

Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1 Unit Details

Unit Title:	Interview Skills
Unique Reference Number:	H/615/9865
Level:	Level 2
Credit Value:	1
Minimum GLH:	8

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to prepare for an interview	1.1 Describe how to prepare for an interview
	1.2 Describe what is meant by a competency-based interview
	1.3 Describe how to research and identify information on an employer that may be useful for interview
	1.4 Identify a minimum of 10 possible interview questions and suggest suitable answers using examples where appropriate
	1.5 Describe appropriate dress for an interview and why this is important
	1.6 Describe the role of non-verbal skills when in an interview situation
	1.7 Prepare a minimum of 2 questions to ask at interview to find out more about the job, organisation, course or placement
2. Be able to conduct self in an interview situation	2.1 Present and conduct self appropriately in mock interview situation, using appropriate verbal and non-verbal skills
	2.2 Assess own performance, respond to feedback and identify areas for further development

