**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** | |  |