

Unit Title: Preparing for a Recruitment Interview	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC6/1/LQ/013
Ofqual Unit Reference Number:	K/505/8722

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to be prepared for a recruitment interview.	1.1. State the purpose of a recruitment interview for both an employer and prospective employee. 1.2. State what s/he would include in a portfolio of evidence for a recruitment interview and its purpose. 1.3. Identify how to promote him/herself effectively in the interview situation. 1.4. Identify appropriate dress for an interview and state its importance.
2. Know about recruitment interview questions and responses.	2.1. List four questions that the interviewer might ask and state their link to the job description and/or personnel specification. 2.2. List four questions to ask the interviewer and state their relevance. 2.3. State why recruitment interviewers use open questions.
3. Be able to review own performance in an interview.	3.1. Review own performance in the role of interviewee, identify the strengths and weaknesses of the performance and suggest two ways to improve technique. 3.2. Identify and respond to two complex questions, stating why they were difficult. 3.3. Identify and respond to three straightforward questions, stating why they were easy.

## 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	