

Unit Award Scheme

73065 RECRUITMENT AND SELECTION (UNIT 2): INTERVIEWING

In successfully completing this unit, the Learner will have

**Evidence
needed**

demonstrated the ability to

- 1 arrive punctually for a pre-interview briefing with other panel members
- 2 dress appropriately for an interview situation
- 3 negotiate and agree own role within the interview panel
- 4 fulfil own agreed role during the interview
- 5 listen to the responses given by candidates during the interview and make appropriate notes
- 6 complete own scoring sheet for each candidate
- 7 ask the candidate at least one question
- 8 use own written notes and scoring sheet to inform own contribution to post-interview panel discussion
- 9 give own opinion on each candidate during the panel discussion
- 10 work with other panel members to select the most suitable candidate for the job.

Summary sheet
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All outcomes recorded on an [AQA Summary Sheet](#)

Approved 22 August 2006

Level - Level One