

**Unit Title:** Preparation For A Recruitment Interview  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJD329  
**Ofqual Unit Code:** H/504/8528

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about the importance of being prepared for a recruitment interview.	1.1	State preparations before attending a recruitment interview.
		1.2	Identify items to be included in a portfolio of evidence for a recruitment interview.
		1.3	Identify people who may be involved in a recruitment interview.
		1.4	Give an example of appropriate dress for an interview for a specific career.
2.	Be able to demonstrate recruitment interviewee skills.	2.1	Give answers to straightforward, open interview questions.
		2.2	Select questions to ask the interviewer.
		2.3	Review performance in the role of interviewee.
		2.4	Identify something that went well.
		2.5	Identify something that could have been improved.

**Assessment Guidance:**

NA

**Additional Information:**

NA