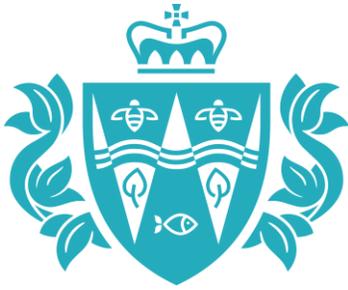


**The Chartered Institution
of Wastes Management**

**The Structured Learning &
Development
Scheme**

For Graduates

Guidance Notes for Professional
Interview



The Chartered Institution of Wastes Management

PROFESSIONAL INTERVIEW

GUIDANCE NOTES FOR INTERVIEWEES

1. Introduction

- 1.1 All applicants for Full Membership are required to attend a professional interview. This procedure is a common entry requirement for most professional bodies. Interviews are held throughout the year in all parts of the UK.
- 1.2 The Interview Panel will consist of three senior members of the Institution of whom at least one member will have some knowledge of the candidate's area of expertise.

2. Objectives of the Professional Interview

- 2.1 The interview will be conducted so as to enable applicants to demonstrate that during their employment they have:-
 - i. developed and proved their technical competence, including the exercising of independent judgement requiring both practical experience and the application of theoretical principles;
 - ii. attained an understanding of the role of the professional waste manager;
 - iii. acquired an understanding of the industry beyond their own area of expertise. This should include financial, commercial, statutory, safety and environmental considerations.
- 2.2 Applicants will mainly be assessed on the criteria listed below:-
 - Communication
 - Management Skills
 - Professionalism
 - Industry knowledge
 - Ability to Organise
 - Independence and Awareness
 - Creativity
 - Presentational Skills

- 2.3 Interviewers will bear in mind current legislation regarding equal opportunities and will judge applicants on their technical and professional merit regardless of racial or ethnic origin, sex, marital status or disability.

3. Preparing for the Interview

- 3.1 Candidates will be informed of the make up of their panel when the date of their interview is confirmed (a minimum of two weeks notice will normally be given). If the applicant and interviewers are known to each other either professionally or socially, thus compromising a fair assessment by the panel, they are asked to contact the Membership Services Department prior to the interview.
- 3.2 Applicants are advised to prepare thoroughly by re-reading their application form (of which they should have kept a copy), together with any other documents they have previously forwarded. The Interview panel will ask the candidate questions on their work in the Industry based on the information given in their application.
- 3.3 Reading the CIWM's monthly Journal "Wastes Management" will assist the applicant to answer questions that test their knowledge of the industry as a whole. Back issues can be obtained from the Membership Services Department.
- 3.4 It is recommended that you discuss the interview process with your sponsors (and Mentors in the case of Graduate Members) so that they can advise you on what to expect and how to prepare.
- 3.5 Candidates should take with them to the interview any reports, project work etc that they feel would complement and support their application.

4. The Interview

- 4.1. Interviews will last about 50 minutes, although they will normally be arranged at 60 minute intervals so as to give some flexibility over the timing.
- 4.2 The Chair will introduce the members of the Panel and then invite the candidate to give a ten minute presentation. (See section 5). The candidate will then be asked questions on their presentation.
- 4.3 The interviewers will further explore the work history of the applicant from the information provided on the application form.
- 4.4 The Panel will seek to ascertain the applicant's understanding of the wastes industry beyond their own specific area of expertise. Candidates will also be expected to demonstrate an understanding of the latest

legislation affecting wastes management. The Institution does not wish to exclude specialists or those working in a narrow field but in all cases the candidate will be expected to demonstrate an understanding of the wastes industry as a whole.

- 4.5 The Panel will discuss with the applicant their knowledge of the Institution, their reasons for joining, and what their contribution to the work of the Institution might be.
- 4.6 The Panel will ask the applicant to outline his/her ambitions and aspirations for the future of their career, and how they might see it developing in the future.
- 4.7 The applicant will be given an opportunity to ask the interviewers any questions concerning the Institution and their application.
- 4.8 Interviewers will avoid asking Candidates questions which might encroach on the commercial confidentiality of the Candidate's, or their employer's, business.

5. Candidates Presentation

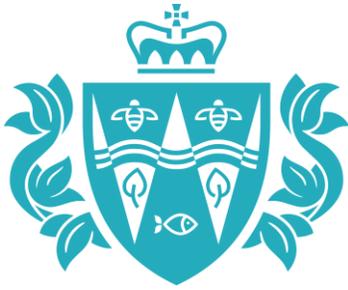
- 5.1 At the start of the interview the applicant will be invited to give a ten minute presentation which demonstrates their involvement in wastes management and they may bring with them material to illustrate the work that they have been involved in.
- 5.2 An overhead projector will be provided. If any other visual aids are required the candidate should contact the Membership Services Department. Those wishing to make computer-aided presentations should use their own laptop.
- 5.3 The presentation should include a description of a specific project that the applicant has worked on which demonstrates their level of involvement in wastes management. Candidates should concentrate on a single project rather than give a summary of their career.
- 5.4 Candidates are advised to focus on the work that they have personally been involved with and not the activities of the company or organisation they are employed by.
- 5.5 Applicants should ensure that the length of their presentation does not exceed 10 minutes. The questions following the presentation will allow the candidate to expand on the key areas they have talked about.

6. Result of Interview

- 6.1 Applicants will be informed of the result of their interview, in writing, within one week of the date of their interview.
- 6.2 The panel will recommend one of the following:
 - a) That the candidate be admitted to Full Membership
 - b) That the candidate be admitted to an alternative non-corporate class of membership. In these cases the panel will make suggestions on how the applicants can progress to Full Membership in the future, which will include recommending a programme of Structured Learning and Development. The panel will also state whether or not the candidate will be required to attend a further interview.
 - c) Graduate Members, applying to upgrade to Full Membership, who do not meet the required standard will be advised to undertake a further period of SLD.

Candidates not recommended for Full Membership will be given a full explanation of their weaknesses and advice on how they can progress to Full Membership in the future.

- 6.3 The interview panel's decision is final but if the candidate feels they have been unfairly treated they should contact the Membership Services Department immediately.



The Chartered Institution of Wastes Management

PROFESSIONAL INTERVIEWS

GUIDANCE NOTES FOR INTERVIEWERS

1. Introduction

- 1.1 The Interview Panel will consist of three senior members of the Institution of whom at least one member will have some knowledge of the candidate's area of expertise. This member of the panel should take the lead when asking questions about the candidates work experience.
- 1.2 Prior to the interview the Membership Services Department will ensure that each candidate meets the entry requirements for Full Membership and that the information they have provided in their application is satisfactory.
- 1.3 Each member of the interview panel will be sent a copy of the candidate's application form (and supporting documents) prior to the interview. If panel members feel that the information provided is not adequate they should contact the Membership Services Department immediately.

2. Objectives of the Professional Interview

- 2.1 The interview should be conducted so as to enable applicants to demonstrate that during their employment they have:-
 - i. developed and proved their technical competence, including the exercising of independent judgment requiring both practical experience and the application of theoretical principles;
 - ii. attained an understanding of the role of the professional waste manager;
 - iii. acquired an understanding of the industry beyond their own area of expertise. This should include financial, commercial, statutory, safety and environmental considerations.

2.2 Applicants should mainly be assessed on the criteria listed below:-

- Communication
- Management Skills
- Professionalism
- Industry knowledge
- Ability to Organise
- Independence and Awareness
- Creativity
- Presentational Skills

2.3 Interviewers should bear in mind current legislation regarding equal opportunities and will judge applicants on their technical and professional merit regardless of racial or ethnic origin, sex, marital status or disability.

3. The Interview

3.1. Interviews should last about 50 minutes, although they will normally be arranged at 60 minute intervals so as to give some flexibility over the timing.

3.2 The interview should be conducted in a formal but relaxed manner which enables the panel to get the best out of the candidate.

3.3 The Chair should introduce the panel and then invite the candidate to give a ten minute presentation. (See section 4). The candidate should then be asked questions on their presentation.

3.4 Interviewers should further explore the work history of the applicant from the information provided on the application form.

3.5 The panel should seek to ascertain the applicant's understanding of the wastes industry beyond their own specific area of expertise. The questions asked should also enable the Candidates to demonstrate an understanding of the latest wastes management legislation. The Institution does not wish to exclude specialists or those working in a narrow field but in all cases the candidate should be expected to demonstrate an understanding of the wastes industry as a whole. For example, a candidate from a waste collection background should not be expected to have detailed technical knowledge of waste disposal methods. However they should be able to demonstrate a knowledge of the waste disposal options available and their place in the waste hierarchy.

3.6 The panel should discuss with the applicant their knowledge of the Institution, their reasons for joining, and what their contribution to the work of the Institution might be.

3.7 The panel should ask the applicant to outline his/her ambitions and aspirations for the future of their career, and how they might see it developing in the future.

- 3.8 The applicant should be given an opportunity to ask the panel any questions concerning the Institute and their application.
- 3.9 Interviewers should avoid asking Candidates questions which might encroach on the commercial confidentiality of the Candidate's, or their employer's, business.
- 3.10 It is not practical or desirable for all interviews to be the same but interviewers should seek to maintain a consistency of approach and ensure that all candidates are questioned on the areas mentioned above.

4. Candidates Presentation

- 4.1 At the start of the interview the panel should invite the candidate to give a ten minute presentation. The presentation should include a description of a specific project that the applicant has worked on which demonstrates their level of involvement in wastes management. Candidates will be advised to concentrate on a single project rather than give a summary of their career.
- 4.2 An overhead projector will be provided. Those wishing to make computer aided presentations will be encouraged to use their own laptop.
- 4.3 The panel should ensure that applicants focus on the work that they have personally been involved with and not the activities of the company or organisation they are employed by.
- 4.4 Candidates will have been advised that their presentation should not exceed 10 minutes. The panel should then ask questions which will allow the candidate to expand on the key areas they have talked about.

5. Result of Interview

- 5.1 The panel should recommend one of the following:
 - a) That the candidate be admitted to Full Membership
 - b) That the candidate be admitted to an alternative non-corporate class of membership. In these cases the panel should make suggestions as to how the applicants can progress to Full Membership in the future, which will include recommending a programme of Structured Learning and Development. The panel will also state whether or not the candidate will be required to attend a further interview.

- c) Graduate Members, applying to upgrade to Full Membership, who do not meet the required standard should be advised to undertake a further period of SLD. A full explanation of their weaknesses will be given to the candidate.

5.2 If the panel can not all agree a majority decision will be acceptable.

6. Completion of Interview Control Sheets

6.1 The Chairman of the panel should complete the Control Sheet provided by the Membership Services Department. If the panel are not recommending the candidate for Full Membership they should include the following information on the control sheet:

- a) An alternative grade of membership. This will either be Graduate or Licentiate membership. Licentiate Membership can be offered to those candidates who have undergone a period of post graduate vocational training.
- b) A summary of the candidate's weaknesses.
- c) Advice on how the candidate can progress to Full Membership in the future. This will normally include a period of Structured Education and Training and the panel should specify the length of the period of training required and whether or not the candidate should be required to attend a further interview.
- d) Interview panels should take particular care when not approving candidates that are already Graduate Members. The panel should specify precisely which areas need to be developed before the candidate can be admitted to Full Membership. The information included in this section will be used by the Membership Services Department to explain to the candidate why they have not been offered Full Membership.

6.2 The Control Sheet should be signed by all members of the panel and returned to the Membership Services Department as soon as possible.