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

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| 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 |

**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, *Interview in informal situations* (Level 3);

Unit 1297, *Conduct an interview in a formal situation* (Level 4).

2 Definitions

*Interview* in this unit standard means a purposeful dialogue involving two people where information is sought and exchanged and where the interviewer is acknowledged as having the lead role.  
*Face to face* includes in-person and digital.

3Range

*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.

4 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.

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 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*.

9 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.

10 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

11 All activities will, 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 and behaviour are appropriate to the situation.

2.2 Interview questions are responded to clearly and accurately.

Range at least 5 open questions.

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

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| Planned review date | 31 December 2026 |

**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 | XXXX 2021 | N/A |

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| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0113 |

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.