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| **RPK 2-3: Understanding selection processes** |
| **Learning outcomes:**   1. Understand assessment techniques in recruitment. 2. Understand the principles and techniques of interviewing. 3. Understand the final stage of the recruitment process. |
| ***1. Understand assessment techniques in recruitment:***  *1.1 Explain the importance of assessment techniques in the selection process.*  *1.2 Describe assessment techniques.*  *1.3 Explain when assessment techniques should be used.*  **Mini Case Study N°8:**  **Taking one of the Assessment Criteria from the list above, please provide an example of how you identified what was the relevant assessment technique for a specific role that you or your business are currently working on.**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**  ***2. Understand the principles and techniques of interviewing:***  *2.1 Explain the importance of interviewing candidates for selection.*  *2.2 Describe the methods used to interview candidates.*  *2.3 Describe the features of a candidate interview.*  *2.4 Describe questioning techniques used during a candidate interview.*  *2.5 Describe techniques used to build rapport with candidates.*  *2.6 Explain the role of candidate feedback.*  **Mini Case Study N°9:**  **Taking two of the Assessment Criteria from the list above, demonstrate how your increased knowledge has benefitted your ability to conduct interviews and further develop your relationship with a candidate.**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**  ***3. Understand the final stage of the recruitment process***  *3.1 Describe the range of terms and conditions on which a candidate can be employed.*  *3.2 Describe the pre-employment checks that may be carried out on candidates.*  *3.3 Describe the methods used to communicate offers to clients and candidates.*  *3.4 Explain the importance of keeping records up-to-date and confidential.*  **Mini Case Study N°10:**  **Please highlight how the Assessment Criteria above helped you explain to a candidate how a recruitment agency or business works.**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)** |