MCIfA professional review interviews – Applicant FAQs

1. **When do I need to be available, and can I specify dates I am available?**

The interview windows are set in advance in March and September, they will be two-week windows from next year and yes you can specify when you are available if you have extenuating circumstances and we will try to accommodate this.

2. **How should I prepare?**

Read/listen to the resources (link above) and attend a preparation training session.
Refresh yourself of the Code of conduct and Standards and guidance (if you haven't already).
You can have your application documents available and the panel will use your statement of competence to base their questions around.

3. **What am I being assessed on in the interview?**

Panel members are assessing ethical competence in the four areas of the competence matrix criteria. The Validation committee assess technical competence alongside ethical competence and reach a decision on this basis.

4. **Who is assessing me in the interview?**

There will be 2 panel members who will be familiar with your area of work or specialism, they are usually MCIfA accredited members and we will let you know who they are in advance in case of any conflict of interest.
There will also be a technical support person, usually a CIfA staff member, who is there for any technical issues and to read the introduction.

5. **When should I join the interview and how long does it last?**

Please join a few minutes before as there is a waiting room and the Technical support person will let you in to check connection and give a short introduction.
The interview itself is up to 45 minutes and so please allow an hour for technical checks and introductions.

6. **What happens in the interview?**

After the welcome and introduction and pressing record, they handover to the panel members, switching off their camera and sound so they are in the background.
The panel members will be given a 15min and 5min warning in the chat in order to keep to time and ensure they have covered all areas needed.
The panel will ask a series of questions and take notes while they are listening.

You can have a drink and any notes on hand to refer to.

7. **What happens if there is connection issues?**

The Technical support staff member will be there to assist.
They will:
First see if turning off their video helps at all.

Second switch to Teams if that works better for the applicant.
Third suggest rearranging at a suitable time and perhaps as a phone in session for the applicant.

8. Why is it recorded and what happens to this afterwards?

It is recorded for quality and training purposes and for the panel members to refer to when writing their report. Sections of recording may be used to assist panel member training.
The recording will be deleted after your application is successful.

9. What happens after the interview?

The panel members submit a report to the Validation committee, who assess technical and ethical competence at the next committee meeting, and we will let you know the outcome as soon as possible after that.