

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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Explanatory notes

- 1 **Definition**
Interview in this unit standard means a purposeful dialogue where information is sought and exchanged and where the interviewer is acknowledged as having the lead role.
- 2 **Range**
Needs are those things required by each of the participants for them to meet the purpose of the interview.
Expectations are about how the interview will be conducted.
- 3 **Assessment** against this unit standard must take into account cultural differences in interviewing.
- 4 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.
- 5 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.
- 6 Evidence must not be sourced from scripted responses.

- 7 In the absence of video evidence, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
- 8 Formal interviews are covered by unit standard 1294, *Be interviewed in a formal interview*.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 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, culture, gender.

Outcome 2

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

Evidence requirements

- 2.1 Dress and behaviour are appropriate to the situation.
- 2.2 Interview questions are responded to clearly and accurately.
- 2.3 Tone, eye contact, and posture fit the situation and relationship between participants.

Planned review date	31 December 2021
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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

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>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.