

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Preparing for a Recruitment Interview

Unit Reference Number: A/615/6969

Level: Entry Level Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about interview preparation	1.1 State why it is important to prepare for an interview
	1.2 Identify important pieces of information required about an organisation before an interview
	1.3 State two possible ways to calm nerves before an interview
2. Know about competency-based interviews	2.1 Highlight key information stated in a job specification on which the interview is based
	2.2 Identify a minimum of four competency-based questions and outline possible answers
	2.3 State how to ask for clarification of a question
3. Know about dressing for interviews	3.1 Identify the following: <ul style="list-style-type: none"> a) Appropriate clothes for an interview b) Inappropriate clothes for an interview
4. Be able to demonstrate interview techniques	4.1 Demonstrate interview techniques in a one-to-one situation
	4.2 Obtain feedback of interview technique
	4.3 Comment on: <ul style="list-style-type: none"> a) What went well b) What could be improved