Mock Assessment Form
Level 3 End-point Assessment for Recruiter

> **Assessment Method: Professional Discussion Underpinned by a Portfolio of Evidence**

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

Grading Criteria

Theme: Stakeholder engagement and management			
Grading Criteria		**Achieved Yes/No**	**Comments**
Pass	Outlines the negotiating and influencing techniques they use to help support stakeholder requirements, including sales and marketing activities. (K3 K15 K16)		
Pass	Explains the different methods and media they use to facilitate understanding when communicating information and interacting with candidates and other stakeholders. (K17 S11)		
Pass	Demonstrates how they follow their organisation's complaint handling process and act professionally, ethically and with integrity when responding to, and when escalating stakeholder complaints. (K25 S22 B1)		
Distinction	Evaluates the extent to which their negotiating and influencing techniques have helped to support stakeholder requirements, including sales and marketing activities. (K3 K15 K16)		
Distinction	Justifies the methods and media they have used to communicate and interact with stakeholders and candidates, suggesting improvements to facilitate understanding. (K17 S11)		

Sample Questions: Pass Criteria				
K3 K15 K16				
How can you use information from competitor analysis and market trends to support recruitment processes?	Yes	☐	No	☐
Can you give me an example of a negotiating technique you have used to help support stakeholder requirements?	Yes	☐	No	☐
K17 S11				
Can you explain the communication methods have you found to be most effective when building nurturing and trusted relationships with candidates and stakeholders?	Yes	☐	No	☐
Explain the communication media you found to be most effective when building relationships with stakeholders.	Yes	☐	No	☐
K25 S22 B1				
Tell me about a time you have escalated an issue or complaint (or would escalate an issue or complaint)?	Yes	☐	No	☐
Can you explain the complaints process you would follow and at what stage you may need to escalate or seek advice?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K3 K15 K16				
How have your negotiating and influencing techniques contributed to meeting stakeholder requirements, particularly in sales and marketing activities?	Yes	☐	No	☐
Can you provide examples when you have adapted your negotiating/influencing techniques to help support stakeholder requirements?	Yes	☐	No	☐
K17 S11				
Reflecting on current communication methods, what changes could you make to improve the process?	Yes	☐	No	☐
Can you provide a time when you have considered a range of communication methods and selected the most appropriate one to convey information?	Yes	☐	No	☐

Theme: Recruitment market and models			
Grading Criteria		Achieved Yes/No	Comments
Pass	Describes the different types of recruitment organisations and models and how these impact on their own brand and service offering when identifying, progressing, and converting leads into new candidates, placements, or clients. (K2 K5 S1)		

Sample Questions: Pass Criteria					
K2 K5 S1					
How does the services you offer to clients (or hiring managers) align with the overall company brand?	Yes	☐	No	☐
Can you explain your understanding of different recruitment models and contract types?	Yes	☐	No	☐

Theme: Organisational strategy			
Grading Criteria		Achieved Yes/No	Comments
Pass	Explains the impact of the organisation's resource strategy and goals on their role and the principles they use to assess labour market conditions and identify and maximise opportunities to support the organisation's business strategy. (K8 K20 S20)		
Pass	Explains the external influences on the recruitment market and how they identify future changes in the sector that may impact the organisation. (K7 S17)		
Distinction	Evaluates the extent to which they have maximised opportunities to support the organisations business strategy. (K8 K20 S20)		

Sample Questions: Pass Criteria				
K8 K20 S20				
How do you identify current labour market conditions?	Yes	☐	No	☐
How does your organisation's resource strategy and goals, impact your role?	Yes	☐	No	☐
K7 S17				
What future changes may impact the sector?	Yes	☐	No	☐
Can you reflect on recent external factors that have had an impact on your industry sector?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K8 K20 S20				
What measures do you use to evaluate the impact of your efforts on the organisation's overall business strategy?	Yes	☐	No	☐
Can you provide an example of when you have maximised opportunities to further the organisation's business goals?	Yes	☐	No	☐

Theme: Policy, regulations and legislation			
Grading Criteria		**Achieved Yes/No**	**Comments**
Pass	Explains their approach to challenging and escalating poor practice and non-compliance with the recruitment process, and how they advise stakeholders on the practical application of regulation and legislation relevant to their work within the organisation. (K6 S4 S16)		
Pass	Explains how they interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and how they monitor their impact on the organisation and recruitment activities. (K24 S18 B2)		
Distinction	Evaluates the impact on organisational culture and recruitment activities of their approach to supporting and promoting equity, diversity, and inclusion in the workplace. (K24 S18 B2)		

Sample Questions: Pass Criteria				
K6 S4 S16				
Do you have examples of when you have challenged poor practice or non-compliance within the recruitment process and escalated concerns appropriately?	Yes	☐	No	☐
Can you provide an example of how you have guided stakeholders on applying specific regulations or legislation within the organisation?	Yes	☐	No	☐
K24 S18 B2				
Tell me how you interpret your organisation's policies to support and promote the delivery of equity, diversity, and inclusion in the workplace.	Yes	☐	No	☐
Can you provide examples of how you have applied inclusion principles to improve recruitment practices?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K24 S18 B2				
Can you describe how you treat colleagues, candidates, and external stakeholders fairly and with respect?	Yes	☐	No	☐
Can you describe the impacts to your organisation if policies of equity, diversity and inclusion are not followed?	Yes	☐	No	☐

Theme: Recruitment processes		Achieved Yes/No	Comments
Grading Criteria		**Achieved Yes/No**	**Comments**
Pass	Proactively seeks to be flexible with work routines and responds to changing circumstances when applying methods to assess candidates and place them into roles that match their skills and stakeholder requirements. (K11 S14 B5)		
Pass	Demonstrates the methods they use to process, review, and progress candidate applications to create and present a shortlist of candidates to stakeholders, and how they inform and advise candidates on the outcome of their application. (K9 S7 S8 S9)		
Distinction	Justifies the selection of techniques they use to assess candidates in terms of successfully placing them into roles that match their skills and stakeholder requirements. (K11 S14)		
Distinction	Justifies the methods they have used to process, review, and progress candidate applications when shortlisting for stakeholders. (K9 S7 S8 S9)		

Sample Questions: Pass Criteria				
K11 S14 B5				
Can you provide an example of when you have adapted to meet a specific candidate's needs during the assessment process?	Yes	☐	No	☐
Can you explain how you remain adaptable when sourcing, assessing and placing candidates to meet business needs?	Yes	☐	No	☐
K9 S7 S8 S9				
Can you give me examples of the methods you use for assessing candidates?	Yes	☐	No	☐
Can you tell me how you inform and advise candidates on the outcome of their application?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K11 S14				
Can you justify the assessment methods used to best match a candidate's suitability for a role?	Yes	☐	No	☐
Can you explain how you select specific assessment methods dependant on the role you are recruiting for?	Yes	☐	No	☐
K9 S7 S8 S9				
Can you explain the processes you follow to identify suitable candidates for a particular role?	Yes	☐	No	☐
Can you explain how you advise unsuccessful candidates of their outcome at various stages of the recruitment process?	Yes	☐	No	☐

Document History

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