

## Think about Presentation with questions Level 3 ST1421 Recruiter V1.0



On the day of this assessment you will carry out:



A 50-minutes presentation with questions, typically 20-minute presentation and 30-minutes of questioning



Remote or face-to-face



In a suitable, controlled environment free from distraction



With an end-point assessor



### Key point

Your end-point assessor will have given you the presentation subject post gateway, and you have 6 weeks to complete this.



## Do

- ☐ Review the criteria associated with the presentation with questions – this can be found in the EPA Kit and in the table at the end of this document
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Be prepared to answer at least 5 questions and any follow-up questions that your assessor may ask



## Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan



## Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results



## Resits

- If you do not achieve a pass result on the presentation with questions, you can resit the assessment



Use the table below to plan and prepare for the presentation with questions.

**(P)** indicates pass criteria

**(D)** indicates distinction criteria

Assessment criteria	Key points to remember
<b>Recruitment processes</b>	
<b>(P)</b> 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)	
<b>(P)</b> 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)	
<b>(P)</b> 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)	
<b>(D)</b> 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)	

Assessment criteria	Key points to remember
(D) Evaluates the effectiveness of candidate sourcing techniques and tools used by their organisation in attracting candidates when sourcing vacancies (K10, K13, S2, S6)	
Assessment criteria	Key points to remember
Stakeholder engagement and management	
(P) 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)	
(D) 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)	

**Organisational strategy**

**(P)** 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)

**(P)** 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)

**(D)** Evaluates the extent to which their planning and prioritising of activities and management of resources has increased talent and client pipelines (K21, K22, S21)

**Technology and software**

**(P)** Explains how they ensure compliance with organisation and legislation requirements when using technology and software tools to manage information and recruitment activities (K19, S15)