

Title	Be interviewed in an informal, one-to-one, face-to-face interview		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to prepare for, and be interviewed in an informal, one-to-one, face-to-face interview.
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Classification	Communication Skills > Interpersonal Communications
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is one of a sequence on interviews:
Unit 1293, *Be interviewed in an informal, one-to-one, face-to-face interview* (Level 1);
Unit 1294, *Be interviewed in a formal interview* (Level 2);
Unit 1296, *Conduct informal interviews* (Level 3);
Unit 1297, *Conduct a formal interview* (Level 4).
- 2 Definitions
Expectations relate to the process for the conduct of the interview.
Face to face includes in-person and digital.
Interview means a purposeful dialogue involving two people where information is sought and exchanged and where the interviewer is acknowledged as having the lead role.
- 3 Candidates must be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions relevant to the candidate which require performance equivalent to a real-life context.
- 4 This unit standard covers informal interviews, which are often characterised by:
 - a predictable situation and/or familiar context;
 - a collegial or cooperative approach and purpose;
 - an established and/or positive relationship between both participants;
 - a more relaxed structure;
 - more relaxed dress and behaviours, and less formal language.
- 5 Evidence must not be sourced from scripted responses.
- 6 A verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.

- 7 For participants from the deaf community, New Zealand Sign Language (NZSL) may be used between signing individuals and a signing group in order to demonstrate the requirements for this unit standard. A sign language interpreter must not be used in a group where all participants are using NZSL.

For mixed groups of hearing and deaf participants, an interpreter may be used to interpret spoken and signed language only when NZSL users are interacting with hearing participants.

- 8 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 9 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

Outcomes and performance criteria

Outcome 1

Prepare to be interviewed in an informal, one-to-one, face-to-face interview.

Performance criteria

1.1 The purpose of the interview and topics likely to be discussed are stated.

1.2 The roles of participants at an informal interview are described.

Range roles may include but are not limited to – needs, expectations.

1.3 Barriers to effective communication are identified.

Range barriers may include but are not limited to – verbal, non-verbal, status, cultural practices, gender.

Outcome 2

Be interviewed in an informal, one-to-one, face-to-face interview.

Performance criteria

2.1 Dress is selected and behaviour is demonstrated as appropriate to the situation.

2.2 Interview questions are responded to clearly and accurately.

Range at least five open questions.

2.3 Tone, eye contact, and posture are used that fit the situation and relationship between participants.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 January 1995	31 December 2014
Review	2	9 August 1996	31 December 2014
Review	3	24 March 1998	31 December 2014
Review	4	17 October 2002	31 December 2014
Review	5	17 April 2009	31 December 2016
Rollover and Revision	6	24 October 2014	31 December 2020
Review	7	16 February 2017	N/A
Review	8	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.