

This form should only be used for learners **not** using the OCR Evidence Booklet or if supplementary tasks are to be inserted in to the Evidence Booklet.

Entry Level 3

Candidate's name:

The work you submit for assessment must be your own.

You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature

Date

| Assessment criteria | Document/Page number | Attached (insert ✓) |
|---|----------------------|---------------------|
| 1.1 Identify the information needed for a specific job interview | | |
| 1.2 Identify information about the organisation | | |
| 2.1 Identify what a specific job involves | | |
| 2.2 Identify skills or personal attributes needed for a specific job | | |
| 3.1 Prepare answers to questions that may be asked at a job interview | | |
| 3.2 Prepare questions that they could ask at a job interview | | |
| 4.1 Demonstrate positive behaviours at an interview | | |

| Assessment criteria | Document/Page number | Attached (insert ✓) |
|--|----------------------|---------------------|
| 4.2 Communicate appropriately in a job interview | | |
| 5.1 Identify what went well at the job interview | | |
| 5.2 Identify improvements for future interviews | | |