

## Unit 11 Plan for and learn from a job interview

### Level 1

#### Evidence requirements for centre assessors

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

All assessment criteria must relate to the same job interview, although the interview may be real or simulated. If the interview is simulated, the job must be appropriate for the learner.

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

Assessment criteria	Requirements
1.1 Identify the information needed to plan for a specific job interview	<p>As a minimum, learners are required to identify information about a job interview which must include:</p> <ul style="list-style-type: none"> <li>• the title of the job</li> <li>• the name of the organisation</li> <li>• where the interview will take place</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> </ul>

Assessment criteria	Requirements
	<p>Do not accept:</p> <ul style="list-style-type: none"> <li>• 10 o'clock tomorrow - insufficiently clear.</li> </ul>
1.2 Identify a source of information to plan for the job interview	<p>Learners must identify <b>one</b> source of information.</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• letter of invitation</li> <li>• email/text of interview details</li> <li>• map of the area.</li> </ul>
2.1 Identify information about the working arrangements of the job	<p>Learners must identify the following working arrangements, i.e.</p> <ul style="list-style-type: none"> <li>• whether the job is paid, voluntary or charity work</li> <li>• whether the job is full time, part time or seasonal</li> <li>• hours of work</li> <li>• rate and frequency of pay.</li> </ul>
2.2 Identify information about what the job involves	<p>Learners must identify information about what the job involves, i.e.</p> <ul style="list-style-type: none"> <li>• place of work</li> <li>• main task/s and responsibilities of the job, e.g.: using a photocopier, preparing meals, meeting deadlines.</li> </ul>

Assessment criteria	Requirements
2.3 State skills or personal attributes needed for the job	<p>Learners must state <b>three</b> skills <u>or</u> personal attributes needed for the job.</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• enthusiasm</li> <li>• willingness to learn</li> <li>• flexibility</li> <li>• confidence</li> <li>• initiative</li> <li>• ICT skills</li> <li>• works well in a team</li> <li>• communication skills.</li> </ul>
3.1 Prepare answers to interview questions that may be asked	<p>Learners must prepare at least <b>one</b> short answer and at least <b>one</b> extended response - to questions likely to be asked at a job interview.</p> <p>The questions can be provided for the learner or suggested by the learner.</p> <p>e.g. Preparing short answers to questions such as:</p> <ul style="list-style-type: none"> <li>• Are you willing to work at weekends?</li> </ul> <p>e.g. Preparing extended responses to questions such as:</p> <ul style="list-style-type: none"> <li>• What are your strengths?</li> <li>• Why have you applied for this particular job?</li> </ul>
3.2 Prepare questions to ask at a job interview	<p>Learners must prepare at least <b>two</b> questions to ask at a job interview,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• Who will I be reporting to?</li> <li>• What training will be available?</li> <li>• How many employees are there in total?</li> </ul>

Assessment criteria	Requirements
3.3 Give reasons why it is important to prepare answers and questions for the interview	<p>Learners must provide a minimum of <b>two</b> reasons,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• to feel confident</li> <li>• to show interest in the job.</li> </ul>
4.1 Make a positive first impression at the job interview	<p>Learners must make a positive first impression in at least <b>two</b> ways,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• being on time</li> <li>• being polite</li> <li>• personal hygiene</li> <li>• personal appearance.</li> </ul>
4.2 Communicate appropriately at the job interview	<p>As a minimum learners must demonstrate at least <b>two</b> appropriate ways of communicating,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• introducing self</li> <li>• shaking hands</li> <li>• sitting down when asked</li> <li>• listening to questions</li> <li>• not interrupting</li> <li>• speaking clearly</li> <li>• making eye contact</li> <li>• showing positive body language</li> <li>• responding appropriately to questions</li> <li>• asking relevant questions.</li> </ul>

Assessment criteria	Requirements
5.1 Identify what went well at the job interview	<p>Learners must identify at least <b>one</b> thing that went well at the job interview, e.g.</p> <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 what did not go well at the job interview	<p>Learners must identify at least <b>one</b> thing that did not go well at the job interview, e.g.</p> <ul style="list-style-type: none"> <li>• had not prepared enough answers</li> <li>• forgotten documents.</li> </ul>
5.3 Identify improvements for future interviews	<p>Learners must identify at least <b>two</b> improvements, e.g.</p> <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>