



The South African Council for the Project and Construction Management Professions

NEW PROFESSIONAL INTERVIEW POLICY AND GUIDELINES

JULY 2008

TABLE OF CONTENTS

	Page
1.0 INTRODUCTION	3
2.0 INTERVIEW PROCESS	3
3.0 AREAS TO BE INTERVIEWED ON	4
3.1. PM's Short Account of Qualifications and Experience	4
3.2. For Construction Project Managers (Pr. CPM)	4
.1 Technical Competency	
.2 PM Competency as Principal Consultant	
.3 PM Competency as Principal Agent	
3.3. For Construction Managers (Pr. CM)	4
.1 Technical Competency	
.2 CM Competency in Co-ordinating Construction Processes	
.3 Knowledge and Understanding of Construction Contracts	
3.4. Knowledge of Scope of Services	4
3.5. PM / CM Maturity in Problem Solving and Decision Making	4
4.0 TYPICAL QUESTION IN EACH AREA	4
5.0 INTERVIEW ASSESSMENT PROCESS AND DECISION	4
6.0 REPORT ON INTERVIEWS	4
ANNEXURES	
Annexure A – Applicant's Information Form	
Annexure B – Typical Agenda for Interviews	
Annexure C – Professional Interview Assessment Form (Pr. CPM and Pr. CM)	
Annexure D – Chairperson's Summary Report Form (Pr. CPM and Pr. CM)	
Annexure E – Typical / Samples Interview Questions	

1.0 INTRODUCTION

As part of the requirements for registration as professionals, all applicants are expected to pass a *Professional Interview (PI)*. The following guidelines have been developed for the interview process to assist members of the professional interview panel in conducting these interviews.

2.0 INTERVIEW PROCESS

2.1. Applicant's Information to be supplied by office

- .1 The office is expected to provide a list of applicants to be interviewed and time frames for each applicant.
- .2 The information to be provided for each applicant will be captured in the '*Applicant's Information Form*' attached as Annexure A.

2.2. Agenda for Interview Process

An Agenda will be provided as a guide for the Interview Proceedings. A typical *Agenda* is indicated in the form attached as Annexure B

2.3. Interview Panel and Process

.1 Interview panel

- A panel of at least 3 members will be required for the interview.
- All members of interview panel will be expected to undergo a *Professional Interview Assessment Induction* before they can participate as members of interview panels.
- One of the members of the panel will be chosen by the members to chair the proceedings for the day.

.2 Interview Process

- The whole interview process is to be carried out in one hour for each candidate.
- Members of the interview panel will peruse the applicant's information as provided in the '*Applicant's information Form*' prior to the applicant joining for the interview.
- Chairperson to introduce the members of the panel to the applicant.
- The Chairperson's Opening

“In accordance with the rules of this interview, our panel is here to assess your knowledge in Construction Project management / Construction Management together and your ability to accept professional responsibility for work you do”
- Chairperson will request the applicant to briefly introduce him-/her self in terms of qualifications, experience and current engagement in the field of the category being applied for. He/she may be asked to elaborate on specific aspects.
- The interview is conducted in terms of questions and answers in six (6) areas of competencies as indicated in section 3 of these guidelines.
- The interview is concluded by the panel asking the interviewee whether they think they had a fair and objective interview or not.
- The applicant should be advised that they will be notified of the decision of the committee in writing within 14 days.
- The chairperson of the interview panel will need to impose a strict timetable on the process. It is suggested that not more than 35 minutes should be allocated to each interview; The panel will discuss individual and summary assessments and make a final decision within 10 min. Five minutes is allowed between interviews.

3.0 AREAS TO BE INTERVIEWED ON

All professional interviews will cover specific areas. These areas form the assessment criteria in assessing whether the applicant has complied with all the requirements of the council for registration. The areas and time allocation for are indicated below;

- | | | |
|------|---|-------|
| 3.1. | PM's Short Account of Qualifications and Experience (Both Pr. CPM and Pr. CM) | 5 Min |
| 3.2. | For Construction Project Managers (Pr. CPM) | |
| | .1 Technical Competency | 5 Min |
| | .2 PM Competency as Principal Consultant | 5 Min |
| | .3 PM Competency as Principal Agent | 5 Min |
| 3.3. | For Construction Managers (Pr. CM) | |
| | .1 Technical Competencies | 5 min |
| | .2 CM Competency in Co-ordinating Construction Processes | 5 Min |
| | .3 CM Knowledge and Understanding of Construction Contracts | 5 Min |
| 3.4. | Knowledge of Scope of Services | 5 Min |
| 3.5. | PM / CM Maturity in Problem solving and decision making | 5 Min |

4.0 TYPICAL QUESTION IN EACH AREA

Typical or samples questions to be asked under the above areas of competence are documented in the schedule attached as Annexure E.

5.0 INTERVIEW ASSESSMENT PROCESS AND DECISION

- The interview assessment criteria and scoring is indicated in the Professional Interview Assessment Form attached as Annexure C
- All members of the panel are to independently score the applicant against the stipulated criteria and this should be completed within the 35 minutes allocated to the interview.
- The panel members are required to assess whether the applicant fulfils the SACPCMP criteria to be registered and make their recommendations accordingly in the prescribed form.
- If in the opinion of the panel members, a candidate has not met all the requirements, they are to indicate areas to be improved upon by the candidate.
- After the interview, the chairperson will summarize and aggregate the scores to arrive at the decision.

6.0 REPORT ON INTERVIEWS

The chairperson will issue a summary report on each applicant in the prescribed format attached as Annexure D.

7.0 APPEAL PROCESS

Where a candidate is dissatisfied with the conduct or decision of the interview panel, they have the right to appeal in terms of the appeal policy and processes. The panel should not discuss the appeal process at the interview.