

Unit Title: Preparation for a Recruitment Interview	
Level:	Entry Three
Credit Value:	2
GLH:	20
OCNLR Unit Code:	HC6/E3/LQ/009
Ofqual Unit Reference Number:	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

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	O
Essay		Practical demonstration	
Report		Group discussion	O
Oral question and answer	P	Performance/exhibition	
Written description	O	Production of artefact	