Mock Assessment Form

Level 3 End-point Assessment for Recruiter

Assessment Method: Presentation with Questions

This 'Mock Assessment Form' has been developed to support the tutor in preparing the Apprentice for their presentation with questions during their End-point Assessment for Recruiter – **ST1421 v1.0**.

Grading Criteria

Theme: Recruitment processes		Achieved Yes/No	Comments
Grading Criteria			
Pass	Describes their approach to managing the recruitment, assessment, and selection process for candidates to support them throughout the recruitment lifecycle, including those who require reasonable adjustments. (K4 K18 S10)		
Pass	Outlines the techniques and networking and marketing tools they use when sourcing vacancies and candidates in line with stakeholder requirements and organisational policies and procedures, and how they research, identify, and attract candidates using methods to satisfy job requirements. (K10 K13 S2 S6)		
Pass	Explains how they take accountability and ownership of their tasks and workload when creating, planning, managing, and monitoring the performance of recruitment campaigns to meet stakeholder requirements. (K12 S5 B3)		

Distinction	Justifies their approach to managing the recruitment, assessment, and selection process for candidates, making recommendations for how they can enhance support for candidates throughout the recruitment lifecycle. (K4 K18 S10)		
Distinction	Evaluates the effectiveness of candidate sourcing techniques and tools used by their organisation in attracting candidates when sourcing vacancies. (K10 K13 S2 S6)		

Sample Questions: Pass Criteria				
K4 K18 S10				
Can you provide an example of when you have provided additional advice to support a candidate during the recruitment process?	Yes	☐	No	☐
Can you explain the onboarding process you follow and any aftercare service you may provide to candidates?	Yes	☐	No	☐
K10 K13 S2 S6				
Can you explain the candidate sourcing techniques you use to ensure adequate response rates?	Yes	☐	No	☐
Can you provide an example of a sourcing activity you have completed and the attraction techniques you used?	Yes	☐	No	☐
K12 S5 B3				
Can you explain how you manage and prioritise your workload to meet clients or hiring managers needs?	Yes	☐	No	☐
Can you explain the tools and techniques you use to keep on track when managing recruitment campaigns?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K4 K18 S10				
Can you explain how you provide enhanced support for candidates who may require reasonable adjustments?	Yes	☐	No	☐
K10 K13 S2 S6				
Tell me how you would review the effectiveness of your organisation's sourcing techniques?	Yes	☐	No	☐
Can you explain how you review the effectiveness of the tools you use to attract candidates?	Yes	☐	No	☐

Theme: Stakeholder engagement and management			
Grading Criteria		Achieved Yes/No	Comments
Pass	Explains how they develop, manage, and maintain relationships with stakeholders, engaging them to review recruitment processes and services in order to identify opportunities to improve their own performance and ensure continuous improvement. (K1 K14 S3 S12 S13 B4)		
Distinction	Evaluates the impact of continuous improvement activities on the recruitment process and services, stakeholder engagement and their own performance. (K1 K14 S3 S12 S13 B4)		

Sample Questions: Pass Criteria				
K1 K14 S3 S12 S13 B4				
Can you describe the different stakeholders involved in the recruitment process and how you manage each?	Yes	☐	No	☐
Can you explain the different roles of stakeholders within the recruitment process?	Yes	☐	No	☐
Can you explain how you manage your own continuous development to improve within your role?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K1 K14 S3 S12 S13 B4				
Can you provide any positive examples of how your continuous improvement activities have improved stakeholder engagement?	Yes	☐	No	☐
How does your continuous improvement activities impact your own performance?	Yes	☐	No	☐

Theme: Organisational strategy			
Grading Criteria		Achieved Yes/No	Comments
Pass	Explains how they plan and prioritise activities and allocate and manage resources within budget requirements to meet the organisation's recruitment strategy and processes and increase talent and client pipelines. (K21 K22 S21)		
Pass	Demonstrates how they utilise ethical and sustainable recruitment strategies, processes and working practices to identify and apply sustainable and greener methods of working. (K23 S19)		
Distinction	Evaluates the extent to which their planning and prioritising of activities and management of resources has increased talent and client pipelines. (K21 K22 S21)		

Sample Questions: Pass Criteria				
K21 K22 S21				
How do you plan and prioritise activities to meet the organisation's recruitment strategies?	Yes	☐	No	☐
How do budget constraints impact on your own role?	Yes	☐	No	☐
Can you tell me how you allocate and manage resources throughout the recruitment life cycle?	Yes	☐	No	☐
K23 S19				
Can you explain how your approach to working practices reduces carbon emissions?	Yes	☐	No	☐
Can you explain your organisation's approach to greener methods of working?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K21 K22 S21				
Can you evaluate how your recruitment budget fits into the organisation's business strategy?	Yes	☐	No	☐
Can you evaluate how your planning and prioritising of activities has increased talent and client pipelines?	Yes	☐	No	☐

Theme: Technology and software			
Reference to assessment requirements (Knowledge and Skills)		**Achieved Yes/No**	**Comments**
Pass	Explains how they ensure compliance with organisation and legislation requirements when using technology and software tools to manage information and recruitment activities. (K19 S15)		

Sample Questions: Pass Criteria					
K19 S15					
Can you tell me how technology and software tools can be used to support recruitment management activities?	Yes	☐	No	☐
When using technology to manage information, how do you ensure compliance with organisation and legislation requirements?	Yes	☐	No	☐

Document History

Version	Issue Date	Changes	Role
V1	18/02/2025	First published	Qualification Development Manager