

P4 – Planning for the interviews was a difficult though interesting experience, because it was hard thinking of suitable questions to ask that were most relevant, but the WASP structure helped us plan them more easily as well as being able to learn from them since they divided their simplicity. We didn't discuss as much as we should have on draft questions, along with practising them, but they did assist us to prepare as we each had an outline to base our interviews on, and combined with the key documents we had a good enough draft to carry out on.

I think I contributed well to the team because I provided my thoughts on what we should say at the interview, I gave the right documents that was needed and did my best to help each meeting be successful by asking and answering the relevant questions. Although my interview could be a bit longer I found that I did my part. The team I worked with whilst planning the recruitment did a fine job, which resulted in our interviews being successful. I believe that although some members were not always there in lesson and it was difficult at the start obtaining all of the paperwork, they were easy to work with, everything was straight forward and it was enjoyable performing the interviews with them. I felt the recruitment documentation made a great difference in the planning stage because without them we would have had a hard time finding out the vital information about each other, what questions were best to ask and even the kind of job we were all applying for. The presentation and notes on recruitment legislation didn't help because we hadn't made them in time before we interviewed each other, but they were informative on what we should and shouldn't do. Preparing interview questions before we discussed definitely helped. We continuously referred back to our paperwork to look at what further questions we could ask, as well as having to remember our planned answers to make the whole process seem professional, where without the questions the interview would be confusing and effortless. I found my role in the interview to be better than expected as my body language was fine. I asked reasonable questions, I made the whole process feel sociable and made appropriate answers. There were some problems, as my answers could be more detailed, my questions were very few and I paused nearly every time I replied, but I learned from these mistakes and overall I think I did a solid performance. From this experience I have learned about all the documents I should bring to an interview, what proper questions and responses should be said and to have more confidence during a consultation.

When I first began this unit, I thought the process was going to be a lot simpler than it actually was and it appeared a lot more work and effort was needed. In creating the key documents to start with I wasn't aware of their importance during the recruitment and selection procedure, as I didn't realise we had an interview involving them, but after I knew I had to include a lot of detail to make them proficient enough to use. I always knew how imperative it was to plan and prepare a structured process, whilst still taking longer than it should have as it was hard creating effective questions. I knew that equal opportunities was involved and how valuable it is to the recruitment stage, but I also know that it has to be in more depth than we had shown in our interviews to ensure that the prospect was established. I certainly think I am now better prepared for interviews in real life and my performance will be much more skilled when attempting to be hired.

4.0 CONCLUSION

To conclude, I found each member of our group had a successful interview. We each displayed good knowledge of how a professional meeting should be conducted, with specialised questions which interviewer and interviewee would ask. I think my