



### Purpose of the interview

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Why is a telephone interview required?

- a. All applicants to the Lead Practitioner grade must complete a telephone interview. The interview is required to verify that you have the competence to lead a team to complete an effective sustainability assurance assignment, and that you can make an informed professional judgement on the quality and robustness of an organization's accountability processes in place (reporting, assurance and stakeholder engagement etc.) and an organization's sustainability performance.
- b. You may be interviewed as part of your application to other grades where the documentary evidence you provided in your written application did not adequately demonstrate competence in some areas, and these areas will be the focus of the interview.

### Interview process

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As part of the review of the documentation in your application pack, our Technical Evaluators will establish whether an interview is required and what specific aspects need to be verified in the interview. In most cases the interview will be conducted by two IRCA Technical Evaluators, but where this is not possible we may have to organize two separate interviews, each with one Technical Evaluator.

We provide you with a range of dates and times for you to choose your interview time(s) and pay the separate interview fee. Once you have booked your interview you must give 5 working day's notice if you cannot keep the appointment. If you do not give us this notice, we may have to charge you another interview fee to arrange a new interview date.

On the agreed date you should telephone us at the agreed time for your interview. All telephone costs are your responsibility and the interviews will last approximately 30 minutes. The telephone number is +44 (0)20 7245 6833.

All telephone interviews take place in English unless other arrangements are agreed in advance.

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The interview is designed to be a professional-to-professional conversation. The Technical Evaluators' role is to help you demonstrate your competence, not to make the experience difficult or unpleasant.

You should have copy of your application with you for the interview.

You should expect the Technical Evaluators to:

- Introduce themselves and give a brief summary of their experience and expertise.
- Summarize the aim of the interview and their role.
- Ask you to summarize your experience and areas of expertise in relation to the grade of certification applied for.
- Ask you to discuss the intent and principles of AS1000AS and how you have used it in your assurance work.
- Ask you about the breadth and depth of your experience with stakeholder engagement.
- Ask you questions relating to your application in order to clarify specific competences.
- Ask you questions about your work in order to clarify specific competences.
- Ask you to consider example assurance situations in order to clarify specific competences.
- Ask you about your personal opinions and approaches regarding good assurance practice.
- Give you time to consider his/her questions and your answers.
- Clarify his/her questions on your request.

You should not expect the Technical Evaluators to provide you with any feedback on your performance in the interview. The role of the Technical Evaluators is to verify competence and make a recommendation for certification to a particular grade to the IRCA Certification Manager.

After the interview

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The decision to award certification will be based on the recommendations from two Technical Evaluators and this decision will be communicated to you after the interview(s) by the IRCA Certification Manager.

If you are dissatisfied with your offer of certification or if you wish to complain about any part of the process, including the telephone interview, you may do so in writing to IRCA.

End