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Oxford Cambridge and RSA

Unit 16 Plan for and reflect on a job interview

Level 2

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.

Assessment criteria	Requirements
1.1 Use information to plan and prepare for a specific job interview	Learners are required to review information about a job interview, which must include, as a minimum: • the title of the job • the name of the organisation • the address of the organisation • where the interview will be held • date and time of the interview. Detailed responses are <u>not</u> required at this level however the information must be unambiguous. For example, for 'date and time of the interview' accept: • 22nd July at 10am – even though the year is not stated.

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Assessment criteria	Requirements
	Do not accept: • Tuesday at 10 – does not include date • 10 o'clock tomorrow - insufficiently clear.
2.1 Research information about the working arrangements of a job	Learners are required to research information about working arrangements, this must include, i.e. • whether the job is paid, voluntary or charity work • whether the job is full time, part time or seasonal • hours of work • rate and frequency of pay.
2.2 Research information about what the job involves	Learners are required to research information about what the job involves, which must include: • place of work • main task/s and responsibilities of the job (e.g. using a photocopier, preparing meals, meeting deadlines) • specific requirements of the job (e.g. retail – ability to merchandise products).
2.3 Outline skills or personal attributes needed for the specific job	Learners must outline **four** skills <u>or</u> personal attributes needed for the job, e.g. • enthusiasm • willingness to learn • flexibility • confidence • initiative • ability to use ICT • problem solving • team working.

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Assessment criteria	Requirements
3.1 Plan answers to interview questions that may be asked	Learners must plan at least **one** short answer to questions likely to be asked at a job interview, e.g. • Are you willing to work at weekends? Learners must plan at least **one** extended response to **knowledge-based questions** likely to be asked at a job interview, e.g. • What are your strengths? • Why is confidentiality important? Learners must plan at least **one** extended response to **competency-based questions** likely to be asked at a job interview, e.g. • Give me an example when you dealt with a difficult situation. • Tell me about a time when you gave support to a team member.
3.2 Plan questions to ask at the job interview	Learners must plan at least **two** questions to ask at a job interview, e.g. • Who will I be reporting to? • What opportunities for promotion are there? • How do you see the organisation developing?

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Assessment criteria	Requirements
3.3 Explain why it is important to plan answers and questions for an interview	Learners must provide a minimum of **two** reasons, e.g. • to feel confident • to show interest in the job • to show interest in the organisation.
4.1 Make a positive impression at the job interview	Learners must make a positive impression in **three** ways, e.g. • being on time • being polite • personal hygiene • personal appearance.
4.2 Communicate confidently in the job interview	Learners must demonstrate **three** ways of communicating confidently, e.g. • introducing self • shaking hands • sitting down when asked • active listening • speaking clearly • making eye contact • showing positive body language • responding appropriately to questions • asking relevant questions.

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Assessment criteria	Requirements
5.1 Reflect on own planning and preparation for the job interview	Learners' reflection of own planning must identify: • what went well due to good planning **or** what did not go well due to poor planning.
5.2 Reflect on personal performance at the job interview	Learners' reflection of personal performance at the job interview must identify: • what went well at interview • what did not go well at interview.
5.3 Produce a plan of improvements for future job interviews	The plan must include improvements resulting from the reflection in 5.1 and 5.2 – i.e. a minimum of **two** improvements in total, e.g. • preparing a wider range of questions to ask at interview • developing ICT skills to produce better documents • asking tutors to help with time management.

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