

Title	Demonstrate knowledge of job search skills		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of job search skills.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Guidance Information

- 1 Definition
A *suitable* vacancy is one which is compatible with the candidate's skills and experience, personal circumstances, and work preferences.
- 2 Preparation for a job interview is assessed in the following unit standard:
Unit 1294, *Be interviewed in a formal interview*.
- 3 The website for Careers New Zealand can be found on: www.careers.govt.nz/.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of job search skills.

Performance criteria

- 1.1 Personal interests, qualities and skills are identified and described in terms of strengths and weaknesses.
- 1.2 Work preferences are described in alignment with personal interests, qualities and skills.
- 1.3 A job search process is described in terms of steps required.
- 1.4 Three different sources for employment vacancies are identified.
- 1.5 Vacancies are identified and evaluated for suitability.
- 1.6 The steps required when applying for identified job vacancies are described.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 1995	31 December 2015
Revision	2	20 March 1998	31 December 2015
Review	3	26 September 2001	31 December 2015
Revision	4	12 September 2002	31 December 2015
Review	5	16 July 2010	31 December 2017
Review	6	18 June 2015	31 December 2019
Review	7	25 January 2018	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.