**“Boost Your Interview Skills”**

**Initial Assessment**

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| **Learner Name:** |  **Start date:**  **End date:**  |
| **Tutor:** Colin Gardiner |  **Venue:**  |

**How confident are you about:**

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|  | green happy.jpg | **straightface.jpg** | **red-smiley-face-hi.png** |
| **About attending an interview?** |  |  |  |
| **Answering questions in an interview?** |  |  |  |
| **Promoting yourself effectively in an interview?** |  |  |  |
| **Knowing what to wear to an interview?** |  |  |  |
| **Knowing the difference between open and closed questions?** |  |  |  |
| **Team working?** |  |  |  |
| **Talking to people?** |  |  |  |
| **Time management?** |  |  |  |
| **ICT skills?** |  |  |  |
| **Literacy skills?** |  |  |  |
| **Numeracy skills?** |  |  |  |

**Is there anything else you feel lacking in confidence about, especially in relation to preparing for work? If so, use the space below to tell us and we may well be able to help you.**

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