

IMarEST Guidance for Professional Review Interviews



Checklist:

- Review the relevant Standards document.
- Be aware of the competencies and responsibilities you are expected to demonstrate.
- Bring official photographic ID to the interview.
- Familiarise yourself with the Institute's Code of Professional Conduct and sign form at Interview.

Professional Review Interview Introduction

Most candidates who apply for Fellow level membership, or who apply for professional registration through one of the Institute's registers will be required to attend a Professional Review Interview. The purpose of the interview is to confirm that a candidate satisfies the professional competency criteria as laid out in the Engineering Council's UK-SPEC guidelines, the Science Council's Standards and/or the Institute's own criteria for membership and registration.

For candidates applying for Professional registration, it is strongly recommended that they review the appropriate standards documentation when preparing for the interview. These standards will indicate all of the areas of professional competency and conduct that will be assessed at the interview and are the best aid for preparing for the interview.

For applicants applying for Chartered Engineer/Chartered Marine Engineer and Incorporated Engineer/Incorporated Marine Engineer, please consult the Engineering Council's UK-SPEC guidelines: <https://www.engc.org.uk/standards-guidance/standards>

For applicants applying for Chartered Scientist/Chartered Marine Scientist, please consult the Science Council's Standards and competency requirements: <http://sciencecouncil.org/scientists-science-technicians/which-professional-award-is-right-for-me/csci>

For applicants applying for Chartered Marine Technologist, Registered Marine Technologist or Registered Marine Scientist, please consult the relevant document on our website: <https://www.imarest.org/registration>

The Professional Review Interview will normally be conducted by two assessors (and in rare cases by three assessors). These assessors will be professionally registered and trained to conduct the interview. Assessors will be at the same level of registration (or higher) as that which the candidate is applying for.

Therefore, for interviews for Chartered registration, the assessors will hold Chartered registration, and for Incorporated/Registered level registration, the assessors will either be at Incorporated/Registered level or at Chartered level. Two Fellows will usually conduct interviews for Fellow applicants. All assessors will have completed the Institute's Professional Review Interview assessor training.

Preparing for the Professional Review Interview

When attending the Professional Review Interview you should bring photographic ID to present at the start of the interview to the assessors. **This is a mandatory requirement for all interviews conducted by the Institute.**

The assessors will have been sent your application form, CV/professional report, and any other relevant documentation in advance. There is no need to bring these documents to the interview. However, applicants are welcome to bring further evidence of their recent work output if they wish to aid discussion of responsibilities and competencies during the interview. Candidates will be expected to give a brief presentation offering an overview of their formative career experience, development and current role at the start of the interview, and supporting material for this is welcome.

Any documentation brought on the day should not be too extensive, but instead should support the points made in the presentation. This can either be through a brief report, a set of key slides or PowerPoint presentation slides, or a set of bullet points which draw attention to key facts and figures.

When making your presentation you will be expected to highlight key aspects of the activities in which you have been involved and identify the responsibilities that you have had, and competencies you have demonstrated as you have progressed through your career. Visual aids equipment may be provided in some circumstances. If you intend to use visual aids please check with the assessors in advance to ensure that the appropriate equipment is available.

The assessors will occasionally request clarification during the presentation, however they will try not to interrupt too frequently. Following the presentation (which should last 10-15 minutes) the assessors will move on from your presentation to wider issues, especially if you have not addressed all of the areas of competence and commitment in your written report. The assessors must be satisfied that evidence for all competency areas has been provided, so when preparing for the interview it is prudent to consider which examples you can offer for each competency area. You will be asked both objective and subjective questions and be challenged to defend points of view. This provides direct evidence of communication skills and the ability to work with others as well as eliciting technical and scientific knowledge and reflection upon professional ethics.

At the end of the interview you will be invited to ask any questions and make any further relevant comments. **It is important to note that the Institute's Rules and Code of Professional Conduct will be covered during the interview.** This document will be sent to you in advance, and you must familiarise yourself with its content, and then sign a copy of the Code of Conduct at the interview and leave it with the assessors. Be aware that the assessors will expect to see an indication that the applicant has a CPD plan in place for the future as well. Failure to demonstrate awareness of the Code of Conduct, or insufficient evidence of CPD can result in a 'NOT RECOMMENDED'.

The Professional Review Interview Report

During the interview, you will see the Interview Assessors making notes on an interview report form. This is for your protection and benefit and ensures the process is equitable and can be audited effectively. The interview report form lists the competence criteria against which you are being assessed. The assessors will try to direct you towards those areas that have not yet been covered, to ensure that important evidence is not omitted.

Once the interview has been concluded, the assessors will confer on strengths and weaknesses observed, and come to a recommendation about whether you have demonstrated evidence of competence and commitment at the appropriate level. **This recommendation is returned to the Operations team, and is then submitted before the next Membership Committee for formal approval.** The Membership Committee checks to ensure that the interview has been conducted in a satisfactory manner, and if the report is in order and the recommendation supported by the evidence provided in the report, the Membership Committee will ratify the decision reached by the assessors. You will then be advised after the Membership Committee meeting of the outcome. Because a formal decision can only be granted following the Membership Committee, we are unable to advise of the outcome of a Professional Review Interview immediately after the interview has taken place.