Unit 25 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepare for Interview for position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ found \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning Outcomes

* 1. Who to contact for more information about the job?
  2. Identify the additional information you will need to help you with your interview

2.1 What Appropriate clothing would you wear?

2.2 What Questions might you be asked at Interview?

What questions would you want to ask?

2.3 What Speaking and listening skills would you use?

2.4 Practice and listening

Conducted small mock interview with Tutor S Sutton – see feedback

I can confirm this is all my work as researched and completed. Sign and date

Pass Y/N Tutor S Sutton - sign and date

**The learner will:**

**1. Understand how to find out information about the recruiting organisation**

**The learner can:**

**1.1 Identify who to contact to find out information about the job they are applying for – Pass Y/N**

**1.2 Identify the additional information they need to help them with their interview – Pass Y/N**

**Learning outcome 2**

**The learner will:**

**2. Be able to prepare for an interview – Pass Y/N**

**The learner can:**

**2.1 Identify appropriate clothing to wear to the interview -Pass Y/N**

**2.2 Prepare for potential questions that an interviewer might ask at the interview and that they might want to ask – Pass Y/N**

**2.3 Give examples of appropriate speaking and listening skills they will need to demonstrate during the interview – Pass Y/N**

**2.4 Practise speaking and listening skills for their interview with an appropriate person – Pass Y/N**