

Assessor Checklist

Name of Applicant		Current Grade	
ID number		Date of entry to current grade	
Assessor			

Stage 1: Preparation

Question	Yes/No	Admin comments
Q1. Has the applicant graduated from a Qualifying Course (QC)?		
Q2. Are there sufficient days of work experience?		
Q3. Is referee 1 a Registered Member or Fellow?		
Q4. Is referee 2 a Registered Member or Fellow?		
Either: for mentored applicants:		
Q5. Are there sufficient days of mentoring?		
Q6. Is either referee also the mentor?		
Q7. Is the mentor a Registered Member or Fellow?		
Or: for non-mentored applicants:		
Q5. Is referee 3 a Registered Member or Fellow?		

Stage 2: Assessment

Referees

Question	Yes/No	Assessor comments
Q1. Are the referees' comments sufficient and supportive of the applicant?		
Q2. Is there evidence that the referees know the applicant and their work		

enough to attest to the applicant's abilities and professionalism?		
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Mentor *(if applicable)*

Question	Yes/No	Assessor comments
Q3. Is there sufficient evidence that the mentor has had oversight of the applicant's work over 1 year for QC graduates, or 2 years for non-QC applicants?		
Q4. Is it clear from the mentor that the applicant can successfully define and address specific ergonomics problems?		
Q5. Is it clear from the mentor that the applicant has made use of ergonomics concepts and techniques?		
Q6. Does it appear that the mentor believes that the applicant exhibits professional behaviour?		

Log-book

Question	Yes/No	Assessor comments
Q7. Does the log-book contain sufficient examples of work to allow you to judge the applicant's capabilities?		
Q8. Has the applicant demonstrated sufficient professional development?		
Q9. Does the applicant's evidence back up and illustrate their work as detailed in the log-book?		

Knowledge & Experience

Question	Yes/No	Assessor comments
Q10. Has the applicant attained enough experience in ergonomics and human factors?		
Q11. Does the applicant demonstrate ability and appropriate application across the five areas:		
a. Ergonomics / human factors principles?		
b. Ergonomics / human factors theory and practice?		

c. Human capabilities and limitations?		
d. Design and development of systems?		
e. Professional skills and implementation?		
Q12. Has the applicant demonstrated a wide breadth of ergonomics and human factors knowledge?		
Q13. Has the applicant demonstrated depth of ergonomics and human factors experience?		
Q14. Is there evidence of a systems approach?		

CPD

Question	Yes/No	Assessor comments
Q15. Has the applicant included 5 activities demonstrating professional development not covered in their log book?		
Q16. Has the applicant recorded at least 3 activities in their forward plan showing how they intend to maintain and develop their competencies over the coming year?		

Stage 3: Feedback & Decision

Assessor's overall comments on the application (including any additional comments not covered above)	
Assessor's feedback to the applicant	
Assessor's decision	

Assessor's signature	
Date	

Please state your level of confidence in your decision:

Very confident

Confident

Fairly confident

Not confident

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