

Unit Title: Preparation For A Recruitment Interview
Unit Level: Level 2
Unit Credit Value: 2
GLH: 16
LASER Unit Code: WJD460
Ofqual Unit Code: M/504/8662

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the importance of being prepared for a recruitment interview.	1.1	Explain the purpose of an interview for the employer.
		1.2	Explain the purpose of an interview for the employer.
		1.3	Describe what to include in a portfolio of evidence for an interview.
		1.4	Explain the purpose of a portfolio of evidence at an interview.
		1.5	Explain how to promote self effectively in an interview.
		1.6	Describe appropriate dress for an interview.
		1.7	Explain the importance of dressing appropriately for an interview.
2.	Know the type of questions that may be used at a recruitment interview.	2.1	List questions that the interviewer might ask, based on information about the job role.
		2.2	List questions to ask the interviewer and explain their relevance.
		2.3	Explain the value to the recruitment interviewer of using open questions.
3.	Understand how to recognise and respond to different types of interviewer questions.	3.1	Respond to complex questions.
		3.2	Explain why it challenging to respond to these questions.
		3.3	Respond to straightforward questions.
		3.4	Explain why it easy to respond to these questions.
4.	Be able to assess own performance in a recruitment interview.	4.1	Describe own performance as the interviewee in a recruitment interview.
		4.2	Suggest ways in which own performance may be improved.

Assessment Guidance:

NA

Additional Information:

NA