

# Learner Recruitment Interview Observation Criteria



## Information Pack

### Pack Contents

This Pack comprises a comprehensive set of observation criteria, for use when observing tutors undertake learner recruitment interviews. The criteria are based well proven good practice.



### Context

There is increasing inspection focus on the quality of all learner journey processes. Consequently organisations are under greater pressure to ensure the standards of delivery continue to improve. Graded observations are a key tool for determining whether standards are improving, and they also provide a stimulus for improvement. The quality of graded observations must be high, if it is to inspire staff confidence and achieve these outcomes.

### Benefits

This comprehensive Observation Criteria Pack, based on very well established good practice, ensures that you have the essential tools, to ensure robust and effective:

- observation of learner recruitment interviews.

The specific benefits of the pack are, that the clearly defined standards it includes, ensure that observers:

- understand the standard to which they are expected to undertake learner recruitment interview observations
- consistently produce accurate and robust:
  - judgements and supporting evidence notes
  - session / activity grades



Because clearly defined standards make it easier to identify the required standard of performance, they also make it easier to identify:

- staff who require support to enhance their delivery of learner recruitment interviews
- good and better practice.

## Product Details

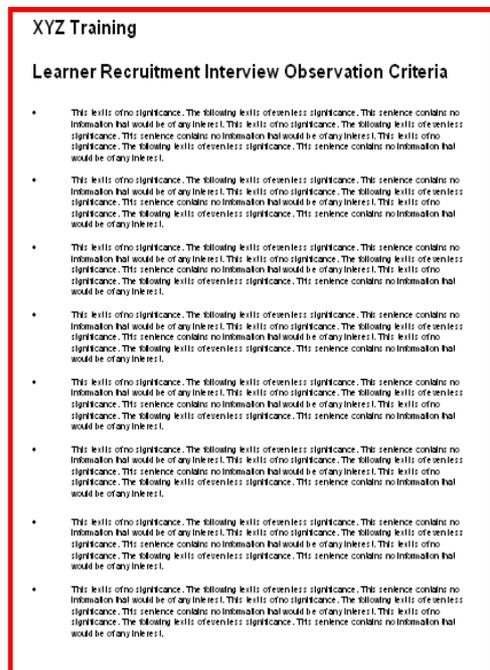
### Learner Recruitment Interviews

This tool consists of a series of clear and precise statements. These statements are both a:

- model for how effective learner recruitment interviews should be delivered;
- and a
- set of criteria against which an observer should make judgements, when observing someone delivering learner recruitment interviews.

There are 31 statements several of which are broken down into a series of additional supporting statements. They very clearly articulate the things that need to be done well, when undertaking learner recruitment interviews. Things such as:

- general management of the session
- commencing the session
- identifying occupational awareness - experience / subject awareness
- exploring health matters
- reviewing prior experience of learning, previous academic performance and attendance
- exploring subject / vocational area specific attributes / skills / knowledge (such as team working capability, ability to form relationships with peers, and self awareness)
- evaluating personal circumstances
- Interview conclusion



The observation criteria in this tool assume a context where the primary focus of the interview is to gauge the suitability of the potential learner for a vocational programme. It seeks to evaluate the learner in relation to many common criteria, but also a number of course specific criteria (see previous page).



You could easily argue that such capabilities would be better evaluated through assessment activities other than an interview, however the information from such assessments should be available to the interviewer, so that they are able to explore any arising issues.

There are many types of 'recruitment interview', some are simply information giving exercises. You will need to decide, for the context in which you operate, how and in what ways you need to change or adapt the observation criteria provided. These criteria will at the very least, provide you with a robust framework against which to decide what other or additional criteria you might need, and how they should be written.