

Learner Name:		Reg. No. /ULN:	
Assessment Start 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



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 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.



Identify below what went well in the interview and what could be improved. You can use

What went well in the interview:
What could have been improved:

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

Tutor Signature:

Date:

