

Highfield Level 3 End-Point Assessment for Recruitment Consultant

Mock Assessment Materials

Project Assignment

| Candidate Management | | | | |
|----------------------|---|--------|----------------------|------------------|
| Ref | Knowledge – 20 marks available (min 4 marks = pass) | Passed | Attempted not passed | Section achieved |
| | Assessment criteria | | | |
| CM1 | Demonstrates successful relationship management and results achieved (pass) | | | |
| CM2 | Accurate and timely in activities (pass) | | | |
| CM3 | Checks own work and learns from experience (pass) | | | |
| CM7 | <i>Takes ownership of effective relationships and seeks feedback for further learning (distinction)</i> | | | |
| CM8 | <i>Evaluates own performance and shares reasons for success (distinction)</i> | | | |

Candidate Management

| Ref | Skills – 20 marks available (min 4 marks = pass) | Passed | Attempted not passed | Section achieved |
|------|---|--------|----------------------|------------------|
| | Assessment criteria | | | |
| CM4 | Consistently sources 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) | | | |
| CM9 | <i>Builds candidate pools and networks for current and future vacancies (distinction)</i> | | | |
| CM10 | <i>Accurate and rapid assessment of candidate skills, knowledge and motivations (distinction)</i> | | | |
| CM11 | <i>Decisions are fully evidenced and justified (distinction)</i> | | | |
| CM12 | <i>Adapts decision making to each situation (distinction)</i> | | | |

Compliance

| Ref | Knowledge – 20 marks available (min 4 marks = pass) | 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 | Understands scope of responsibilities and needs limited supervision (pass) | | | |
| CO8 | <i>Champions best practice (distinction)</i> | | | |
| CO9 | <i>Shows a thorough knowledge of relevant policies, procedures and legislation and promotes them internally and externally (distinction)</i> | | | |
| CO10 | <i>Understands the wider implications of failure to comply with legislative requirements (distinction)</i> | | | |
| CO11 | <i>Understands corporate priorities and independently seeks advice when needed (distinction)</i> | | | |

Compliance

| Ref | Skills – 20 marks available (min 4 marks = pass) | Passed | Attempted not passed | Section achieved |
|------|---|--------|----------------------|------------------|
| | Assessment criteria | | | |
| CO5 | Consistently adheres to policies and procedures (pass) | | | |
| CO6 | Work is largely accurate and meets expectations (pass) | | | |
| CO7 | Highlights issues when they arise and seeks advice (pass) | | | |
| CO12 | <i>Understands and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements (distinction)</i> | | | |
| CO13 | <i>Takes ownership for own work, promotes best practice and proactively offers to coach others (distinction)</i> | | | |
| CO14 | <i>Proactively identifies potential issues and takes appropriate action to prevent them happening (distinction)</i> | | | |

Behaviours

Self-motivation – 2 marks available (min 1 mark = pass)

| 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 knowledge and skills (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> | | | |

Courage and ability to effectively challenge poor performance – 2 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|------|---|--------|----------------------|------------------|
| B2.1 | Uses knowledge to identify bad practice and escalate (pass) | | | |
| B2.2 | Regularly shows integrity and reliability (pass) | | | |
| B2.3 | <i>Advises on best practice when challenging bad practice (distinction)</i> | | | |
| B2.4 | <i>Encourages others to show more integrity and reliability (distinction)</i> | | | |

Behaviours

Innovative – 2 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|------|--|--------|----------------------|------------------|
| B7.1 | Forms ideas and supports implementation (pass) | | | |
| B7.2 | <i>Forms new ideas and drives implementation (distinction)</i> | | | |

Attention to detail – 4 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|------|--|--------|----------------------|------------------|
| B8.1 | Checks own work which contains minimal errors (pass) | | | |
| B8.2 | Identifies their role in the team and how their work contributes (pass) | | | |
| B8.3 | <i>Takes ownership for work and evaluates accuracy (distinction)</i> | | | |
| B8.4 | <i>Understands the structure of the organisation and is able to discuss how teams interact (distinction)</i> | | | |

Behaviours

Ethical customer-focused approach – 4 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|------|--|--------|----------------------|------------------|
| B9.1 | Has customer satisfaction at the centre of their actions (pass) | | | |
| B9.2 | Conducts reviews with clients (pass) | | | |
| B9.3 | <i>Champions customer care best practice and strive for a win-win solution (distinction)</i> | | | |
| B9.4 | <i>Leads client reviews and suggests improvements (distinction)</i> | | | |

Are very organised – 4 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|-------|---|--------|----------------------|------------------|
| B10.1 | Plans work, achieves deadlines and effectively manages resources (pass) | | | |
| B10.2 | Suggests improvements in processes (pass) | | | |
| B10.3 | <i>Creates plans to maximise resources and personally ensure results are achieved (distinction)</i> | | | |
| B10.4 | <i>Identifies inefficiency and plans for timely resolution (distinction)</i> | | | |

Behaviours

Demonstrate problem solving and decision-making – 2 marks available (min 1 mark = pass)

| Ref | Assessment criteria | Passed | Attempted not passed | Section achieved |
|-------|---|--------|----------------------|------------------|
| B12.1 | Decisions are thought through and address the issue at hand (pass) | | | |
| B12.2 | Uses past experiences to inform decisions (pass) | | | |
| B12.3 | <i>Decisions are timely, show good judgement and are fully evidenced, positively affecting outcomes (distinction)</i> | | | |
| B12.4 | <i>Balances expediency with best practice (distinction)</i> | | | |