APC Interview Structure

**The 60 minutes of the official interview starts when the candidate starts the presentation.**

Below outlines the structure the APC Chairperson must follow when chairing an APC Interview.

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| **Time frame** | **Interview structure** |
| Pre interview | **Introduction & Welcome** |
|  | * Check that each assessor and the candidate can see and hear each other. * Ask the candidate to give a 360 show of the room including ceiling and desktop. * Brief introduction of each panel members (introduction of the auditor if one is present) * Explain interview process to candidate:   + Presentation – 10 minutes   + Questions on presentation – 10 minutes   + Discussion on overall experience including CPD, technical competencies, Rules of Conduct and professional practice – 25 minutes   + Chairperson’s area of questioning on professional and technical matters (conduct and ethics should be weaved through as well as covered at the end) – 10 minutes   + Close interview (giving candidate last word) - 1-2 minutes * Check that the candidate is fit and well and able to proceed. * Ask candidate to start presentation when they are ready |
| 10 mins | **Candidate presentation** |
|  | * Let the candidate know when they are nearing the end of their time. * Ensure the presentation is only 10 minutes |
| 10 mins | **Questions on Presentation** |
|  | * Thank candidate for their presentation * Move onto questioning on presentation * You may wish to ask the first question **(This helps the flow of the interview)** * Assessor 1 to cover their questions (3 – 4 mins) * Assessor 2 to cover their questions (3 – 4 mins) * Cover any questions you feel assessors may have missed * Watch the time and close |

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| 30 mins | **Discussion on overall experience including CPD, technical competencies, mandatory competencies** |
|  | * Move onto questioning on overall experience including CPD, technical competencies, Rules of Conduct and professional practice * Assessor 1 to start with questioning on their areas of competence ( * Other assessors to follow * Cover any questions you feel assessors may have missed * Watch the time and close |
| 8 mins | **Professional and technical matters, CPD, Rules of Conduct** |
|  | * Move onto questioning on Professional and technical matters, CPD, and Rules of Conduct * Rules of conduct (relevance to experience if possible) * Health & Safety (RICS Surveying Safely guide) * General (RICS business / industry hot topics) * Watch the time * Draw the interview to a close |
| 2 mins | **Close interview** |
|  | * Thank the candidate * Pick up any questions passed over during interview * Give candidate last word * Any questions candidate wishes to come back on * Advise candidate RICS will inform them of the result by e-mail in 5 working days |