

Certification Review Board Interview Guidance

Background and Scope:

The Certification Review Board (CRB) conducts interviews for Level 3 and 4 certification candidates, unless otherwise waived by the CRB (see Appendix C of the March, 2009 PMCDP Certification and Equivalency Guidelines). These interviews allow aspiring Level 3 and 4 federal project directors to demonstrate verbally their mastery of the requisite leadership expertise, to include the expert management of project resources and accountability for project successes and failures, needed to manage high-dollar, mission-critical DOE projects effectively.

Interview Structure and Process:

Candidate interviews are conducted after the certification candidate's profile has been provisionally approved by the CRB. Interviews may be conducted face-to-face, telephonically, or through televideo. Interviews take approximately 30 minutes and can be shortened or lengthened based on the Board's desire.

The certification candidate will be provided with a minimum of five questions the day prior to the interview to review and prepare their responses to each question in advance. The interviews will begin with brief opening remarks by the Board, and in turn, each Board member will ask the candidate a question from the list that was provided. Approximately five minutes is allocated to each question, to include time for any additional questions or clarifying remarks posed by the Board. At the interview's conclusion, the CRB will deliberate and determine the certification level recommended. If the interview is not successful, the CRB will provide details on key areas that the certification candidate must improve upon before reapplying for certification – the certification candidate must wait a minimum of 12 months before reapplying to the CRB.

When Preparing for Your Interview:

- ***Find a quiet, comfortable place to participate in the interview*** – Most (if not all) interviews are conducted via conference call. The Board requests that you are alone at the time of your interview, and that you are away from any possible distractions that may affect your performance. At the end of the interview, you will be instructed to destroy any paper or electronic copies of the interview questions you were provided, and are required to notify OECM (via e-mail) the moment that you have destroyed them. An OECM representative will contact you the day prior to the interview with call-in instructions and any other pertinent information.
- ***Read the questions carefully and stay on topic*** – Often times, candidates will become distracted with project examples and/or successes that they may want to share with the Board that do not adequately cover the points highlighted in the questions. Do not stray from the topic. The questions are specifically designed so that Board can learn more about your respective experience in the very areas that the Board is most interested in.
- ***Be prepared*** – The Board may not be familiar with your project(s) and lengthy responses are often confusing. Short, concise answers are preferred and will allow the Board to get a better idea of your respective expertise. Use your time wisely when preparing for the interview – two to three minute responses are preferred as they allow time for questions and answers. Marshal your points and examples carefully. Having precise and succinct responses demonstrates expert communication skills, a requirement of DOE project management professionals.