**Conclude portfolio with an evaluation of how the documentation produced support the process for a job offer.**

1. **Analyse how the activity worked, e.g.:**

* if the correct questions were asked to achieve the desired outcome,
* if the advertisement, job description and person specification led to the application form and covering letter being completed with the right level of information;
* adherence to equal opportunities legislation.

1. **Evaluate the documents produced for the process (p279-280):**

* Were the documents prepared so as to select the right candidate for the role?
* Did the interview process forms/ questions ensure the candidates demonstrated their skills effectively?
* Could it have been improved? How?
* Could alternative selection methods have been used?