

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.

## Level 2

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 Use information to plan and prepare for a specific job interview		
2.1 Research information about the working arrangements of the job		
2.2 Research information about what the job involves		
2.3 Outline skills or personal attributes needed for the job		
3.1 Plan answers to interview questions that may be asked		
3.2 Plan questions to ask at a job interview		
3.3 Explain why it is important to plan answers and questions for an interview		

Assessment criteria	Document/Page number	Attached (insert ✓)
4.1 Make a positive impression at the job interview		
4.2 Communicate confidently in the job interview		
5.1 Reflect on own planning and preparation for the job interview		
5.2 Reflect on personal performance at the job interview		
5.3 Produce a plan of improvements for future job interviews		