candidates of arrangements made and provide papers for the application to be reviewed before the interview.
- Interviews will normally last around one hour. The aim of the interview is to draw out information from the candidate to verify the contents of the application form and demonstrate that they have attained the range of competences at a level appropriate to the type of registration for which they have applied.
- Following the interview, the interviewers are required to complete an online form indicating the threshold demonstrated by the candidate and providing justifying comments for each threshold statement. The interviewers will then reach an agreed recommendation on whether the candidate has met the competences required for the level of registration applied for.
- Adhere to the IET's data protection policy for volunteers.

### **Appointment method:**

- Nominations are received from existing volunteers, committee members, staff, and through self-nomination.
- Application forms are reviewed by a panel formed of at least three members from the registration group, registration standards committee and fellowship committee and approved if agreed.

### **Period of appointment:**

- Appointment of interviewers will be for a period of three years.
- Following this they may be re-appointed for a further three years, if appropriate.

### **Training:**

- Newly appointed interviewers attend an initial PRI development workshop.
- Participation as an observer at a set of live PRIs with IET approved interviewers
- Mandatory refresher training every three years.
- Attendance at Registration & Standards Annual conference.

### **Point of Contact:**

The regular contact for this role will be Registration & Standards Support Unit (RSSU). Queries can be directed to [rssu@theiet.org](mailto:rssu@theiet.org)

### **Communications:**

- Registration and Standards staff will contact you via email or telephone directly.
- Information and Guidance on Professional Registration can be found on the IET Registration and Standards community on Engineering Community page.
- Volunteer Update e-newsletter.

### **Resources:**

The following resources are available to support this role:

- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

### **Policies and procedures:**

Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment.

#### [Online sign-up to Policies and Code of Conduct:](#)

- Anti-bribery and Corruption Policy
- Anti-facilitation of Tax Evasion Policy
- Anti-slavery Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Volunteer Code of Conduct

[Other policies and guidance](#) are also provided to enable you to undertake your volunteering role.

### **Person specification:**

A Professional Review Interviewer (PRI) must be an IET member and will be an Engineering Council professionally registered engineer.

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