



Engineering a better world together

Volunteer role description

Professional Review Interviewer (PRI)

Hybrid

A minimum of 4 days per annum

Professional registration

Purpose of the role

You'll be interviewing applicants, as part of the professional review process for Chartered Engineer (CEng) and Incorporated Engineer (IEng).

What you can gain from this role

- Further develop your teamwork and communication skills.
- Positively contributing to the careers and development of other engineers.
- Meet people from different sectors and industries, helping you to build your network and keep up to date in the engineering and technology environment.
- Volunteering contributes towards your CPD and can be logged as part of your CPD activities.

Main duties and responsibilities

- Interviewing applicants applying for CEng and IEng professional registration.
- Interviews are held virtually or in-person.
- Drawing out information from the applicant to verify the contents of their application form and that they have attained the range of competences at a level appropriate to the type of registration for which they have applied.
- To verify the competence and commitment of the applicant in a transparent, objective and auditable manner.
- Completing a post-interview online Interview Report Form indicating the threshold demonstrated by the applicant and providing justifying comments for each threshold statement.
- Reaching, with your co-interviewer, a recommendation on whether the applicant has met the competences required for the category of registration applied for.
- Adhering to the IET's data protection policy for volunteers.

Person requirements

You'll need to be an IET Member and professionally registered with the Engineering Council as either CEng or IEng.

How this role supports our vision and mission

Professional Review Interviewers Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences.

This role is inspiring the next generation of engineers.

It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.

Our five behaviours

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Time commitment

You will need to commit to a minimum of four days interviewing activity per year.

Interviews typically take place on a weekday during working hours. It involves a minimum of two applicants and includes corresponding preparation, conducting the interviews, and report writing, usually spanning around four to five hours in a structured schedule.

You will be required to attend mandatory PRI training which is either a full-day or two half-day sessions.

To help you stay current and confident in the role, revalidation training is required every three years (also delivered as a full-day or split-session workshop).

Period of role

Appointment is continuous, as long as the required training remains up to date.

Induction and training

All new Professional Review Interviewers (PRI) complete our mandatory PRI training, delivered as either a full-day or two half-day sessions. These are interactive sessions that include group activities, peer learning, and calibration with our experienced Volunteer Trainers. The training is designed to provide the skills and knowledge needed to effectively carry out the role.

Your training will cover:

- What the PRI role involves and how it supports the IET's professional registration process.
- An introduction to the different registration categories and the regulations that underpin them.
- A clear, accessible overview of UK-SPEC and the assessment criteria it contains, showing how these competence and commitment standards form the basis for every Professional review.
- How the professional review process works, including what happens before and after the interview.
- How to carry out the interview effectively - including preparation, questions, applying assessment thresholds, following good practice, understanding the documentation you'll use, and accurately recording your assessment and final recommendation through the use of the Review Process System (RPS.)
- Practical case studies to help you build confidence and apply what you've learned.

Post-Training Observations

- After completing the PRI training session(s), you will observe two live professional review interviews. These real-time observations give you the opportunity to see how the interview process works in practice and to engage with the interviewers before and after each interview. They allow you to experience the flow, pacing and dynamics of a live interview, reinforcing what you learnt during the training.

Upon taking on the role, you will be provided with:

- Volunteers' Handbook and role certificate
- Access to IET EngX® online volunteering community
- Access to volunteer policies and guidance provided on IET EngX®

All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies and complete Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training.

Supported by

The regular contact for this role will be the Professional Registration team and can be reached through email at profreg@theiet.org.

For general assistance in your role, you can reach us by emailing volunteer@theiet.org.

Method of application

Complete and submit the short [Professional Review Interviewer – Volunteer Sign up Form](#).

Once your application has been reviewed you will receive confirmation and next steps to complete your training before starting in your new role.

Document control

Authorised by Job Title	Date
Volunteering Experience Manager	<i>[04.2026]</i>
Registration Delivery Manager	<i>[04.2026]</i>