**SESSION 2 - Preparing for a job interview (RolePlay)**

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 1  | 1.1 Outline personal arrangements for an interview for a specific job, to include: job title        name and address of organisation date and time name of interviewer dress code travel method journey start and end time  | Candidates must provide details of their job interview. The interview may be real or simulated. If a simulated interview is planned, the job must be appropriate for the candidate. Candidates must outline arrangements by providing **ten** pieces of information, as listed in 1.1.  **If using the senior pass evidence booklet, all tasks must relate above relate to a job interview experience.**  |
| 2a  | 2.1 Identify facts about the organisation offering a job interview, to include:  its name its main purpose  the range of other jobs available   | Candidates must provide **three** main facts about the organisation, as listed in 1.1, ie name, main purpose and two other jobs available within the organisation.  |
| 2.2 Identify key facts about a job offered for interview, to include: job title      main job task place of work hours of work rate of pay  | Candidates must provide **five** key facts about the job, as listed in 2.2. Rate of pay must indicate the exact amount payable, either per hour, week, month or year.  |

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| 2b  | 2.3 State the main skills and personal attributes for a job offered for interview  | Candidates must state **three** skills and **three** personal attributes that will be needed for the job. Candidates may provide their own list or select from a list of skills and attributes provided by the Senior Pass Advisor. Skills and attributes must be relevant to the job.  |
| 3   | 3.1 Identify questions that an individual may be asked at a job interview, to include:   open questions closed questions  | Candidates must write **four** potential questions that they may be asked at the interview. **Two** questions should be open and **two** questions should be closed. A complete sentence is required for each question.  |
| 3.2 Prepare answers to questions an individual may be asked at a job interview, to include:   short answers an extended answer  | Candidates must prepare answers to the **four** potential questions identified in 3.1. **One** answer to an open question should be extended (more than one sentence, or a complex sentence). Bullet points should be avoided.   |
| 3.3 Identify questions to ask an interviewer at a job interview  | Candidates must write **two** questions they would like to ask the interviewer. Questions may be open or closed.   |
| 4  | 4.1 Demonstrate how an individual should behave at an interview, to include:    making a positive first impression introducing self interacting with interviewer  |  Senior Pass Advisor, workplace supervisor can complete a statement for the interview identified in Task 1.1 . The statement should confirm that the candidate made a positive first impression and that, during the interview, s/he made an:a)introduction that was appropriate (eg said hello, gave their name, shook hands, b)sat down when asked, c)smiled or made eye contact). d)Please confirm that during the interview the candidate responded to **at least** **four** questions (two open and two closed). The witness statement must confirm that during the interview the candidate asked **one** appropriate question. Best practice is for the candidate to ask one of the questions planned for Task 3 (3.3).  In order to achieve 4.1. and 4.2, statements must show: Positive first impression – at least one tick; Introduction – Yes; Communication skills – six ticks.   |
| 4.2 Demonstrate ways to communicate, to include: answering open questions answering closed questions asking a relevant question using non-verbal communication      |