

## Preparing for an Interview



Learner Name:		Reg. No. /ULN:	
Assessment Start Date:			
Training Centre/ College:			

<b>Completed:</b>					
Learner Name:		Learner Signature:		Date:	
Assessor Name:		Assessor Signature:		Date:	
IQA Name (if sampled):		IQA Signature:		Date:	
EQA Name (if sampled):		EQA Signature:		Date:	

### Task 1: Finding out information before a job or training course interview

Discuss with your tutor whether you are going to prepare for an interview for a potential job or training course. Then select a job or training course that is of interest to you.

**a) If you have chosen a job, find out the information below from their website or the person scheduling the interview:**

Job	Notes
What the organisation does – see 'About us' on their website?	
What would be the main job responsibilities (from the job description)?	
Hours of work?	
Rates of pay?	

**b) If you have chosen a training course, find out the information below from their website or from the course advice team before your interview:**

Training Course	Notes
Course entry requirements e.g. age, prior qualifications?	
Days in the week you would attend training?	
Topics covered in this training course?	
Where is the training held?	

### Task 2: Who will be interviewing you?

Identify the people who may be involved in the interview?

**Job role(s) of the person/people who will be interviewing you:**

### Task 3: Information that you may need to take with you to an interview.

Record in the box below the different information items that you may be asked to take with you to the interview:

**Information items:**

**Task 4: Appropriate clothing to wear for the interview.**



Note below how you will be expected to dress for your interview.

**Appropriate clothing:**

**Task 5: Preparing answers to potential interview questions.**

Prepare in writing, and practice your answers to the questions below:

- Why do you want this job?
- Why do you want to do this course?
- What is your greatest strength?
- What is your greatest weakness?
- Give me an example of something that you are proud and tell me why you think it went well?
- Tell me about a personal challenge that you have had to overcome and how you did this?

**Task 6: Questions to ask the interviewer at the end of the interview.**

Identify two questions that you can ask the interviewer at the end of the interview.

**Task 7: Doing the practice interview.**



- a) You will now be expected to answer the questions from Task 5 in a practice interview with your tutor. You can take your prepared answers to these questions into the practice interview with you.
- b) You will also be expected to ask your tutor the questions that you prepared in Task 6 at the end of the interview.

As evidence, your tutor will include a copy of the questions you were asked; a signed observation form giving you written feedback on the interview; any signed witness testimony from someone else observing the interview (if appropriate).

**Task 6 Review of the interview**

Identify below what went well in the interview and what could be improved. You can use your tutor's comments on the observation form to inform your review.

<b>What went well in the interview:</b>
<b>What could have been improved:</b>

**I confirm that this is the work of** *(student's name)*

Tutor Signature:

Date:

## Learner Completion Confirmation

Learning Outcome	Delivery Content	Tick if achieved	Comments
1. Understand how to prepare for an interview.	1.1. <b>Find out information</b> about the job or training course they are applying for.	<input type="checkbox"/>	
	1.2. Identify the <b>people</b> who may be involved in a recruitment interview.	<input type="checkbox"/>	
	1.3. Identify <b>information</b> that they may need to take with them to a recruitment interview.	<input type="checkbox"/>	
	1.4. Identify <b>appropriate clothing</b> to wear for the interview.	<input type="checkbox"/>	
	1.5. <b>Prepare answers to potential questions</b> that may be asked at the interview.	<input type="checkbox"/>	
	1.6. Identify <b>questions to ask the interviewer</b> at the end of the interview.	<input type="checkbox"/>	
2. Be able to practice interview skills.	2.1. <b>Give answers</b> to straightforward, open interview questions.	<input type="checkbox"/>	
	2.2. Ask the interviewer questions at the end of the interview.	<input type="checkbox"/>	
	2.3. Identify what went well in the interview and what could be improved.	<input type="checkbox"/>	