

HR PRACTICAL INFORMATION

Your professional interview

The reform of March 5, 2014 on *Formation Professionnelle Continue* introduced and made compulsory the Professional Interview every two years for all employees (see Article 6315-1 of the French Labour Law). At AUP, the professional interview campaign will be launched shortly and gradually by the Human Resources Department. What is it about?

WHAT IS THE PROFESSIONAL INTERVIEW?

It is a moment of dialogue dedicated to your current and future employment situation within or outside the institution, your career development aspirations, your skills, your training wishes, your career plan.

This is an opportunity to address several issues:

- Your job
- Your skills
- The difficulties you encounter
- Your career change or development wishes
- The training(s) you already had, the degree(s), Professional Qualification Certificate... you have obtained
- Your professional project or possible training
- Training programs, skills assessment or recognition of professional experience (*Validation des Acquis et de l'Expérience*) to implement (*Validation des Acquis et de l'Expérience* : attribution of diplomas based on proven professional experience)
- The Compte Personnel de Formation (CPF) (see Newsletter on CPF)



The professional interview is not about evaluating the work of the employee. The professional interview is not to be confused with the annual interview.

WHO IS THE PROFESSIONAL INTERVIEW FOR?

The professional interview is for all employees, including CDD, with at least two-year seniority, regardless of the size of the company.

WHEN AND HOW SHOULD THE PROFESSIONAL INTERVIEW TAKE PLACE?

The professional interview should take place every two years within the company. However, you can seek support from the *Conseil en Evolution Professionnelle (CEP)*.

The Professional Interview must also be proposed to any employee who resumes his/her activity after a long period of interruption (maternity leave, parental leave, a sick leave of more than 6 months or a trade union mandate).

Each professional interview will be recorded in a written report and a copy will be given to you.

Every six years, the employer must assess the employee's situation.

If during the 6-year period, the employee did not have the professional interviews provided every two years and did not benefit from at least two of the three actions foreseen (training programs, salary or career advancement, acquiring credits towards a degree or certification through recognition of professional experience), his Compte Personnel Formation will be automatically increased by:

- 100 hours if the employee works full-time
- 130 hours if the employee works part-time

HOW WILL YOUR PROFESSIONAL INTERVIEW WILL BE HELD AT AUP?

This interview will be conducted by Géraldine Ojalvo.

The HR department will send you a notice of your professional interview with a proposed date and time as well as a document with a non-exhaustive list of questions that will help you prepare carefully for this interview.

WHAT IS THE CONSEIL EN EVOLUTION PROFESISONNELLE (CEP)

A free personalized counseling service offered to any employee wishing to review his/her professional situation.

After an individual interview to analyze your career, you receive advice to define your professional project and receive support in the implementation of this project. After the meeting, a summary report is given to you, summarizing his plan for professional development and the proposed strategy for its implementation.

The CEP is provided by counselors in 5 bodies authorized to issue the CEP:

- OPACIF for all employees,
- APEC for cadres
- Pôle Emploi (for job seekers)
- CAP Emploi for people with disabilities
- Local missions for young people under 26

Do you have any question? Do not hesitate to contact Human Resources.