****

**PROFESSIONAL INTERVIEW SECURITY PROTOCOL**

|  |  |
| --- | --- |
| **Name and Surname of Interviewee:** |  |
| **Date of Professional Interview:** |  |
| **Category of Registration:** |  |

The Chairperson will complete the Professional Interview Security Protocol below before the commencement of the interview, and following the confirmation of the requirements below being met, the professional interview process will continue:

* + - * 1. **Step 1: SACPCMP Invigilator conducts a verification of interviewee’s identity**
  1. The Interviewee is requested to produce their identity document (or passport) and holds it up in front of the web camera for verification.
  2. The SACPCMP invigilator confirms the identity document/passport produced by the interviewee is the same as the verified certified identity document/passport submitted to the SACPCMP.
  3. Following 1.1. and 1.2. the SACPCMP invigilator confirms identity of the interviewee.
     + - 1. **Step 2: 360o room scan**

2.1. The interviewee is requested to lift up their web camera and turn around in place covering 360o of the interview area.

2.2. The chairperson and SACPCMP invigilator will ensure the following have been checked:

| **Interview Requirements** | **In Place Confirmation** | | **Actions Taken for breach (*where applicable*)** |
| --- | --- | --- | --- |
| **YES** | **NO** |
| No notes are detected in the area where the interview is performed |  |  |  |
| Interviewee is alone with no one else in the interview area |  |  |  |
| There are no additional devices or screens in the area where the applicant performs the interview |  |  |  |

2.3. The chairperson will request a confirmation from the SACPCMP invigilator that all the criteria have been adhered to with regards to 2.2 above.

2.4. The chairperson must confirm the SACPCMP invigilator’s observations and complete the above checklist.

* + - * 1. **Step 3: Securing of Digital Environment**
  1. The interviewee is requested to share their screen on the virtual platform on which the professional interview is taking place and keep their screen on Shared Screen for the duration of the professional interview session.
  2. The SACPCMP invigilator will check that there are no other applications open and confirm compliance (only PrCHSA applicants may have PowerPoint open for their presentation).
  3. The SACPCMP invigilator will monitor activity on the Shared Screen and flag and notify the chairperson if any non-permitted activity is noted during the interview.
  4. The interviewee is required to have their microphone and camera on at all times.
     + - 1. **Step 4: Interviewee declaration**
  5. The interviewee must declare that all these requirements will be adhered to, and that should the interviewee be suspected of contravening any of these requirements the interview will be stopped by the chairperson.
  6. The SACPCMP invigilator must confirm that the interviewee has completed, signed and returned the Consent of Recording form, without which the interview may not proceed.

1. **General**

Should any of the panellists or the SACPCMP invigilator suspect a breach of these requirements, then they must inform the chairperson who will pause the professional interview to investigate and determine whether the situation has been sufficiently addressed and whether the professional interview may continue.

**POST INTERVIEW SIGNOFF**

|  |  |
| --- | --- |
| **Chairperson Full Names:** |  |
| **Chairperson Signature:** |  |