

# Unit Award Scheme

## 108546 ACTIVELY PARTICIPATING IN AN INTERVIEW PANEL

**In successfully completing this unit, the Learner will have**

**Evidence  
needed**

**demonstrated the ability to**

- |   |               |
|---|---------------|
| 1 attend the pre-question meeting   | Summary sheet |
| 2 formulate at least five appropriate questions for the candidates from the job description | Summary sheet |
| 3 arrive on time for the interview panel  | Summary sheet |
| 4 attend the interview panel appropriately dressed  | Summary sheet |
| 5 take appropriate notes during the interview   | Summary sheet |
| 6 verbalise his/her views of a candidate in an appropriate way to the full interview panel  | Summary sheet |

**experienced**

- |   |               |
|---|---------------|
| 7 being an active participant during the pre-question meeting | Summary sheet |
| 8 being an active participant during the interview panel.     | Summary sheet |
- All outcomes recorded on an [AQA Summary Sheet](#)

Approved 17 August 2017

Level - Level One