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**Guide for Conducting AIB Professional Interviews**



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## INTRODUCTION

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- 1 The AIB Council has resolved that all membership applicants (either for admission or grade transfer), who are being considered for Fellow or Member must undergo a professional interview (PI) as part of the application assessment process.
  
- 2 Annex A to Chapter 2.3 of the AIB Handbook contains the rules for conducting PIs. This publication expands on those rules with the aim of assisting PI panel members to undertake their tasks.
  
- 3 In order to ensure that uniform standards are applied throughout the Institute, a workshop will be held for each Chapter during the period June/July each year. A Chapter President must ensure that members, who are to act as PI panel members during the following 12 months, must attend the workshop for that Chapter.
  
- 4 The Council has resolved that Chapters **MAY** charge a fee to conduct PIs. However, for uniformity the consensus is that fees will only be charged where a specific cost is involved, for example:
  - a. if the interview is conducted by long distance telephone conference: or
  - b. If a person or organisation is paid to conduct the interview.

## CHAPTER ONE MEMBERSHIP REGULATIONS

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1.1 Chapter 2.2 of the AIB Handbook contains the Membership Regulations. The following is a summary of the Regulations as they relate to the grades of Fellow and Member.

1.2 **Good Standing.** To be accepted for AIB membership in any grade an applicant must be of 'good standing'. This is defined as 'persons of good standing':

- a. Have established a reputation for high ethical standards and high quality of work; and
- b. Have not been convicted of an offence involving fraud or dishonesty.

An applicant's good standing should be confirmed by professional interview

1.3 **Academic Qualifications.** In accordance with the Institute's "broad church" concept an applicant does not need to hold an academic qualification directly related to Building. To be eligible for Fellow or Member, a person must have an academic qualification equivalent to a bachelor degree awarded after a full-time four year course, in any discipline. This requirement shows that the applicant has reached 'professional' level academically. This is checked by National Office and is not the concern of a PI panel.

1.4 **Industry Experience.**

- a. An applicant for AIB membership must have attained experience in the Building Industry. The 'broad church' concept definition is "the Building Industry incorporates occupations which contribute to development of the built environment. Those occupations cover:
  - (1) the application and regulation of the building process (including one or all of design, construction and maintenance of buildings); or
  - (2) development and management of property; or
  - (3) development and application of building systems; or
  - (4) building research; or
  - (5) building economics; or
  - (6) building control; or

(7) the education of building practitioners.

- b. To be eligible for the grade of Fellow an applicant must have attained at least five years "Building Industry" experience in positions that entail exercise of judgement associated with the management of an activity or enterprise with minimal direction or supervision.
- c. To be eligible for the grade of Member an applicant must have attained at least three years "Building Industry" experience in positions that entail exercise of judgement associated with the management of an activity or enterprise under occasional direction or supervision.
- d. Note that the requirement is NOT for an applicant to have been directly involved with the construction of buildings.
- e. A PI panel needs to confirm that an applicant has attained the experience required for the particular membership grade.

## **CHAPTER TWO: THE PURPOSE OF A PROFESSIONAL INTERVIEW**

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- 2.1 "The aim of a professional interview is to confirm whether a person is of good standing and to verify that person's work experience". It is not to assess a person's competence' (AIB Handbook Chapter 2.2 paragraph 10)
- 2.2 A PI is the second stage of assessing a membership application. The first stage is carried out by the National Office and comprises:
- a. Checking that all necessary documentation is provided;
  - b. Checking that the applicant is academically qualified (or arranging for a recognition of prior learning (RPL) assessment); and
  - c. Checking that the applicant's competencies have been described in a professional manner
- 2.3 If considered necessary, a PI panel should contact the applicant's referees to confirm any information provided. This is particularly important if referee's contact details are provided rather than written references.
- 2.4 An interview should confirm the applicant's "good standing", building industry experience and professionalism. It should also be a vehicle for introducing the applicant to and encouraging active involvement with the Institute.
- 2.5 A PI is not required for an applicant who is being considered for any grade of membership other than Fellow or Member.

- 3.1 “A PI panel must be appointed by the Chapter Committee and must comprise at least two (preferably three) Corporate Members who should have a good understanding of the Institutes membership requirements. One member of the panel should be the chairman and one the secretary”. (The AIB Handbook Annex A to Chapter 2.3 paragraph 2).
- 3.2 In many cases the PI panel members are the first contacts an applicant has with the Institute. Therefore, they should be professional in their approach and appearance (they should certainly wear the AIB tie).
- 3.3 They should be well acquainted with the Royal Charter, By-laws, Code of Ethics, Institute Objectives, Membership Regulations, Members’ Obligations and Responsibilities, the current Membership Fees structure and the five core competencies, i.e.
- a. Actions comply with requirements of the AIB Code of Ethics;
  - b. An ability to communicate effectively;
  - c. An ability to use experience in recognising and solving problems;
  - d. Adherence to quality management principles; and
  - e. An overview knowledge of the building industry and its place in the community.
- 3.4 The panel chair is responsible for leading the interview and explaining the panel’s recommendation to the applicant.
- 3.5 The Panel secretary is responsible for:
- a. Arranging the venue and time for the interview;
  - b. Checking that all required information and material is available;
  - c. Arranging the interview room as required by the panel chairman;
  - d. Providing other panel members with a copy of the application form being considered and a blank copy of the interview report (see Annex A); and
  - e. Forwarding the interview report to the National Office.
- 3.6 All panel members are responsible for reading the application form beforehand then signing the completed interview form.

- 3.7 Unless special circumstances prevent it, a PI should be conducted and reported on to the National Office within six weeks of the request for interview being received from the National Office.
- 3.8 A suggestion is the PI's be programmed for a set time each month (say, immediately before the Chapter Committee meeting). This would enable panel members to plan ahead and give applicants a clear indication of time and venue. If an applicant cannot attend at a laid down time then he or she could attend the next programmed PI.

## CHAPTER FOUR: CONDUCTING THE INTERVIEW

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- 4.1 Sufficient time (about 60 minutes) must be allocated to each interview for preparation by panel members, the actual interview and completion of the interview report.
- 4.2 The aim of panel members should be to ascertain whether the applicant:
- a. Has established a reputation for high ethical standards and high quality of work;
  - b. Has not been convicted of an offence involving fraud or dishonesty;
  - c. Has held positions at the level and for the time required for the particular grade for which the applicant is being considered;
  - d. Communicates effectively;
  - e. Acts in accordance with the AIB's Code of Ethics;
  - f. Uses expertise to recognise and solve problems;
  - g. Adheres to quality management principles; and
  - h. Has an overview knowledge of the building industry.
- 4.3 The interview should be conducted along the following lines:
- a. The chairman makes the applicant feel as comfortable as possible, introduces members of the panel and explains that the panel will only make a recommendation, on which a final decision will be made.
  - b. The applicant is invited to describe his or her background, including education and experience in development of the built environment.
  - c. Panel members ask questions to clarify, in particular, the level of positions held and the applicant's knowledge of the building industry.
  - d. The applicant is then asked to demonstrate how he or she satisfies the competencies in paragraph 4.1 e, f and g.
- NB** How the application form was completed and the way the applicant answers questions etc. will give indications of how well the applicant can communicate.

- e. The chairman then asks whether the applicant:
  - (1) Is conversant with and accepts the Institute's Objectives and Members Obligations and Responsibilities;
  - (2) Intends to support the Chapter; and
  - (3) Is aware of the fees to be paid on admission or transfer and thereafter.
- f. The applicant is invited to seek clarification on any matter before being asked to wait outside.
- g. The panel then considers the interview and decides on a recommendation.
- h. The applicant is invited back in and advised of the panel's recommendation. If the recommendation is a negative one the applicant must be given the reason and told how he or she may appeal that recommendation.

## **CHAPTER FIVE: POST INTERVIEW ACTION**

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5.1 As soon as the applicant has departed, the panel secretary must complete the interview report form to the satisfaction of all panellists (who must then sign the form)

5.2 The panel chairman is responsible for ensuring that the completed, signed interview report form is forwarded to the National Office within 48 hours of the interview.

## **CHAPTER SIX: REVIEWING THE PANEL'S RECOMMENDATION/THE APPEAL PROCESS**

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6.1 The following procedure is to be followed if an applicant wishes to appeal against a PI panel's recommendation:

- a. The applicant forwards a request (either by letter or e-mail) to the National Office requesting that the panel's decision be reviewed and giving reasons why;
- b. The Membership Officer acknowledges the appeal then forwards it, together with a copy of all relevant documents, to the Chair of the National Qualifications Sub Committee; and
- c. The chair of the National Qualifications Sub Committee ( in consultation with other subcommittee members as required) decides whether the appeal is justified and, if so, whether:
  - (1) The panel's recommendation is to be overturned; or
  - (2) There is to be a second interview with a different panel.

6.2 If the applicant is still not satisfied after the procedure in paragraph 6.1, the appeal must be considered by the Executive Board, through the Membership committee. The Executive Board's decision will be final.



# Membership report

## Professional Interview report

Chapter: .....

Date of interview: .....

Applicant's name: .....

Membership No: .....

Current grade: .....

Is Suitable for:                      Member/Fellow                      circle appropriate grade

Suggested grade: .....                      if neither Member or Fellow

### **Suitability of candidate for Corporate Membership**

For a candidate to be suitable for Corporate Membership the candidate must meet all criteria as demonstrated by selecting [] Yes in the boxes below. If making a determination of 'not suitable' a detailed explanation **must** be provided. This explanation should clearly articulate how the interviewing panel came to that conclusion.

#### **Of good standing**

Determination                      [] Yes                      [] No                      \*\*see note above

Comments.....  
.....  
.....  
.....

#### **Accepts Code of Ethics, Objects and Obligations**

Determination                      [] Yes                      [] No                      \*\*see note above

Comments.....  
.....  
.....  
.....

**Will support Chapter activities**

Determination [ ] Yes [ ] No

Comments.....  
.....  
.....  
.....  
.....

**Qualifications and experience (resume) verification**

Determination [ ] Not suitable – Does not meet requirements

**Note:** This section should only be completed if, during the interview, discrepancies in the interviewees work history, qualifications or experiences are identified which result in a determination of ‘not suitable’ being made by the interview panel. The details of discrepancies need to be provided, In all other circumstances it should be left blank.

**Interviewing panel details**

	Name	Member Number	Signature
Panel Chair:	.....		
Panel Member:	.....		

