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| Title | **Be interviewed in a formal interview** |
| Level | **2** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of, and be interviewed in, a formal interview. |

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| Classification | Communication Skills > Interpersonal Communications |

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| Available grade | Achieved |

**Guidance Information**

6 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 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 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.

5 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.

6 Evidence must not be sourced from scripted responses.

7 Informal interviews are included in Unit 1293, *Be interviewed in an informal one-to-one, face-to-face interview*.

8 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.

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**

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 required of four factors.

1.2 Expected interviewee behaviours in a formal interview are described.

 Range evidence required for 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 and behaviour are appropriate to the situation.

2.4 Responses to interview questions are relevant and sufficient.

2.5 Own viewpoint is stated and explained as opportunity arises.

2.6 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 |
| Review | 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 if you wish to suggest changes to the content of this unit standard.