

CMMI Registered Interpreter Mock Interview Process Guidance

Scheduling, Process, and Evaluation Criteria for Registered Interpreter Interviews

Background and Purpose

Upon successful application for the Registered Interpreter role, approved candidates will be scheduled for a mock interview assessment that they must successfully pass as the final step in the process to become a Registered Interpreter. This guidance document serves to clarify the process concerning the scheduling, evaluation criteria, and assessment procedure for Registered Interpreter mock interviews.

Interview Scheduling

Following approval of the Registered Interpreter application submission, a representative from the ISACA will call the applicant to schedule the interview. The processing time from initial application to interview may vary depending upon the availability of the evaluators and volume of applicants. If there is an appraisal opportunity for which an applicant is interested in acting as Registered Interpreter, we recommend that the application is submitted with enough lead time to commit to this opportunity. ISACA cannot guarantee a candidate's ability to complete the mock interview stage in advance of appraisals.

Interview Criteria

The interview assessment not only considers quality of translation from both Chinese to English and English to Chinese but also evaluates the candidate's pronunciation, professional presence, communication skills, speed, and pace. Like in an appraisal, the candidate should aim for a conversational pace, not trying to go too fast or too slow. The interview also assesses the candidate's knowledge and interpretation of CMMI and industry terminology.

The following criteria are also considered in evaluating the candidate's performance:

- Accuracy of interpretation
- Thoroughness and completeness of interpretation
- Grasp of technical nuances and content
- Willingness to ask clarifying questions and comments
- Active engagement during the interview
- Ability to convey meaning of the question or answer, even if translation is not exact
- Ability to structure sentences correctly in both languages and present translation in an easily understandable way

After the interview is complete, the evaluators will consolidate and submit their recommendations for the candidate based on their performance during the interview to Quality Management at ISACA. Quality Management will review the evaluators' recommendations and communicate the final decision to the candidate. The decision process may take up to a few weeks. The candidate will either be approved, denied, or provided the opportunity for re-interview. If the candidate is invited for re-interview, ISACA may ask the candidate to re-apply after a prescribed remediation period based on the results of the interview. If a candidate opts to re-interview, they are assessed an additional \$500 fee per interview.

Interview Process

For the mock interview, candidates are required to possess the following:

- Computer with video capability
- Private environment
- Identification to show evaluators
- Headphones or earbuds (recommended)

The evaluators, using a scripted series of questions and answers that cover the various CMMI Practice Areas, will simulate an appraisal interview session. The candidate will be asked to translate each question from English to Chinese and then translate each response from Chinese to English. The mock interview will be conducted for approximately 55 minutes, and the goal is to complete 18-25 sets of questions and answers within that timeframe. Fewer than 18 questions completed is considered a slow pace that could affect appraisal conduct and as such will be considered a potential detriment to passing.

During the interview, candidates are permitted to do the following without affecting results:

- Ask for repetition or clarification of the questions and/or answers
- Take notes on paper (Notes may not be taken electronically or using recorders, etc.)
- Split longer translations into two or three parts

Any candidate or approved Registered Interpreter who records the interview or shares either the questions or answers with others will have their eligibility to become or continue as a Registered Interpreter revoked.

Questions regarding this guidance document can be sent to quality@cmmiinstitute.com.