D2: Evaluate your **documents** and your **performance at interview** (as an interviewer and as an interviewee)

Remember, to evaluate you must look in a BALANCED, FAIR way.

Therefore, for this task you need to consider:

1. The STRENGTHS of your documents – which did you do really well? What was so good about them? Consider things like accuracy, standard of presentation, compliance with equal opportunity legislation, level of professionalism etc.
2. The WEAKNESSES of your documents – which were slightly flawed? What was wrong about them? Again, consider things like accuracy, standard of presentation, compliance with equal opportunity legislation, level of professionalism etc.
3. CONCLUDE: Weigh up the strengths against the weaknesses to decide which documents were the best and which were the worst. What might you do differently, if you had your time again?
4. The STRENGTHS of your performance as an INTERVIEWER – Use your peer and self-evaluations created for P5 as well as your SWOT analysis.
5. The WEAKNESSES of your performance as an INTERVIEWER - Use your peer and self-evaluations created for P5 as well as your SWOT analysis.
6. CONCLUDE: On balance, how good were you at interviewing?
7. The STRENGTHS of your performance as an INTERVIEWEE – Use your peer and self-evaluations created for P5 as well as your SWOT analysis.
8. The WEAKNESSES of your performance as an INTERVIEWEE - Use your peer and self-evaluations created for P5 as well as your SWOT analysis.
9. CONCLUDE: On balance, how good were you at being interviewed?
10. FINAL CONCLUSION: Were you better at being an interviewer or an interviewee? Justify your decision.