

**Unit Title:** Undertaking An Interview  
**Unit Level:** Entry 2  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJB343  
**Ofqual Unit Code:** M/504/3834

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to prepare for an interview.	1.1	Give a suggestion about the purpose of an interview.
		1.2	Give examples of things to prepare before an interview.
		1.3	Give examples of the sorts of questions that might be asked at an interview.
2.	Know how to present oneself at an interview.	2.1	State what sort of impression they would like to make at an interview.
		2.2	State how they would dress.
		2.3	State how they would behave.
3.	Know how to respond to interview questions.	3.1	Demonstrate how to answer questions in an interview.
		3.2	Give an example of how not to answer questions at interview.
		3.3	Give an example of a question they might ask an interviewer.

**Assessment Guidance:**

All assessment activities and decisions must be made in light of the QCF Entry Level Descriptors relevant to this unit.

**Additional Information:**

NA