

Level 1 – Unit 11 Planning 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
1a	1.1 Outline job details, to include: <ul style="list-style-type: none"> • job title • name and address of organisation • job responsibilities • working arrangements 	Candidates must provide details of a job. Address must include street, city or town and postcode. Candidates must provide three main responsibilities of the job. Working arrangements should include working days and hours, employment status and remuneration (hourly, weekly, monthly or annual). If working days/hours are not known, it is acceptable to write 'Unknown'; however, these sections must not be left blank.
1b	1.2 Prepare personal arrangements for a specific job interview, to include: <ul style="list-style-type: none"> • date and time • name of interviewer • dress code • travel method • journey start and end time • method of confirming attendance 	Candidates must provide personal arrangements for a 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 completing eight pieces of information, as outlined in AC1.2. Please indicate clearly if a candidate has had an unconventional interview, eg if the candidate has attended an open interview, eg to explain why the name of interviewer is unknown. The date indicated in this task should relate to the date on the witness statement (Task 4, AC4.1 and 4.2). If using the OCR evidence booklet, all tasks must relate to the above job interview.
	1.3 Identify sources of information for a specific job interview	Candidates must identify two different sources of information which they used to make their personal arrangements in AC1.2. If a website is used as a source of information, the website address must be provided.

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2a	2.1 Describe the importance of facts about an organisation	Candidates must outline four facts about the organisation and, for each fact, describe why it is important to know this fact. Sentences must be used. Example: Central location in Birmingham; important because I would be able to walk to work. "Hours", "location" without expansion is not acceptable.
2b	2.2 Describe the importance of facts about a job	Candidates must provide four facts about the job and, for each fact, describe why it is important to know this fact. Sentences must be used. Example: part-time hours; important because it would fit around childcare
2c	2.3 Outline skills and personal attributes needed for a job	Candidates must identify two skills and two personal attributes that will be needed for the job. For each skill and each attribute, candidates must outline why it is needed in the job. Candidates should use short sentences.
3a	3.1 Identify questions 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 closed and two questions should be open. More than one sentence, or a complex response is required, eg My strengths are that I am a good team player, which is shown by being in a rugby team.
	3.2 Prepare answers to interview questions an individual may be asked, to include: <ul style="list-style-type: none"> • short answers • extended answers 	Candidates must prepare answers to the four potential questions identified in AC3.1. The answers to the two open questions must be extended (more than one sentence). Answers to the closed questions will be Yes, No or single-word responses.
3b	3.3 Prepare questions to ask an interviewer at a job interview, to include: <ul style="list-style-type: none"> • about the job • about the organisation 	Candidates must write two questions they would like to ask the interviewer. Questions may be open or closed.

Task no	Assessment criteria	Guidance
3c	3.4 Describe the importance of preparing questions and answers for an interview	Candidates must describe why it is important to prepare answers to possible interviewer questions and describe why it is important to prepare questions to ask at an interview. Full sentences are required. <i>Example: to show interest in the organisation and/or the job; to feel confident during the interview.</i>
4	4.1 Demonstrate ways to make a positive first impression at interview, to include: <ul style="list-style-type: none"> • punctuality • courtesy • positive body language • personal hygiene • personal appearance 	A teacher, tutor or workplace supervisor must complete a witness statement for the interview identified in Task 1a (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 two appropriate questions. Best practice is for the candidate to ask the questions planned for Task 3b (AC3.3). In order to achieve AC4.1 and AC4.2, witness statements <u>must</u> show: Positive first impression – three ticks; Introduction – Yes; Interview techniques – four ticks.
	4.2 Demonstrate interview techniques, to include: <ul style="list-style-type: none"> • introducing self • responding to open questions • responding to closed questions • asking relevant questions • using listening skills 	
5a	5.1 Review own performance during the interview, to include: <ul style="list-style-type: none"> • what went well • what did not go well 	Candidates must describe two ways the interview went well and one way the interview did not go well. Extended responses must be given.
	5.2 Outline improvements for future interviews	Candidates must outline two ways of improving their future performance at interview. Sentences must be used.
5b	5.3 Identify own reasons for wanting or not wanting a job following the interview	Candidates must indicate whether, as a result of the interview, they want or do not want the job. They must provide two reasons for their decision. Sentences must be used.