**Unit 3, Assignment 2, Review of your interview.**

P7 – To achieve a pass you need to discuss what your strengths and weaknesses were during your interview. This must be accompanied by an updated SWOT analysis. Make specific mention to your organisational skills and communication skills.

M5 – To achieve a merit you need to link the above to your future. Expand on your weaknesses, how can you develop these and turn them into a strength? How will this in turn help you in future interviews and jobs. What skills have you developed during this process? How will this help you be more employable in the future?

D3 – On top of the above, to gain a Distinction you need to refer to all your documentation you prepared before the interview and analyse how well this prepared you for the interview in your specific sector. What preparation did you do? Could you have done more? What effect would this have had? You need to analyse in depth your performance in the interview and discuss in detail, (specifically linking to your chosen career pathway), how this has helped you gain an understanding of the recruitment process for your particular job.

Was it an effective process?

How do you feel you still need to develop your skills?

What future actions would you take to be able to participate in interviews more effectively?

**Consider the following questions to guide you through the above sections**

How do you feel the interview went? Did it go as you expected? Did anything surprise you?

How did the documentation you prepared help you during the interview?

How did your skills audit and career action plan from the previous assignment help you in your interview?

What is your lasting memory of how the interview went?

Which question did you answer best? Why?

If you were to complete the interview again what would you change?

What questions would you ask if given another opportunity to complete the interview?

Did you learn anything about yourself from going through this process?

What did you learn about your Organisation? Communication? Decision making?

Did you arrive on time?

How did you present yourself?

How did you introduce yourself?

Were you confident?

Did you speak clearly/calmly/to the point?

How did you engage with the interviewees?

How was your non-verbal communication? Body Language?

Did you put across your strengths positively?

Did you discuss your weaknesses in a positive manner?

How did you handle difficult questions?

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