

# Highfield Level 2 End-point Assessment for Recruitment Resourcer

## Mock Assessment Materials

### Professional discussion

Business development						
Ref	Knowledge – 12 marks available (min 3 marks to pass this section)			Passed	Attempted not passed	Section achieved
	Assessment criteria					
BD1	Differentiates between various models and is flexible in approach (pass)					
BD2	Decisions are well reasoned and thought out (pass)					
BD3	Understands scope of responsibilities and needs limited supervision (pass)					
BD7	<i>Understands the most effective method for different situations (distinction)</i>					
BD8	<i>Decisions are timely, show good judgement and are fully evidenced (distinction)</i>					
BD9	<i>Understands corporate priorities and independently seeks advice when needed (distinction)</i>					

Ref	Skills – 12 marks available (min 3 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
BD4	Demonstrates a sound understanding of commercial priorities (pass)			
BD5	Independently seeks and secures new relationships (pass)			
BD6	Demonstrates they can communicate clearly (pass)			
BD10	<i>Maximises opportunities to identify potential new business (distinction)</i>			
BD11	<i>Proactively contributes to sales activity outside of own specialism (distinction)</i>			
BD12	<i>Communication is consistently clear, accurate and effective (distinction)</i>			

### Candidate management

Ref	Knowledge – 12 marks available (min 3 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CM1	Demonstrates successful relationship management and results achieved (pass)			
CM2	Clear communication of accurate information (pass)			
CM3	Makes suggestions for small improvements and supports their implementation (pass)			
CM9	<i>Takes ownership of effective relationships, and seeks feedback for further learning (distinction)</i>			
CM10	<i>Clear, concise and accurate communication of independent thoughts and ideas (distinction)</i>			
CM11	<i>Able to identify inefficiencies in a process, suggests improvements and assists implementations (distinction)</i>			

Ref	Skills – 12 marks available (min 3 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CM4	Consistently selects relevant candidates for current vacancies (pass)			
CM5	Accurate assessment of candidate relevancy (pass)			
CM6	Decisions are thought through, using a range of information or techniques (pass)			
CM7	Shows flexibility and uses appropriate communication channels (pass)			
CM8	Regular clear written and verbal communication with candidates (pass)			
CM12	<i>Builds candidate pools and networks for current and future vacancies (distinction)</i>			
CM13	<i>Accurate and rapid assessment of candidate skills, knowledge and motivations (distinction)</i>			
CM14	<i>Decisions are fully evidence and justified (distinction)</i>			
CM15	<i>Adapts decision making to each situation (distinction)</i>			
CM16	<i>Independently choose the most effective and appropriate communication channel (distinction)</i>			
CM17	<i>Communication positively influences candidate decision making (distinction)</i>			

## Compliance

Ref	Knowledge – 12 marks available (min 3 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO1	Understands and complies with best practice (pass)			
CO2	Demonstrates a knowledge of relevant policies, procedures and legislation and consistently follows them (pass)			
CO3	Understands the importance of meeting compliance standards (pass)			
CO4	<i>Champions best practice (distinction)</i>			
CO5	<i>Shows a thorough knowledge of relevant policies, procedures and legislations and promotes them internally and externally (distinction)</i>			
CO6	<i>Understands the wider implications of failure to comply with legislative requirements (distinction)</i>			
Ref	Skills – 12 marks available (min 3 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO7	Consistently adheres to policies and procedures (pass)			
CO8	Work is largely accurate and meets expectations (pass)			
CO9	Highlights issues when they arise and seeks advice (pass)			
CO10	<i>Understand and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements (distinction)</i>			
CO11	<i>Takes ownership for own work, promotes best practice and proactively offers to coach others (distinction)</i>			
CO12	<i>Proactively identifies potential issues and takes appropriate action to prevent them from happening (distinction)</i>			

## Behaviours

### Self-motivation – 3 marks available (min 1 mark to pass this section)

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B1.1	Independently takes action to meet expectations (pass)			
B1.2	Applies initiative in developing their own skills and knowledge (pass)			
B1.3	<i>Consistently strives to exceed expectations (distinction)</i>			
B1.4	<i>Proactively seeks opportunities to develop themselves and share learning with others (distinction)</i>			

### Tenacity and resilience – 3 marks available (min 1 mark to pass this section)

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B2.1	Continues to work towards targets when managing rejection (pass)			
B2.2	Consistently completes tasks (pass)			
B2.3	<i>Strives to be better next time when receiving negative feedback (distinction)</i>			
B2.4	<i>Consistently completes tasks and seeks opportunity for improvement (distinction)</i>			

**Ambition, drive and determination – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B3.1	Demonstrates a view of their professional development (pass)			
B3.2	Agrees realistic targets and makes good plans to meet them (pass)			
B3.3	<i>Demonstrates planning and targets to achieve their view of their future professional development (distinction)</i>			
B3.4	<i>Independently creates stretch targets for personal and business opportunities (distinction)</i>			

**Ability to prioritise and escalate where necessary – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B4.1	Decisions are thought through and address the issue at hand (pass)			
B4.2	Considers team objectives when planning actions (pass)			
B4.3	<i>Decisions are timely, show judgement and are fully evidenced, positively affecting outcomes (distinction)</i>			
B4.4	<i>Balance corporate objectives with personal and team targets when planning (distinction)</i>			

**Innovative – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B5.1	Forms ideas and supports implementation (pass)			
B5.2	<i>Forms ideas and drives implementation (distinction)</i>			

**Attention to detail – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B6.1	Checks own work which contains minimal errors (pass)			
B6.2	Identifies the role in the team and how their work contributes (pass)			
B6.3	<i>Takes ownership for work and evaluates accuracy (distinction)</i>			
B6.4	<i>Understands the structure of the organisation and is able to discuss how teams interact (distinction)</i>			

**Ethical customer-focused approach – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B7.1	Has customer satisfaction at the centre of their actions (pass)			
B7.2	Conducts reviews with clients (pass)			
B7.3	<i>Champions customer care best practice and strives for a win/win solution (distinction)</i>			
B7.4	<i>Leads client review and suggests improvements (distinction)</i>			

**Are very organised – 3 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B8.1	Plans work, achieves deadlines and effectively manages resources (pass)			
B8.2	Manages future pipeline of work (pass)			
B8.3	<i>Creates plans to maximise resources and personally ensure results are achieved (distinction)</i>			
B8.4	<i>Identifies future pipeline of work and proactively assigns resources (distinction)</i>			



**Good questioning and listening – 4 marks available (min 1 mark to pass this section)**

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B9.1	Understands and answers questions (pass)			
B9.2	Focuses on the matter at hand (pass)			
<i>B9.3</i>	<i>Asks supplementary questions to investigate potential scenarios and ensures positive outcome (distinction)</i>			
<i>B9.4</i>	<i>Is able to analyse an issue quickly and form solutions (distinction)</i>			