

The Hong Kong Institute of Facility Management
Guidelines on Submissions



Submission

The Applicant should write the submission from the first person perspective with an aim to providing a well-structured and balanced record of the Applicant's experience in facility management. Emphasis should be paid to the last 3 years preceding the date of application.

Format of the Submission

The typed submission is required on A4-sized paper with 2.5-cm margins on all sides. The submission must be stapled on the long side and pages numbered. Ideally, the submission should not be more than 1,000 words and be presented in double-line spacing on single-sided paper.

Contents

The Applicant should first outline his/her education, membership in other professional bodies, and brief employment history as an introduction.

The Applicant should then emphasize his/her professional or managerial competence in the core areas which the Applicant has indicated in the application form. The Applicant should include examples of:

- Job function;
- Professional level of experience;
- Understanding of the concept and practice of facility management;
- Problem solving and decision making skills;
- Professional responsibilities for people, budgets, and works, including the range, type, and cost of projects/properties with which the Applicant has been involved; and
- Technological problems encountered and reasons for the solutions adopted.

The Applicant should conclude the submission by stating his/her reasons for joining the Institute, and his/her commitment to the field of facility management and the Institute.