



## Unit 3 Prepare for and learn from a job interview

### Entry Level 3

#### Evidence requirements for centre assessors

Assessment must take place before submitting candidate work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (i.e. ticks and comments).

Ideally all assessment criteria should relate to the same job interview, but if this is not possible, assessment criteria can be applied to different job interviews. The interview/s may be real or simulated. If an interview is simulated, the job must be appropriate for the candidate.

Please note that for this unit the candidate should not be penalised for incorrect spelling, punctuation or grammar as long as the meaning is clear. There is no need for learners to write in sentences.

Assessment criteria	Requirements
1.1 Identify the information needed for a specific job interview	<p>Learners are required to identify <b>at least</b> the minimum information required for a specific job interview, i.e.</p> <ul style="list-style-type: none"> <li>• the title of the job</li> <li>• where the interview will be held</li> <li>• when the interview will take place (day <u>and</u> time are required).</li> </ul> <p>Detailed responses, although desirable, are <u>not</u> required at this level however the information must be unambiguous.</p> <p>For example, for 'when the interview will take place' accept:</p> <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> July at 10am – even though the year is not stated</li> <li>• Next Tuesday at 10 – even though the date is not stated</li> <li>• 10 o'clock tomorrow.</li> </ul>

Assessment criteria	Requirements
1.2 Identify information about the organisation	<p>As a minimum, learners are required to identify information about the organisation, which must include:</p> <ul style="list-style-type: none"> <li>• the name of the organisation (e.g.: Kitty Comforts)</li> <li>• what the organisation does (e.g.: ‘cattery’ or ‘looks after cats when owners are away’).</li> </ul>
2.1 Identify what a specific job involves	<p>As a minimum, learners are required to identify information about what the job involves, which must include:</p> <ul style="list-style-type: none"> <li>• place of work (this may have been covered in 1.1, however larger organisations often have several locations and it is important for learners to know where they will be working)</li> <li>• main task/s of the job, e.g.: using a photocopier, preparing meals</li> <li>• hours of work.</li> </ul>
2.2 Identify skills or personal attributes needed for a specific job	<p>Learners are required to identify a minimum of <b>two</b> skills <u>or</u> personal attributes needed for a specific job, e.g.</p> <ul style="list-style-type: none"> <li>• enthusiasm</li> <li>• willingness to learn</li> <li>• flexibility</li> <li>• ICT skills</li> <li>• team worker.</li> </ul>
3.1 Prepare answers to questions that may be asked at a job interview	<p>Learners must prepare answers to at least <b>two</b> questions likely to be asked at a job interview. The questions can be provided for the candidate or suggested by the candidate.</p> <p>i.e. prepare answers to questions, e.g.</p> <ul style="list-style-type: none"> <li>• Can you start straight away? – I could start next week.</li> <li>• Why would you be good at this job? – I worked at a hair salon for my work experience.</li> </ul>

Assessment criteria	Requirements
3.2 Prepare questions that they could ask at a job interview	Learners must be ready to ask at least <b>two</b> questions at a job interview, e.g. <ul style="list-style-type: none"> <li>• When does the job start?</li> <li>• What training will be available?</li> </ul>
4.1 Demonstrate positive behaviours at an interview	Learners must, as a minimum, make a good first impression, e.g. <ul style="list-style-type: none"> <li>• dress appropriately, arrive on time, sitting down when asked.</li> </ul>
4.2 Communicate appropriately in a job interview	Learners must, as minimum, respond to interview questions, e.g. <ul style="list-style-type: none"> <li>• appropriate communication may also include: introducing self, shaking hands, listening to questions, speaking clearly, making eye contact, showing positive body language, asking relevant questions.</li> </ul>
5.1 Identify what went well at the job interview	Learners must identify at least <b>one</b> thing that went well at the job interview, e.g. <ul style="list-style-type: none"> <li>• arrived on time</li> <li>• able to answer most questions</li> <li>• spoke clearly.</li> </ul>
5.2 Identify improvements for future interviews	Learners must identify at least <b>two</b> improvements, e.g. <ul style="list-style-type: none"> <li>• wear different clothing</li> <li>• find out more about the organisation</li> <li>• prepare answers to more questions.</li> </ul>