

<b>Title</b>	<b>Be interviewed in a formal interview</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of, prepare for and be interviewed in, a formal interview.
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<b>Classification</b>	Communication Skills > Interpersonal Communications
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<b>Available grade</b>	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 where information is sought and exchanged and where the interviewer is acknowledged as having the lead role.  
*Needs* are those things required by each of the participants for them to meet the purpose of the interview.
- 3 This unit standard covers formal interviews, with these characteristics:
  - a structured format;
  - more overt differences in status, position, or mana between the interviewers and the interviewee;
  - established policies and procedures, possibly legislation, that apply to the interview;
  - an official, organisational, or institutional purpose.
- 4 A formal interview may be one-to-one or a panel interview, and may include but is not limited to – selection (job or training), performance review, loan application (hire-purchase or mortgage), media interview, disciplinary matters, investigations.
- 5 Evidence must not be sourced from scripted responses.
- 6 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.

- 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.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of formal interviews.

#### Performance criteria

- 1.1 Factors contributing to, and remedies for, poor communication are identified in terms of formal interviews.
- Range evidence is required of four factors.
- 1.2 Expected interviewee behaviours in a formal interview are described.
- Range evidence is required of four behaviours.

### Outcome 2

Prepare for and be interviewed in a formal interview.

#### Performance criteria

- 2.1 The purpose of the interview and topics likely to be discussed are stated.
- 2.2 The roles of the participants are described.
- Range needs, expectations.
- 2.3 Dress is selected and behaviour is demonstrated as appropriate to the situation.
- 2.4 Interview questions are responded to clearly and accurately.
- 2.5 Own viewpoint is stated and explained as opportunity arises.
- 2.6 Tone, eye contact, and posture that fit the situation and relationship between participants are observed.

<b>Planned review date</b>	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
Review	6	24 October 2014	31 December 2020
Review	7	16 February 2017	N/A
Review	8	24 March 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.