Your Student information Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  Contact name |  |
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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.
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| ***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)** |