

# Quick Guide to...



## The Review Interview

### Technical Member

The Technical Member review interview is an informal discussion which is normally held on a one-to-one basis with an ICES examiner. The main purpose of the interview is to verify the details provided in the application. This is done by informal questions and discussion to ensure that the applicant fully understands what has been claimed in the documentation. The review interview should last about 30 minutes.

### Member

There are two slightly different structures for the review interview depending on the application route that has been chosen. All review interviews are led by a panel of two or three trained examiners who are also Members or Fellows of the institution.

### Graduate and Mature Entry route

Graduate and Mature Entry applicants have to produce an experience report as part of the application process and it is the assessment of this document that makes a difference to the procedure of the interview.

For these routes, the examiners will want to discuss the experience report with the applicant. They may ask the applicant to informally present the report for 10-15 minutes. This may be a continuous presentation or be interrupted by questions from the examiners as issues of interest arise. In either case, discussion around the experience report may take as long as 30 minutes. The presentation element of the interview is entirely informal and there is no need to prepare presentation slides. It is acceptable to put bullet points on a piece of paper for the main ideas and distribute this to the examiners. This may help to keep the presentation on track and on time, and to help the examiners make notes and prepare questions.

The remaining part of the interview will be spent on a broader range of questions; most of which will be specifically based around the applicant's experience as described in the detailed CV, but some of which will be to test knowledge across a range of competencies and the activities within them.

### Accelerated routes

For those following some of the accelerated routes, including Senior Applicants, those holding full membership of other professional bodies (excluding the Institution of Civil Engineers and Royal Institution of Chartered Surveyors), and some established Associate Members who are called for an interview, the process is less structured. There is no experience report to discuss and questions will be wide ranging throughout the interview. The questions cover experience described by the applicant in the submitted documentation and overall knowledge to ensure that the competencies and activities within them have been achieved.

Senior applicants may find that the tone of questioning is more like a peer group review. The aim of the examiners is to test a sample of competencies in every type of review.

### Fellow

The Fellow review interview is in the style of a peer group review, the emphasis is to ensure that the

applicant can fully meet the fellow attributes. During the one-hour review interview, the applicant will be asked questions with the examiners seeking evidence of them having fulfilled the fellow attributes as well as looking at their contribution to the industry and institution, in the past and in the future.



A Fellow holds the highest designation bestowed by the institution and the panel will need to be convinced that the applicant will be a worthy ambassador.