

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 1

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 to plan for a specific job interview		
1.2 Identify a source of information to plan for the job interview		
2.1 Identify information about the working arrangements of the job		
2.2 Identify information about what the job involves		
2.3 State skills or personal attributes needed for the job		
3.1 Prepare answers to interview questions that may be asked		
3.2 Prepare questions to ask at the job interview		

Assessment criteria	Document/Page number	Attached (insert ✓)
3.3 Give reasons why it is important to prepare answers and questions for the interview		
4.1 Make a positive first impression at the job interview		
4.2 Communicate appropriately at the job interview		
5.1 Identify what went well at the job interview		
5.2 Identify what did not go well at the job interview		
5.3 Identify improvements for future interviews		