

Entry Level 3 – Unit 3 Preparing for and learning from a job interview

Assessment guidance 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). Centre assessors must refer to the Teaching Content contained within the Unit specification.

Task no	Assessment criteria	Guidance
1	1.1 Outline personal arrangements for an interview for a specific job, to include: <ul style="list-style-type: none"> • 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 AC1.1. If using the OCR evidence booklet, all tasks must relate to the above job interview.
2a	2.1 Identify facts about the organisation offering a job interview, to include: <ul style="list-style-type: none"> • its name • its main purpose • the range of other jobs available 	Candidates must provide three main facts about the organisation, as listed in AC1.1, 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: <ul style="list-style-type: none"> • 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 AC2.2. 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 tutor. Skills and attributes must be relevant to the job. Centre assessors should refer to the OCR Employability Skills resources on skills and attributes.
3	3.1 Identify questions that an individual may be asked at a job interview, to include: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> short answers an extended answer 	Candidates must prepare answers to the four potential questions identified in AC3.1. One answer to an open question should be extended (more than one sentence, or a complex sentence). Bullet points will <u>not</u> be accepted.
	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: <ul style="list-style-type: none"> making a positive first impression introducing self interacting with interviewer 	<p>A teacher, tutor or workplace supervisor must complete a witness statement for the interview identified in Task 1 (AC1.1). It should be signed and dated by the witness. The witness statement must confirm that the candidate made a positive first impression and that, during the interview, s/he made an introduction that was appropriate (eg said hello, gave their name, shook hands, sat down when asked, smiled or made eye contact). It must also 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 (AC3.3).</p> <p>In order to achieve AC4.1. and AC4.2, witness statements <u>must</u> show: Positive first impression – at least one tick; Introduction – Yes; Communication skills – six ticks.</p>
	4.2 Demonstrate ways to communicate, to include: <ul style="list-style-type: none"> answering open questions answering closed questions asking a relevant question using non-verbal communication 	

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5	5.1 Outline what went well during a specific job interview	Candidates must give two examples of what went well during the interview. Candidates must give two improvements that could be made for future interviews. Short phrases must be provided.
	5.2 Identify improvements for future interviews	