Changing lives through learning

# 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:<br>a) Appropriate clothes for an interview<br>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:<br>a) What went well<br>b) What could be improved |

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