**AQA Unit Award Scheme: Summary/Checklist Sheet**

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| **Name of Setting** | Please Complete | **Centre No** | 6 | 2 | 4 | 2 | 4 |

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| **Unit Title** | **RECRUITMENT AND SELECTION (UNIT 2): INTERVIEWING** | **Unit Code** | **73065** |

**\*Dates must be used to record the achievement of each outcome in the columns below**

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| **Student Details** |
| 1. **arrive punctually for a pre-interview briefing with other panel members**
 | 1. **dress appropriately for an interview situation**
 | 1. **negotiate and agree own role within the interview panel**
 | 1. **fulfil own agreed role during the interview**
 | 1. **listen to the responses given by candidates during the interview and make appropriate notes**
 | 1. **complete own scoring sheet for each candidate**
 | 1. **ask the candidate at least one question**
 | 1. **use own written notes and scoring sheet to inform own contribution to post-interview panel discussion**
 | 1. **give own opinion on each candidate during the panel discussion**
 | 1. **work with other panel members to select the most suitable candidate for the job.**
 | **Date of Completion** |
| **DoB** | **Name** |
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| **Signed** |  | **(Worker)** |
| **Sheet No** |  | **of** |  |
| **Signed** |  | **(AQA Co-ordinator)** | **Date** |  |