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
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| 10 mins  | **Candidate presentation** |
|  | * Let the candidate know when they are nearing the end of their time.
* Ensure the presentation is only 10 minutes
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| 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
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| 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
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