

Notes for the Guidance of Candidates attending the Professional Review Interview

Introduction

- 1.1 The IET is required by the Engineering Council (EngC) to interview all Chartered Engineer (CEng) and Incorporated Engineer (IEng) applicants for professional registration. The interview is conducted by two registered members of the IET who are trained for this purpose. At least one of the interviewers will be broadly from the same engineering or technology discipline as you.
- 1.2 As part of the IET and Engineering Council's quality assurance, and for training purposes, an observer may occasionally be present at an interview.

2. Format of the Interview

- 2.1 Whilst there is a need to be flexible in the structure of the interview, the format of the interview is normally as follows:
 - Introductions
 - 15 Minute Presentation from Candidate
 - 45 Minute Q&A Session
 - Opportunity for final evidence
 - Conclusion
- 2.3 The interview will be conducted in English (or Welsh under the provisions of the Welsh language Act).

3. Assessment

- 3.1 The purpose of the interview is to confirm that you have demonstrated the overall level of competence in all the competence and commitment areas expected of a professional engineer, as set out in UK-SPEC. Please refer to [UK-SPEC](#) to refresh your knowledge of the competences.
- 3.2 The interviewers will generally use the career history section of your application form as an agenda for the interview and will encourage you to talk about your experience, drawing out evidence of competence during the discussion.
- 3.3 The interviewers will map the evidence gained during the general discussion to the competence and commitment areas. They will give you the opportunity to expand on the information in your application and clarify any points. They will also give you the opportunity to demonstrate your commitment to the

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profession, for example, through your promotion of engineering or technology to a wider engineering community.

- 3.4 The purpose of the presentation is to enable you to highlight at the beginning of the interview, specific aspects of your work which you consider demonstrate the technical competences required, particularly competence A and B. The presentation will aid the interviewers in their assessment of your evidence relating to competence D; however, it will only form a small part of the overall assessment as the interviewers will explore your full evidence during the remainder of the interview.
- 3.5 During the interview you should be prepared to explain the technical content of your work as the interviewers will probe specific competence areas. Matters of commercial sensitivity are unlikely to be an essential part of the interview and you will not be expected to divulge material of a commercially sensitive nature.

4. Presentation

- 4.1 The presentation, at the start of the interview and lasting no more than 15 minutes, provides you with the opportunity to explain one or two examples of technical work that you have led or contributed to. It is not intended that you use this opportunity to present your application and/or CV, nor to dwell on any competences other than A and B.

The content of the presentation should be based on either:

- (a) A single piece of work or project that you consider best highlight your competences A and B, or;
- (b) Examples from your portfolio that you consider best highlight your competences A and B.

You are not required to go into a deep technical description, just sufficient to demonstrate the key points of your personal technical contribution to your work. The interviewers will explore this further during the main part of the interview.

- 4.2 Before you start you should discuss with the interviewers whether you are content or not to receive questions during the presentation. Extra time will be allowed for questions.
- 4.5 The presentation format is your choice and may involve one of the following:
- A verbal presentation
 - A paper based presentation
 - A presentation using an application such as PowerPoint
- 4.6 You may also use visual aids, including photographs and diagrams; however, you should bear in mind that these will not form the main basis of the interview.

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- 4.7 It is important that the format should be discussed with the interview coordinator prior to the date of the interview, as the IET may not be able to guarantee facilities to support your audio visual requirements.
- 4.8 If you choose to give a PowerPoint presentation, you will be asked to limit your presentation to five slides, allowing approximately three minutes per slide.
- 4.9 Please bring three paper copies of your presentation material to the interview (if appropriate), one of which will be retained by the IET and the other two will be passed to the Interviewers.

5. Preparation

- 5.1 The best way to prepare for the interview is to review your application form and decide which experiences best demonstrate the required range of competences. Wherever possible, present your case in the first person singular. Even though most people work as members of a team, it is your competence that is being assessed; so avoid being over-modest.
- 5.2 Please have an example of how you demonstrate professional and ethical behaviour ready for the interviewers. An example is required for the interviewers to assess competence E5. There are four fundamental principles which are:
 - a) Accuracy and rigour
 - b) Honesty and Integrity
 - c) Respect for life, law and the public good
 - d) Responsible leadership; listening and informing.

More detail can be found in the Statement of Ethical Principles:

www.engc.org.uk/professional-ethics

- 5.3 We recommend that you read the UK-SPEC document available from the Engineering Council web-site. As well as explaining all the competences and an outline of the Ethical Principles just mentioned you will also find on pages 9 and 33 - 35 guidance on codes of conduct, [risk](#), [sustainability](#) and [CPD](#). You may be asked questions about what any of these mean to you. The rules of conduct specifically for the IET are available [here](#) or at <http://www.theiet.org/about/governance/rules-conduct/index.cfm>.

6. What to Bring to your Interview

- A copy of your completed application form to refer to during the interview.
- **Three paper copies** of your presentation material;*
- Your current development action plan (DAP)*; **see note 7 below**.
- You may also wish to bring your Portfolio of Evidence and/or any other supporting papers relating to your work, if you feel they would help you to present your case;

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- Photo identification.

*Please note, if you are being interviewed via video link you are required to submit your presentation and DAP to the IET staff to forward to the Interviewers one week before your interview.

The following forms of identification are acceptable:

- A valid passport
- A valid Government issued National Identity Card
- A valid driving license with photo.

7. Development Action Plan

- 7.1 The Development Action Plan (DAP) should be presented on a separate form to be handed in on the day of your interview.
- 7.2 A DAP is a demonstration of your commitment to maintaining professional competence, often referred to as Continuing Professional Development (CPD). This does not need to be linked to an organisation: it can be self-managed. This is not a record of past development – this will be evidenced in your application; this is a plan for the future with short and long term goals and how you are going to achieve them. It can be as simple as an A4 sheet of paper, or it could be a summary print out from the Personal Development tab in Career Manager (if you use Career Manager).
- 7.3 It is about identifying and prioritising your development needs and opportunities. For example, you may wish to move into engineering management, this may require you to gain an MBA.
- 7.4 It is also about updating particular areas of competence, so that as a practicing engineer you are fully in line with the current requirements, development of personal and management skills and broadening of experience leading to new career opportunities.

8. Professional Review Interview Video

Please watch this short [Professional Review Interview video¹](https://tv.theiet.org/?videoid=4478) which will give you an insight into the process and what to expect from your professional review interview.

9. What happens after the interview?

- 9.1 The interviewers will not indicate the result of the interview to you on the day of your interview.
- 9.2 After the interview, a report form will be completed by the interviewers and sent with your application to a final assessment registration panel, which will make a decision on your eligibility for registration.

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- 9.3 Representatives of the registration panels are drawn from the relevant sector of the engineering profession. They review all the evidence relating to your current position and professional experience, as well as the recommendations made by the interviewers.
- 9.4 You will be notified of the Registration Panel's decision by letter as soon as a decision has been reached.

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