

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 Assessment against this unit standard should take into account cultural differences in interviewing.
- 2 Voice modulation for hearing impaired people will be demonstrated through a sign language interpreter voicing the message of the signer.
- 3 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.
- 4 Informal interviews may include but are not limited to an interview for – a survey, casual employment, a safety or accident report, a benefit, health assessment.
- 5 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, interests, 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 Own viewpoint is stated and explained.

2.4 Voice modulation, tone, eye contact, and posture fit the situation and relationship between participants.

Planned review date	31 December 2017
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Status information and last date for assessment for superseded versions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	N/A

Consent and Moderation Requirements (CMR) reference	0023
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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.