Checklist for hand-in: Assignment 8.2

1. Evidence of research into various job vacancies
2. Job description
3. Person specification
4. Completed application form
5. Job advert
6. C.V.
7. Covering letter
8. List of question for interview
9. Interview feedback form (to be completed when interviewing candidates)
10. Evaluation of your documents and evaluation of your own performance at interview as an interviewer and an interviewee
11. Completed self-reflection tables – 1 completed by another team member, 2 completed by yourself
12. 2 x SWOT analyses: one in your role as interviewer, one as interviewee
13. A personal development plan, complete with SMART targets
14. Analysis of how your experience in the role play and your personal development plan has led to your future success and improvement of your employability skills.
15. Evaluation of how well the recruitment and selection process complied with best practice. Including reasoned conclusions as to how it will support your future career.
16. Bibliography