

CIEHF Membership Assessment: Assessor Feedback Form

Complete all applicable fields. Ensure you are not reviewing an application where there is a conflict of interest (e.g. you know the applicant personally, supervise them, or have a commercial relationship). If there is a conflict, notify the Membership Team immediately.

Section 1 – Applicant details (completed by CIEHF team)

Applicant Name:	
Membership Grade Applied For:	
Current Membership Grade:	
Assessor Name:	

Question (for administrative use only)	Yes/No	CIEHF team comments
1. Has the applicant graduated from a Qualifying Course?		
2. Does it appear the applicant meets the minimum number of years in research, teaching or practice of human factors required for the membership grade applied for?		
3. Does the applicant meet the reference / mentorship requirements for the membership grade applied for?		
4. Is at least one referee from a different organisation to the applicant?		
5. Does the applicant hold an RFQ level 6 or equivalent qualification?		

Section 2 – Competency Scores and Comments (completed by Assessor)

Reviewing the application holistically, please score each competency using the **Assessment Rubric (Bands A–E)** and provide comments to justify the score in each case. Comments should highlight both strengths and areas for development.

Core Competency	Rubric Score (A–E)	Number of points	Assessor Comments
1. Human-centred design			
2. Human characteristics, capabilities & limitations			
3. Performance-influencing factors			
4. Methods, tools & techniques			
5. Professional skills & behaviours			
Overall Number of points achieved			

Membership Grade Requirements:

Statement	Select one option	Comments
Applicant's total meets the required range for the grade applied for		
Applicant's total does not meet the required range		

Section 3 – CPD Review (Complete only if applicant is applying for Registered or Fellow)

Check the CPD record includes: At least **5 activities** in the last 12 months with evidence of reflection (not just a list of courses) and a forward plan with at least **3 activities**.

If information is missing or unclear, select “More information required” and specify exactly what is needed.

Statement	Select one option	Comments
Meets requirements		
More information required		

Section 4 – Referee and Mentor Reports

Check that referees and mentors are relevant. There should be clear evidence that all the referees know the applicant and their work. Comment on the overall tone and credibility of reports (e.g. “Both referees strongly endorse applicant’s independent practice”).

Note: Admin team will check that referees are appropriate (e.g. qualifications/membership).

Statement	Select one option	Comments
Supportive & appropriate		
More information required		
Unsupportive or not appropriate		

Section 5 – Fellowship Criteria (Complete only if applicant is applying for Fellowship)

Statement	Yes/ No	Comments
<p>1. Significant Contribution to the Discipline. Is there clear evidence that the applicant has made significant contributions to ergonomics and human factors (e.g. leadership roles, publications, policy influence)?</p>		
<p>2. Senior Professional Responsibility. Has the applicant been in a position of senior professional responsibility for at least 5 years, demonstrating convincing ability in areas such as:</p> <ul style="list-style-type: none"> • Managing significant budgets or resources • Leading teams or organisations • Influencing policy or standards • Driving innovation in HF practice • Contributing to the advancement of the profession • Representing HF at national or international level 		

Section 6 – Overall Assessment

Choose the most appropriate recommendation:

Status	Select one option	Comments
<p>ACCEPT (Application meets requirements)</p>		
REQUEST MORE INFORMATION		

(Evidence insufficient/unclear – specify what is missing)		
DISCUSS WITH CO-ASSESSOR (Use when you would like to align your views with the other assessor before making a final decision)		
DECLINE (Clear evidence that criteria are not yet met. Provide detailed guidance for re-application)		

Section 7 - Summary Assessment Comments

Feedback to Applicant

Write directly to the applicant (“You have...”). Be balanced: note strengths as well as areas for development and be specific about what improvements are needed.

Applicant Feedback: (This section will be shared with the applicant. Please write constructively, highlighting strengths and giving clear guidance on areas for improvement.)

Assessor Notes (Internal Use Only)

Use this section for **confidential comments not shared with the applicant**, e.g.: Concerns about eligibility or presentation, clarification on evidence.

Assessor’s overall comments on the application: (including any additional comments not covered above)

Assessor’s signature	
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Professional Membership Applications

Date	
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Please state your level of confidence in your decision:

Very confident	<input type="checkbox"/>
Confident	<input type="checkbox"/>
Fairly confident	<input type="checkbox"/>
Not confident	<input type="checkbox"/>

Please email your completed checklist to membership@ergonomics.org.uk