



Puka-anga'anga na te Aronga Kimi Anga'anga

TE RUA O TE TĀTĀ'IA'ANGA

Au mānakonako'anga tauturu e te
au ravenga kia tū koe i te anga'anga

Connected » Employment,
Education
& Training
govt.nz

Tertiary Education
Commission
Te Amorangi Mātauranga Matua



Kia orana, turou oro mai ki te Puka-anga'anga na te Aronga Kimi Anga'anga.

Ka riro ei tuātau tauī'anga, 'ēkōkō'anga, e te taitaiā te peke'anga ta'au 'anga'anga, te tauī'anga 'anga'anga, me kore ra, te 'oki'anga ki te 'anga'anga-moni. E kimi'anga rāvenga katoa te reira.

Teia matou, ei tauturu, na roto i te au ako'anga e te au ravenga, i te tauturu atu ia koe no te tāmanako'anga i te kaveinga e tae ei koe ki reira.

Ka akakite atu matou i te au karape e inangaro'ia nei e te au 'ona-'anga'anga ma te ōronga atu i te au kite ōu rava atu, no runga i te tātā'anga CV, te kimi anga'anga e te 'aravei'anga kimi anga'anga.

He waka eke noa

Kia ta'okota'ī tatou i roto i teia

Whakamihi – Au 'akameitaki'anga

Te 'akameitaki ma'ata nei matou i te arataki'anga, e te turu, a te 'Ōpati o te Aronga Pakari, Britta Offergeld o te Workbridge, e te independent careers practitioners, e te TEC career advisors, tei 'akakite mai i to ratou au manako no runga i te tātā'anga mua o te Puka-anga'anga na te Aronga Kimi Anga'anga.

Ngā mihi nunui ki a koutou.

No runga i te Tertiary Education Commission

Te Amorangi Matauranga Mātua

Ka ōronga atu matou i te au ravenga e te au akakitekite'anga, ei turu i tetai ua atu, noātu te mataiti, no te 'iki'anga i ta ratou turanga anga'anga e te turanga āpi'ī na roto i to ratou ora'anga.

Ka kaimoumou matou i te tuātau no te turu atu i te turanga āpi'ī tuatoru, e te au turanga anga'anga ei akapāpū, kia rakei'ia te iti tangata o Aotearoa, ki te kite, e te karape, no te ora'anga pu'apinga.

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Te parāni'anga i ta'au au taka'i'anga ka āru mai

Ka tupu rāi te taitaiā no runga i te kimi'anga 'anga'anga. Ko koe rāi te pu o to'ou kaveinga, e ka topa mai te turanga taitaiā na roto i te ravenga kimi'anga.

No runga i te rave'anga, ka anoano'ia koe kia tāto'u ki runga i nga tu'anga e toru o te 'aka'aere'anga i te ora'anga 'anga'anga-moni.

1

Kia mārama koe iākoe uā'orāi

'Ākara meitaki ia to'ou au 'irinaki'anga, ta'au mea inangaro, to'ou au karape, e te au mea umuumu'ia e koe. Ta'anga'anga'ia teia tuātau no te 'ākara'anga meitaki i to'ou ora'anga Ea'a ta'au i rave ana e tae mai ki teia tuātau, e, ea'a ta'au e inangaro nei i te rave? Penei pa'a e, ka inangaro 'anga'anga koe mei ta'au 'anga'anga 'openga rāi, neke atu ki teta'i turanga 'anga'anga ōu, tauī i te turanga o te 'anga'anga, terēni 'aka'ou, 'akapu'apinga atu, me kore ra, kimi'ia teta'i 'anga'anga ōu. Kimikimi meitaki i to'ou au tu karape e te puapinga tei rauka ia koe, e to ratou puapinga ki te au anga'anga e vai nei.

2

Kimikimi'ia te au kimi'anga rāvenga

Kimi'ia te au anga'anga inangaro rava ia atu i teia ati'anga, ma te akatanotano atu ki to'ou au tu karape. Tāmanako'ia te terēni'anga no tetai turanga anga'anga ōu. Kimi'ia te kaveinga no te ātuitui karere. Komakoma atu ki te au 'ona-'anga'anga, e te aronga i roto i to'ou ora'anga, e te au 'ātui'anga i roto i te ora'anga 'anga'anga-moni.

3

Tuku'ia te manako ma te rave

'Iki'ia ta'au au 'akakoro'anga, te au taka'i'anga e tupu ei. 'Aka'ou'ia to'ou CV, ma te 'akapapa i to'ou turanga 'anga'anga na runga i te 'ātuitui roro uira. 'Akamako'ia ta'au 'ātuitui'anga 'oire tangata, e te LinkedIn profile – 'akapāpu kia 'ākara'anga tukatau. Kimi'ia te au 'anga'anga, me kore ra, te au terēni'anga Tāmou'ia te au karape no runga i te 'ārāvei'anga kimi 'anga'anga, ma te 'āpi'ipi'i i te pa'u'anga i te au ui'anga i roto i te 'ārāvei'anga kimi 'anga'anga.

Te 'akape'ea nei to'ou ora'anga

E taime tau teia no te tāmanako'anga i te turanga o to'ou ora'anga i teia 'ati'anga, ma te rave i te au 'iki'anga no runga i te au taka'i'anga te ka āru mai.

Ea'a te mea pu'apinga kia koe? Ea'a te 'ōronga atu ana kia koe, i te turanga 'irinaki'anga?

Ea'a ta'au e kite nei no runga i te tu'anga e āru mai nei i roto i to'ou ora'anga? I ta'au ākara'anga, te'ea koe i roto i te ta'i mata'iti, me kore ra, i roto i te rima mata'iti e tu mai nei?

E 'apinga āinei teta'i e inangaro ua ana koe i te rave mei na'ea mai?

Ea'a te au mea e tāpū nei iākoe?

Ea'a te au 'akairo meitaki?

Tāmanako

- i to'ou mata'iti
- te taka'i'anga o to'ou au karape i teia 'ati'anga
- te turanga o ta'au moni – ka peke iākoe teta'i tuātau kare e 'anga'anga ana, me kore ra, ka anoano koe i te kimi i teta'i 'anga'anga no teia taime ua?
- Ta'au 'anga'anga, e te au mea ta'au i rave ana i roto i to'ou ora'anga.
- ea'a ta'au i kite no runga i te tātā'anga CV, e te pati'anga 'anga'anga
- te tukatau āinei koe no te pati'anga 'anga'anga
- te aronga turu iākoe.



Kimi'ia teta'i atu no runga i te parāni'anga no te ora'anga 'anga'anga- moni:

careers.govt.nz/plan-your-career/start-to-plan-or-change-your-career

‘Ākono’ia to’ou ora’anga kia meitaki

Ākapāpu meitaki i te ‘ākono i to’ou ora’anga kopapa, e to’ou ora’anga meitaki.

E mea pu’apinga te tāmanako’anga i to’ou ‘uā’orāi ora’anga meitaki, iākoe e kimi ‘anga’anga ra. Teta’i au mea e tau kia ‘akama’ara’ia:

- Kai i te kai memeitaki.
- Rave’ia teta’i ‘akamātūtū’anga kopapa e reka ana koe.
- Kia rava te moe.
- ‘Ākapāpu meitaki i te rave i ta’au i mātau i te au rā tātakita’i, i reira ka tāpū ei, e ka tākotokoto i te ‘openga o te rā.
- No’o ‘ātui’ia ki te au taeake, e te kōpū tangata, – no’o ki roto i te aronga te turu ra iākoe, e te tauturu ra kia pu’apinga koe.
- Rave’ia te au mea e patu ra, kia tukatau koe, e te ‘akapu’apinga ra iākoe.
- Tāmanako’ia te tomo’anga ki roto i teta’i karapu, me kore ra, i te tomo’anga ki roto i teta’i ‘api’i’anga inangaro’ia e koe.
- ‘Auraka e kaimoumou i te ma’ata’anga o te taime ki runga i te ‘ātuitui karere ‘oire tangata.
- Matakite i ta’au tuatua’anga kia koe ‘uā’orāi – tautā i te rāvenga pu’apinga.

Ka riro teia ei tuātau taitaiā, māri ra, e tuātau katoa no te au mea te ka tupu. ‘Akamana ‘aka’ōu’ia ei ‘akairo ‘ōu no te kite’anga iākoe ‘uā’orāi, ‘iki’ia ta’au tikai e inangaro ra, ma te tāmata i teta’i atu mea ‘ōu.

Me kite koe e, te taitaiā ra, me kore ra, te manamanatā ra koe, te vai nei te au rāvenga tauturu.

Tikina’ia atu te turu’anga me anoano koe

Te meitaki ua ra te taitaiā, iākoe e kimi ‘anga’anga ra. Komakoma atu ki te kopu tangata e te ‘ai taeake, me kore ra, pati tauturu atu ki ko i te au turanga mei tei ‘akapapa’ia atu i runga i te kapi e āru mai nei:

‘Akatanotano’ia ta’au moni

Me te anoano ra koe i te kite i te turu ka rauka mai mei ko i te Hiringa Tangata workandincome.govt.nz | 0800 559 009. Kimi’ia atu te tauturu a te redundancy budgeting i ko i te sorted.org.nz me kore ra, Money Talks, 0800 345 123.

Te au rāvenga tauturu no te ora'anga meitaki

Te au kupenga uira e te au numero terepōni puapinga

- Mental Health Foundation of NZ: mentalhealth.org.nz | 0800 543 354
- Depression and Anxiety: depression.org.nz | 0800 111 757
- Anxiety NZ Trust: anxiety.org.nz | 0800 269 4389
- All Right?: allright.org.nz
- Youthline: youthline.co.nz | 0800 376 633

Te au apps no te ora'anga meitaki e te porokarāmu e-threry i runga i te ātuitui roro uira

- Beating the Blues: beatingtheblues.co.nz
- Clearhead: clearhead.org.nz
- Just a Thought: justathought.co.nz
- Melon Health: melonhealth.com
- Mentemia: mentemia.com
- Small Steps: smallsteps.org.nz

Te 'akakitekite'anga no runga i te ora'anga meitaki, mei ko mai i te Marae Ora

- Te kaikai no te ora'anga meitaki: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating
- Te 'akamātūtū'anga kopapa: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/physical-activity
- Te moe'anga: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/sleeping



Ka inangaro koe i te komakoma?

E turanga tutaki-kore te 1737 no te iti tangata o Aotearoa, e no'o maromaroā nei, taitaiā, tūkē ua ake rāi te tu, me kore ra, te inangaro komakoma ua atu ki teta'i. Tāniuniu mai, me kore ra, patapata tutaki-kore mai 24/7.

Te te'ate'amamao'anga no ta'au kimi'anga 'anga'anga

Kia pu'apinga te kimi 'anga'anga, ka anoano'ia koe, kia timata atu i te au tu ravenga.

To'ou 'ua'orai 'akairo

Ka 'akape'ea au i te tuatua'anga no runga iaku 'ua'orai?

- Ko to'ou au tu karape, kite, au 'irinaki'anga, e te au mea i rave ana koe, to'ou uā'orāi 'akairo, ka ōronga atu koe ki te au 'ona-'anga'anga.
- Kia mārama koe i te puapinga o teia au tu karape i roto i te au turanga anga'anga e vai nei.
- 'Iki'ia e, ka 'akape'ea koe i te 'akakitekite'anga i to'ou 'ua'orāi 'akairo', na roto i te au turanga pouroa – to'ou CV, LinkedIn, e te mata ki te mata. 'Akapāpu kia tua ratou i te tua 'āiteite.

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Te kimikimi'anga i te au kimi'anga rāvenga

Ea'a te au kimi'anga rāvenga e vai nei?

- Ākara'ia ki roto i te au nūtipēpa, te au kupenga uira e inangaro aronga anga'anga ra, e te careers.govt.nz no te au tu anga'anga e inangaro'ia nei.
- Kimikimi'ia te au turanga anga'anga ōu, e te akapuapinga'anga atu, me kore ra te terēni akaōu'anga.
- Kimikimi'ia te au 'anga'anga, e te au kamupani e 'āiteite atu ana ki ta'au 'anga'anga, e ta'au i rave ana.
- Kimikimi'ia ki roto ia koe uā'orāi, e ta'au au ātuitui karere no te au ātuitui karere tukatau.
- Komakoma ki te tangata, kia kite atu koe i te au turanga 'anga'anga tūkētūkē, e te au kimi'anga rāvenga.

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Te komakoma'anga na runga i te 'ātuitui roro uira

Ea'a tōku turanga i runga i te 'ātuitui roro uira?

- Tomo atu ki roto i te au kupenga uira kimi anga'anga.
- Anga'ia tetai akakitekite'anga karape i runga i te LinkedIn.
- Anga'ia tetai CV i runga i te ātuitui roro uira, e tetai reta akamārama'anga kua akatano'ia ki te au tu anga'anga tātakitai.
- Akakī meitaki ia te au pēpa kimi anga'anga i runga i te ātuitui roro uira.

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Te te'ate'amamao 'anga, e te 'o'ora'anga

Te pe'ea nei au, i te 'ākara'anga a te tangata?

- Ka ū atu pa'a koe ki runga i teta'i 'ona-'anga'anga i teta'i ua atu taimē, no reira, 'akapāpu meitaki e, te 'ākara'anga meitaki ra koe no te 'anga'anga, ma te 'akatūtū i te turanga tukatau.
- Kia vai te'ate'amamao ua koe, i te tuku iākoe ki mua. Kia tukatau.
- Komakoma atu ma te tuatua meitaki kia mārama, i te tuātau āravei'anga kimi anga'anga.

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Te kimi'anga 'anga'anga

Te 'aka'ārāvei atu nei i a Alex Vaiora



To'ou uā'orāi akairo

- Tāna i rave ana, e mānitia no te are-kai, no tetai 16 mataiti.
- Te au kite karape i roto i te anga'anga mānitia no te aronga anga'anga, aka'aere i te au apinga ka 'oko'ia mai, tunu kai, tāmā'anga, 'oko, akatanotano'anga moni, tārē'anga moni, 'oko'oko, akatanotano'anga i te au mea ravarāi, ārikiriki'anga manu'iri, teateamamao'anga, akateretere'anga.
- Te au kite karape no te anga'anga i roto i te aruaru'anga, arataki'anga, akamarū'anga taitaiā, akameitaki'anga manamanatā, parāni'anga kaveinga, ākara'anga meitaki i te au mea rikiriki.

Kimikimi'anga rāvenga

- Kua komakoma ana ki te ai taeake e 'anga'anga nei i roto i te turanga 'ārikiriki, no runga i te au mea e rave'ia nei i roto i te au ngā'i 'anga'anga, e te au karape e inangaro'ia nei.
- Kua 'ākara meitaki ana i te au mea e inangaro'ia nei i roto i te au 'akakitekite'anga 'anga'anga – te mou āinei rāi aia i teia au karape?
- 'Akatanotano'ia te au kupu pu'apinga i roto te au 'akakitekite'anga 'anga'anga ki te au karape – kare e manamanatā ana me kare tei iāia te 100% o te au karape.
- Kua rētita'ia ki roto i tetā'i recruitment agency, e aere ana ki te au job webinars, e te au 'iri'iri'anga kapua, e te au expos, no te kimi'anga 'anga'anga.
- Kua akamata i te kimikimi'anga rāvenga na roto i te Seek, Trade Me Jobs, e te careers.govt.nz.

Te komakoma'anga na runga i te 'ātuitui roro uira

- Kua Google aia iaia 'uāorāi, e kua akatanotano i tāna akapapa'anga kia muna tetai o tāna au puka i runga i te 'ātuitui karere.
- Kua 'akatanotano i tōna CV, e te reta 'aka'ārāvei'anga, kia tau i te au 'ona-'anga'anga tūkētukē.
- Ka kite i te akakī i te pēpa pati anga'anga ma te ōronga'anga atu ki tōna au 'oa kia ākara meitaki.
- Ka kite i te tātā reta akamārama'anga na roto i te mēre uira.
- Kua 'ākara meitaki ana i te au turanga i runga i te LinkedIn; kua kite i te ta'anga'anga i te LinkedIn.
- Kua 'anga i te au akakitekite'anga karape no te kimi anga'anga i runga i e 'ātuitui roro uira, ki runga i te au papa anga'anga no te āriki'anga manu'iri e tetai puka a LinkedIn.

Te te'ate'amamao'anga, e te 'o'ora'anga

- Kimikimi atu i te tauturu no te 'oko kaka'u no te āravei'anga kimi anga'anga i ko i te Work and Income.
- E kaka'u mā e te mako tōna no te āravei'anga kimi anga'anga.
- Kua mārama i te 'akateretere'anga, e te rave i te 'akakitekite'anga i roto i te 'ārāvei'anga kimi 'anga'anga
- Kua mārama i te au ui'anga i roto i te āravei'anga kimi anga'anga – kua tatau ana i te careers.govt.nz.
- E tatau ana i te au tātā'anga no runga i te au 'ārāvei'anga kimi 'anga'anga i te au ngā'i mamao, na runga i te careers.govt.nz.
- Te tuku ua nei i te au patī'anga anga'anga – kare e tai ua i te taime.
- Kare e tuku vave ana i te 'au me pato'īia mai, me kore ra, kare i rongō ake – ka aere ua atu ki mua.

1

**Kia mārama koe ia
koe uā'orāi**



Aka'āravei'anga

Ka akatika teia tu'anga ia koe i te kimikimi e, ko'ai koe, e, ea'a ta'au ka ōronga atu ki te au 'ona-anga'anga.

Kia mārama koe i to'ou 'uā'orāi au 'irinaki'anga, te au mea inangaro'ia e koe, au karape, e te au pu'apinga tei rauka ia koe, e to'ou pu'apinga umere'ia i roto i te ngā'i 'anga'anga.



Aere atu ki te
careers.govt.nz

Ko'ai koe?

Ta'anga'anga'ia teia tuātau i te kimikimi'anga i to'ou 'uā'orāi au 'irinaki'anga, i te au mea inangaro'ia e koe, e te mea pu'apinga kia koe. Ea'a ta'au ka inangaro i te rave i roto i to'ou ora'anga?

'Akapāpu kia kite meitaki koe i to'ou 'uā'orāi karape, e te au pu'apinga tei rauka iākoe. No roto mai te au karape i ta'au 'anga'anga, e te au mea ta'au i rave ana i roto i to'ou ora'anga, i te 'akatupu i to'ou 'uā'orāi 'akairo.

Me tauī'ia te 'anga'anga, ka anoano'ia kia mārama koe i to'ou au karape, kia rauka ia koe i te 'akaneke atu i teia ki roto i teta'i anga'anga ōu.

Tei roto i te au karape e inangaro nei te au 'ona-anga'anga:

1. **te au karape tekinārēti** – te au karape no te anga'anga okota'i mei te nēti, te akatupu software, me kore ra, te rāitini aka'oro torōka mama'ata.
2. **te au tū karape no te 'anga'anga** – te au karape ka rauka iākoe i te ta'anga'anga no te au 'anga'anga tūkētukē, mei te kimikimi'anga rāvenga, te arataki, me kore ra, te turanga 'ārikiriki tangata.

Te au karape puapinga e te teitei rava atu e 10, e te au turanga tangata e inangaro ana te au 'ona-'anga'anga

Vaito'ia to'ou au karape puapinga e to'ou au turanga tangata na roto i te akaoti'anga i te tuatua akakite i raro ake nei.

Ka rauka iäkoe i te rave mai i te au 'ākara'anga no ko i ta'au 'anga'anga, me kore ra, teta'i atu turanga o to'ou ora'anga. Komakoma atu ki to'ou kopu tangata e te 'ai taeake, kia tauturu iäkoe i te 'akakite mai i to'ou au karape pu'apinga rava atu, e to'ou turanga tangata.

1. Te ngakau inangaro i te anga'anga

- Ka rauka i te irinaki
- Te irinaki'anga ki roto i ta'au uā'orāi anga'anga
- Kua akatika kia rave i te anga'anga meitaki rava atu
- Te rave'anga i te 'anga'anga kia mako meitaki

2. Te au karape no te komakoma'anga

- Komakoma'anga takataka e te marū ki te tangata i roto i te au ngā'i tūkētūkē e te tangata no roto mai i te au iti tangata tūkētūkē
- Te ōronga'anga atu e te āriki'anga i te pa'u'anga tauturu
- Te tomo'anga ki roto i te au uipa'anga na roto i te mānako'anga tukatau
- Te 'o'ora'anga manako

3. Te māro'iro'i e te umuumu

- Akaāri'anga mai i te vaerua inangaro i te anga'anga ta te putuputu'anga e rave nei
- Mārama'anga i te turanga anga'anga
- Akakite'anga mai i to'ou inangaro i te rave ki te 100% i te anga'anga

4. Te mānako'anga vāito, e te kimikimi rāvenga

- Te ko'iko'i'anga e te vāito'anga i te au akakitekite'anga no te au ngā'i tūkētūkē mai
- Te nākiro'anga i te au vāito e te au mea e tupu nei kia mārama i te au manako'anga mama'ata
- Te mārama'anga i te au mānako'anga kare e kite mata ia ana

5. Te 'akatanotano'anga manatā

- Te mānako'anga tukatau kia tae ki te 'openga
- Akavā'anga i te au mea tei mua ia koe ma te uiui'anga i te au ui'anga tano kia kitena te manatā
- Rave'anga i te 'iki'anga tano no runga i te au akakitekite'anga tei akakite'ia

Te au ākara'anga i te tuātau i tā'anga'anga ei au i teia karape

6. Te 'anga'anga'anga ta'okota'i

- Akaoti'anga anga'anga pupu na roto i te uri'uri'anga manako e te akapapa'anga
- Kimi'anga ravenga no te au pa'u'anga ka turu te katoa'anga o te pupu
- Tu'atu'a'anga i te kite e te karape ki tetai atu

7. Karape i roto i te turanga 'oa'oa

- Te 'anga'anga ki roto i te aronga no roto mai i te au 'iti tangata tūkētūkē
- Te 'āriki'anga atu i te au ngakau kā'iro'iro, e te mānako'anga o teta'i atu, ma te pa'u'anga atu na roto i te vaerua marū, e te tau
- Mārama'anga i te au turanga kare e tuatua'ia ana
- Akamarū'anga meitaki i te au manatā

8. Te au karape no te tātā'anga

- Rave'anga i te tātā'anga kupu kia tano, te arataki'anga tuatua e te karāma
- Akatanotano'anga i ta'au uā'orāi tātā'anga
- Tātā'anga i te tangi'anga e te vāito'anga tano ki te aronga ka tatau

9. Te 'akateretere'anga iā'koe 'uā'orāi

- Te 'akateretere'anga i ta'au uā'orāi anga'anga, ma te pati turu atu me anoano koe
- Kimikimi'ia te au ravenga no te tāmou'anga 'api'i ua atu rāi
- Kia tukatau i roto i te au timata'anga
- Akatanotano'anga i te tuātau no te anga'anga e te ora'anga

10. Akamata'anga e te kimi'anga ravenga

- Te takai'anga ki va'o ake i ta'au turanga anga'anga i te tauturu atu i tetai, pērā katoa te rave i te anga'anga kare i roto i ta'au anga'anga kia rave
- Kimi'anga puapinga – te rave'anga i te anga'anga kare i akakoro'ia ana kia neke ki mua
- Akatupu'anga ravenga 'ōu – rave'anga i te mānako'anga kimi ravenga no te akatupu'anga puapinga
- Akamata'anga kia tauī ma te akama'ata'anga atu na roto i te ko'u'anga mai i te au mānako'anga ōu

Te au ākara'anga i te tuātau i tā'anga'anga ei au i teia karape

Au tuatua no runga i te karape

Ka tauturu te tātā'anga i teta'i tātā'anga-tuatua no runga i to'ou karape, i te 'akaāri mai i to'ou au karape, e te ngā'i, e te rāvenga i to'ou ta'anga'anga'anga i te reira. Ka tauturu katoa te reira iākoe, i te 'akaāri'anga i to'ou au karape ki teta'i atu, i ta'au rāvenga i te ta'anga'anga'anga i te reira, e te pu'apinga tei rauka iākoe.

E tu'anga pu'apinga teta'i tātā'anga-tuatua no runga i to'ou karape, i roto i to'ou CV.

Kia tau te au tātā'anga-tuatua no runga i te karape:

- ki te 'anga'anga e pati ra koe
- kia tango'ia ki runga i ta'au i rave ana, e te au pu'apinga tei rauka
- kia 'akaāri mai i ta'au i rauka, no runga i ta'au i rave
- kia 'ōronga mai i te 'akairo e, tei iākoe te au karape no te reira 'anga'anga.

Ka mokorā o kaki i roto i te urupū tangata, me mātūtū ta'au au tātā'anga-tuatua no runga i te karape.

E tau to'ou tātā'anga-tuatua no runga i te karape, kia tato'u'ia, e kia ki i te 'akakitekite'anga, ma te tāru atu i te au mea tei tupu, no runga i ta'au i rave. Ta'anga'anga'ia te reo 'akamāro'iro'i, te reo tato'u, e te au verepa oraora.

No te 'akatanotano'anga i to'ou tātā'anga-tuatua no runga i te karape, kia tau ki te 'anga'anga e inangaro ra koe, rave'ia te au 'āpi'ipi'i'anga e āru mai nei:

1. 'Iki'ia teta'i karape tei 'akakite mai ana te 'ona-'anga'anga i roto i te 'akaāriari'anga 'anga'anga.
2. Tātā'ia te au 'ākara'anga pouroa tei ta'anga'anga ana koe i teia karape.
3. Tātā'ia teta'i tātā'anga-tuatua no runga i te karape, tei tau ki te 'akaāriari'anga 'anga'anga, te ka ma'ani iākoe ko te tangata tau anake no te 'anga'anga.

Teta'i 'ākara'anga no runga i te tātā'anga-tuatua no runga i te karape

1

Te karape e inangaro'ia nei i roto i te 'akaāriari'anga 'anga'anga

E 'o'ora ana i tōna au 'irinaki'anga, au 'akakoro'anga, e te 'akakitekite'anga, na roto i te rāvenga māmā ua, e ta'anga'anga'anga i te au tū komakoma'anga, kia tau ki te 'akakoro'anga.

2

Te au 'ākara'anga

Tātā'ia te au 'ākara'anga pouroa tei ta'anga'anga ana koe, te ngā'i i ta'anga'anga ei koe, e, i 'akape'ea koe i te ta'anga'anga'anga i teia karape.

- I 'anga'anga ana ki roto i te turanga 'ārikiriki tangata, te tauturu na runga i te terepōni, e te tauturu mata ki te mata, i te 'akamārama'anga i te au rāvenga pati'anga ki te pangaka. E ngatā te tatau'anga/tātā'anga a teta'i au manu'iri, e kare e meitaki ana te reo Papa'a a teta'i pae.
- Kua 'akarongo meitaki ki ta ratou e inangaro ra.
- Kua 'akataeake meitaki i te manu'iri- kua 'akamarū i to ratou no'ō'anga.
- Kua 'akatanotano i te komakoma'anga, kia tau ki te manu'iri. Kua 'akamārama na roto i te reo Papa'a māmā ua.

3

Te tātā'anga-tuatua no runga i te karape

Kua 'akamārama meitaki atu i te 'akakitekite'anga no runga i te moni ki te au manu'iri, na roto i te ta'anga'anga'anga i te reo Papa'a māmā ua, e te 'akatanotano'anga i te komakoma'anga, kia tau ki te manu'iri. Kua rauka i reira i te manu'iri i te rave i te au 'iki'anga tau, e kua kake atu te mataora o te manu'iri ki runga.

1

Te karape

'Akakite mai i teta'i karape tukatau kia koe, e reka ana koe i te ta'anga'anga

2

Te 'ākara'anga

Tātā'ia te ngā'i i ta'anga'anga ei koe, e, i 'akape'ea koe i te ta'anga'anga'anga i teia karape

3

Te tātā'anga-tuatua no runga i te karape

Tātā'ia teta'i tātā'anga-tuatua, i te 'akamārama i 'akape'ea koe i te ta'anga'anga'anga i te karape, e, ea'a tei tupu

Te au ākara'anga i te au puapinga tei rauka ia koe

Ko te au puapinga tei rauka, te akairo ki te au 'ona-'anga'anga i to'ou au karape e te turanga anga'anga.

Ka anoano'ia kia:

- te tumu tikai o tei anoano'ia
- kia tano ki te anga'anga e kimi ra koe
- kua rave takere.

Kare te au pu'apinga tei rauka, e anoano'ia kia ma'ata roa.

Ōronga'ia te akairo no te au puapinga tei rauka ia koe.

Teia te ākara'anga:

- kua 'akameitaki'ia no te turanga teitei o te 'anga'anga
- kua oti meitaki i roto i te tuātau rapurapu
- kua rauka te 98% 'akameitaki'anga no te ārikiriki'anga tangata no te au ārikirikianga katoa o te mata'iti 2020.

Ea'a te puapinga tei rauka, e, ea'a te puapinga? Ea'a tikāi te puapinga tei rauka ia koe? Kimi'ia teta'i pu'apinga, tei 'ātui'ia ki to'ou au karape pu'apinga rava atu, e to'ou au 'irinaki'anga.

Te puapinga tei rauka

Ea'a i pu'apinga ei, e, ea'a koe i ngakau parau eii teia pu'apinga tei rauka?

Ea'a ta'au au karape i tā'anga'anga?

To'ou uā'orāi 'akairo

Ko to'ou 'uā'orāi 'akairo, te mea e 'akatakake ana ia koe mei te katoatoa, ta'au 'apinga ka ōronga atu ki te au 'ona-'anga'anga.

E au ka'iro'anga teia i te au:

1. To'ou au karape, au pu'apinga tei rauka, e te au tārēni. Ea'a te mea māmā ua ia koe i te rave, teia te ākara'anga, te tuatua i mua i te tangata, te tāmou 'āpi'i, te akarongorongo e te komakoma ki te tangata?
2. Ea'a ta te putuputu'anga/ngā'i ma'ani 'apinga e inangaro nei, tei tau ki to'ou au karape tukatau - te au karape tato'u'ia, to'ou 'irinaki'anga ki roto i ta'au 'anga'anga, te 'anga'anga'anga ta'okota'i.
3. Ka akapē'ea koe i te 'akapu'apinga'anga atu - ea'a tikāi ta'au mea inangaro rava atu? Ea'a ta'au ka apai mai ki roto i taua turanga anga'anga/putuputu'anga? Ea'a te mea e akamāro'iro'i ana ia koe?



Te 'ākara'anga: Ta Alex anake 'akairo nōna 'uā'orāi

1

Ea'a te mea e tukatau ana au?

- Te komakoma'anga e te akrongorongo'anga ki te tangata
- Te no'ō'anga marū ua i te tuātau manamanatā
- Te kaimoumou-kore i te tuātau
- Te akapuapinga i te au manatā

2

Ea'a ta te putuputu'anga/turanga 'anga'anga e inangaro nei?

- Te komakoma'anga meitaki e te au karape no te āriki'anga manu'iri
- Te kite i te manatā ma te akapuapinga viviki atu kia mako meitaki
- Kua akateretere ana i te are-kai
- Anga'anga meitaki ana i roto i te pupu anga'anga

3

Ka 'akape'ea au i te 'akapu'apinga'anga atu?

- Pakari i te akateretere'anga kia mako, kia mataora te au manu'iri i ta ratou kaikai'anga
- Meitaki i te aruaru i te p'ā tunu kai kia akaviviki
- Te akapuapinga viviki i te au manatā
- E 'anga'anga meitaki ana i roto i te pupu mataora, e te piri-mou

I roto i te ngā'i i raro ake nei, 'akakite mai i to'ou 'uā'orāi 'akairo

1

Ea'a te mea e tukatau ana au?

2

Ea'a ta te putuputu'anga/turanga 'anga'ana 'apinga e inangaro nei?

3

Ka 'akape'ea au i te 'akapu'apinga'anga atu?

2

Kimikimi'anga ravenga



Aka'āravei'anga

Te ākara nei teia tu'anga i te:

- au ravenga no te kimi anga'anga
- ātuitui karere e te aravei'anga kimi anga'anga no te au akakitekite'anga kia āravei atu i te au 'ona-'anga'anga
- kimikimi'anga turanga anga'anga ōu
- terēni'anga, au āpi'ipi'i'anga e te akapuapinga'anga karape.

Tei ko i te careers.govt.nz te ākara'anga no te au ravenga a te Tauturu Rapakau'anga

Health Care Assistant

Kaiāwhina Haumanu Hauora/Kaimahi Atawhai

Alternative titles for this job

Health care assistants support nurses and care for people in private homes, hospitals, general practices or rest homes.

Pay

Health care assistants usually earn

\$20-\$25 per hour

Source: DHBs, NZ Nurses Org and MSD, 2019.

Job opportunities

Chances of getting a job as a health care assistant are good due to increasing demand for their services.

Length of training

1-2 years of training usually required.

Industry: Health

Vocational Pathways [More](#)

- Social and community services

Tei'ea te anga'anga

Kimi anga'anga:

- ki runga i te kupenga uira a te job vacancy e te recruitment
- ki runga i te kupenga uira a te kavamani, kōnitara, e te au putuputu'anga no te turanga anga'anga
- ki runga i te ātuitui karere
- ki roto i te tiānara a te aronga tukatau e te turanga anga'anga
- na roto i te recruitment agencies
- na roto i te au 'oa e te kopu tangata
- ki ko i te au career e te au job expos e te au putuputu'anga.

Te māketē kitea-kore ia no te anga'anga

Auraka e irinaki ua i ta'au kimi anga'anga na runga i te au kupenga uira a te job vacancy, me kore ra, te recruitment agencies. E akakī'ia ana e 70% o te anga'anga e te au 'ona-'anga'anga na roto i ta ratou piri aere'anga e te au ātuitui karere.

30% o te au anga'anga e akakitekite'ia ana

Te au ravenga inangaro'ia e te aronga kimi anga'anga no te kimi anga'anga

- Tuku'anga atu i te au CV ki tetai ua atu ngā'i
- Te patī'anga i te 'anga'anga tei 'akakitekite'ia ki runga i te ātuitui roro uira, 'ātuitui karere, me kore ra, i roto i te nūti-pēpa
- Te 'ārāvei'anga atu i te au recruitment agencies

70% o te māketē kitea-kore ia no te anga'anga

Te ravenga inangaro'ia e te au 'ona-'anga'anga no te kimi aronga 'anga'anga

- Na roto i te ātuitui karere ki te aronga kua mātau ratou i te ngā'i anga'anga, me kore ra, i roto i te oire
- Na roto i ta ratou aronga e anga'anga nei
- Na roto i te ākara'anga i te au akakitekite'anga karape i runga i te ātuitui roro uira



Kimi'ia te au anga'anga inangaro'ia:

careers.govt.nz/jobs-database

Tautā kia puapinga koe i te turanga komakoma'anga

Ko te 'ātui'anga ki roto i teta'i 'oire tangata tukatau i roto i ta ratou 'anga'anga, e te aronga tei mātau koe, e te patu'anga i to'ou turanga, te 'āite'anga o te networking. Kua 'u'una'ia teta'i 70% o te au 'anga'anga, no reira e mea pu'apinga i te tāmou i te rāvenga 'ātuitui karere.

E ngakau 'ōronga, e te tauturu i teta'i atu, to te 'ātuitui'anga karere, teia te 'ākara'anga:

- te 'aka'ārāvei'anga i te aronga tei mātau koe, i teta'i ki teta'i
- te tu'atu'a'anga i te au tātā'anga, e te au tuku'anga ki runga i te 'ātuitui roro uira
- te 'ōronga'anga i to'ou tuātau.

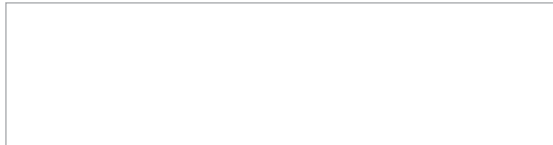
Tāmanako'ia te aronga ka tau kia 'ātuitui karere atu koe, ma te tātā i to ratou ingoa ki raro ake nei.



Te aronga kua mātau tikāi koe

Au taeake takere, au mānitia, au taeake no te āpi'i, kopu tangata, au 'oa, au 'oa o te au 'oa.

Pati atu no te au aka'ārāvei'anga e te au akapiri'anga



Te aronga kare koe i mātau meitaki, me kore ra, kua 'ārāvei ana koe no teta'i tuātau poto ua

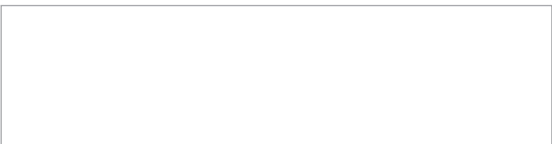
'Ātui atu na runga i te ātuitui roro uira ki te LinkedIn, i muri ua ake i te 'uipa'anga

Teia te ākara'anga: au pu'āpi'i, au manu'iri tumu-korero, au taeake tauira, te aronga i 'ārāvei ana koe na roto i te au 'anga'anga 'oire.

Te aronga kare koe i kite

Te aronga tei roto i ta'au anga'anga inangaro rava atu, putuputu'anga, me kore ra, turanga 'anga'anga.

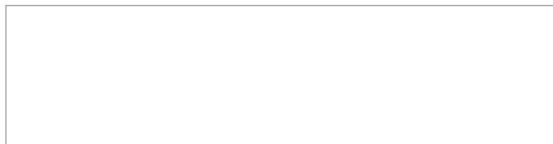
Āru'ia te au komakoma'anga i runga i te ātuitui roro uira, ūia te au uiui'anga, ma te 'akapapa i te au ārāvei'anga kimi anga'anga



Patu'ia ta'au 'uā'orāi 'ātuitui'anga karere

Te aronga ka rauka iākoe i te tauturu

Tāmata'ia te anga'anga tutaki-kore, me kore ra, teta'i 'anga'anga poto ua no teta'i nga rā i te 'epetoma, ei akama'ata atu i ta'au ātuitui karere.



Ka akapē'ea me rave i te ātuitui karere

Ka tauturu te ātuitui karere ia koe i te tomo atu ki roto i te māketē no te au anga'anga tei 'u'una'iā.

Ra'ira'i ua atu te au rāvenga no te ātuitui'anga karere:

- akakitena atu ki to'ou au 'oa e te kopu tangata e, te kimi anga'anga nei koe
- aere atu ki te au meet-ups e te au putuputu'anga a te turanga anga'anga
- akapiri atu ki te au putuputu'anga i runga i te ātuitui karere
- tomo atu ki roto i tetai putuputu'anga tukatau i roto i to'ou turanga anga'anga
- aere atu ki te job expos
- tāniuniu'ia atu tetai ua atu putuputu'anga no te kimi anga'anga
- pati'ia atu te au mānitia HR kia aere mai ki te kapu kaope
- āpi'ipi'ia te āravei'anga kimi anga'anga ki tetai mānitia.

Akatanotano'ia kia mako ta'au tātā'anga no te turanga komakoma'anga

E tātā'anga no te turanga komakoma'anga, me kore ra, kia karape atu koe no tetai ravenga viviki rava atu i te aka'āravei'anga atu i ta'au i rave ana e ta'au e inangaro nei i roto i te anga'anga.

Ta'au tātā'anga no te turanga komakoma'anga

Me ūi atu tetai e, "No reira, ea'a ta'au anga'anga?" ka akapē'ea atu koe?

E toru au akaue'anga kia tāmanako'ia:

1. E tau e 30 tēkona ta'au pa'u'anga, me kore ra, ki raro mai.
2. To'ou au karape (me kore ra, ka akapē'ea koe e puapinga ai te tangata ka oake atu pa'a i te anga'anga) kia takataka meitaki.
3. 'Akaāri'ia mai teta'i tū 'akakoro'anga.

Te turanga komakoma'anga no'ou uā'orāi

Ko _____ toku ingoa.

E _____ au

E (au mataiti i roto i teia anga'anga) mataiti:

I teia ati'anga te inangaro nei au i tetai tu'era'anga ei:

Te inangaro tikāi nei au i tetai anga'anga i roto i te tu'anga:



Ākara'ia te careers.govt.nz no te tuatua tauturu no runga i te 'ātuitui'anga karere:

careers.govt.nz/articles/network-into-a-job-with-the-perfect-elevator-pitch

Teateamamao no tetai āravei'anga kimi anga'anga no te au akakitekite'anga

E tuātau no te komakoma'anga atu ki te 'ona-'anga'anga, te tuātau āravei'anga kimi anga'anga, no runga i ta ratou putuputu'anga e ko'ai ta ratou e inangaro ra kia anga'anga na ratou.

E tuātau teia no'ou i te kimi i te tu anga'anga tūkētūkē ka rauka ia koe i te rave, ma te mārama atu i te au karape ka anoano'ia no te anga'anga kapiti'anga atu ki te 'ona-'anga'anga. 'Auraka e ui tika ua atu no runga i te 'anga'anga – te komakoma ra koe kia ratou, kia kite koe i ta ratou putuputu'anga, e ta ratou turanga 'anga'anga.

1. Te 'ārāvei'anga atu i teta'i 'ona-'anga'anga

'Āravei atu ia ratou na runga i te mēre uira, me kore ra, i te LinkedIn. Akamārama atu e, ko'ai koe e, ea'a koe i inangaro ei kia āravei. Ka inangaro pa'a teta'i aronga i te komakoma atu na runga i te terepōni ma te kore e āravei'anga mata ki te mata.

2. I mua ake i ta'au komakoma'anga

Kimikimi na mua, no runga i te putuputu'anga, e te turanga 'anga'anga. Tāmou'ia te ma'ata'anga ka rauka iākoe, kia tā'anga'anga meitaki koe i te tuātau 'uipa'anga. Ūi'ia te au ui'anga puapinga i te tauturu, kia kite koe i te au rāvenga pu'apinga ka ma'ora mai, me kore ra, te au tu anga'anga i roto i te putuputu'anga.

3. Me āravei koe ia ratou

- Akamanea'ia kia tau no te uipa'anga.
- Akameitaki'ia atu ratou no te tuātau āravei'anga.
- Akakite atu i te mānga no runga ia koe uā'orāi e to'ou turanga, māri ra auraka e tāroaroa.
- Ūi atu no te roa'anga o te tuātau ka rauka ia ratou no te komakoma'anga. Akatinamou'ia ki teia taime. Me tere atu te taime, pati atu me ka tika kia komakoma ua atu.
- Ūi atu me te meitaki ra me tātā koe.
- Me oti koe, akameitaki aka'ou'ia atu no te tuātau komakoma'anga mai kia koe.

4. I muri ake i te 'uipa'anga

- I muri rava ake i ta'au uipa'anga, tātā'ia ta ratou i tuatua.
- Tuku'ia atu tetai akameitaki'anga i muri ake i ta kotou komakoma'anga na runga i te mēre uira, me kore ra, i te LinkedIn.
- 'Akakite atu me kua tu koe i te 'anga'anga, me kore ra, kua 'iki koe i teta'i turanga anga'anga 'ou no runga i taua 'uipa'anga.



Ākara'ia: Te au 'ārāvei'anga kimi 'anga'anga no te au 'akakitekite'anga: Ka 'akapē'ea e 'autū ei

youtu.be/CXZDTDBLKRE

Pati'anga no te āravei'anga kimi anga'anga no te au akakitekite'anga

Ka tauturu te āravei'anga kimi anga'anga no te au akakitekite'anga, ia koe no te turanga komakoma'anga ki te au 'ona-'anga'anga e te kite'anga, me e turanga anga'anga tetai na'au.

Ākara'anga i te pati'anga no tetai'āravei'anga kimi 'anga'anga no te 'akakitekite'anga:

Kia orana, ko Alex Vaiora tōku ingoa.

I tatau ana au i ta'au 'akakitekite'anga karape i runga i te LinkedIn, e, te reka nei au i te kite e, e āka kite to'ou no runga i te 'akateretere'anga i te au toa 'oko kai viviki. E 16 oku mata'iti i te anga'anga'anga ei Mānitia 'Are-kai i roto i au 'are-kai o Te Whanganui-a-Tara.

Te inangaro nei au i te komakoma atu kia koe no runga i ta'au i rave ana.

Me ka tika, ka inangaro au i te komakoma 'o'onu atu kia koe no runga i teia? Kua kite au e, e tangata manatā koe, māri ra, ka mataora tikāi au me ka va mai tetai 20 miniti.

Otira ua, na
Alex

Au uiui'anga no te āravei'anga kimi anga'anga no te au akakitekite'anga

Ka rauka i teia au ui'anga i te aruaru i te tangata kia komakoma no runga i to ratou turanga 'anga'anga, e te au rāvenga pu'apinga.

Turanga

- Ka rauka iākoe i te _____ 'akakite mai i teta'i atu no runga i te tu'anga i roto _____ ('oire)?
.....
- I akapē'ea koe i peke mai ei teia turanga?
.....
- Akakite mai i te katoa'anga o to'ou ra anga'anga?
.....
- E apinga tetai ka poitirere te tangata no runga i ta'au anga'anga?
.....
- Me ka rauka iakoe i te oki ki muri i te tauī i te kaveinga o to'ou turanga anga'anga, ka tauī rāi koe?
.....
- Ea'a te akakitekite'anga karape o te tangata openga tei tu i te anga'anga i roto i toku turanga anga'anga?
.....

Turanga anga'anga

- Ea'a te tupu nei i roto i te turanga 'anga'anga i roto i Aotearoa? Te kake nei ki runga me ki raro?
.....
- Ea'a te turanga karape puapinga e inangaro nei te au 'ona-'anga'anga i roto i teia anga'anga/turanga anga'anga?
.....
- E ma'ata rāi te tangata e kimi anga'anga ana i roto i teia ngā'i?
.....
- Kua kite koe i teta'i atu, te ka inangaro i te komakoma mai kia aku? Ka rauka iākoe i te 'aka'ārāvei atu iāku na runga i te mēre uira?
.....

Akapuapinga'anga ia koe uā'orāi

- E au tu karape, me kore ra, anga'anga tetai kare e rava ana?
.....
- Kare a'au au tāmānako'anga no toku tomo'anga atu ki roto i teia ngā'i?
.....
- Ea'a te terēni'anga puapinga?
.....
- Ea'a te tu o te anga'anga tei rave'ia ana, ta'au e inangaro nei?
.....
- I to'ou manako'anga, ko'ai te au ātuitui karere e tau kia tomo atu au ki roto?
.....

Tapiri'ia mai ta'au uā'orāi au uiui'anga ki raro ake nei:

Te tāmanako'anga i te 'akapu'apinga'anga atu i te karape, me kore ra, i te terēni 'aka'ōu'anga

I roto i ta'au kimikimi'anga, i kite āinei koe e, ka anoano'ia koe kia terēni 'aka'ōu, me kore ra, i te 'akapu'apinga atu i to'ou karape? Ka meitaki atu te au ravenga e rauka mai ei te anga'anga me akapuapinga, me kore ra, me terēni aka'ōu.

Tei roto i te 'akapu'apinga'anga i te karape, te tāmou'anga i te au karape 'ōu, i te tauturu i to'ou neke'anga ki mua i roto i ta'au 'anga'anga e rave nei, me kore ra, i te ora'anga 'anga'anga.

Tei roto i te au rāvenga 'akapu'apinga'anga i te karape:

- te terēni'anga, e te arataki'anga
- te-terēni'anga-i-te-tuātau 'anga'anga, pērā katoa te au apprenticeships
- ka tutaki te 'anga'anga i ta'au tamou'anga 'āpi'i
- te neke'anga ki teta'i 'anga'anga kē atu, no teta'i tuātau poto
- te tāmou'anga 'āpi'i na runga i te 'ātuitui roro uira, e te au karape rikiriki.

Me inangaro koe i te tauī ki teta'i turanga 'anga'anga kē atu, ka anoano'ia pa'a koe kia terēni 'aka'ōu.

Tei roto i te au rāvenga terēni 'aka'ou'anga:

- te tāmou'anga 'āpi'i mei te ngā'i mamao
- te tāmou'anga 'āpi'i iākoe e 'anga'anga ra
- te tāmou'anga 'āpi'i i te au rā tātakitā'i.



Kimi'ia no runga i te turu'anga, no te terēni'anga:

- Te Targeted Training, e te Apprenticeship Fund: careers.govt.nz/articles/retrain-for-free-with-ttaf
- Kare e tutaki: careers.govt.nz/courses/funding-study-and-training/fees-free
- Te 'āpi'i'anga no te 'anga'anga, e te terēni'anga: careers.govt.nz/articles/choose-a-vocation-for-a-better-future



Akapuapinga'anga

I anga'anga ana a Tom ki roto i te turanga akatu are



Kua kimikimi kite aia no runga i te pēpa āpi'i e anoano nei aia kia akapuapinga



Kua rave aia i te apprenticeship



Kua riro mai 'aia ei tangata 'anga'anga uira



Terēni'anga aka'ōu

I anga'anga ana a Maia ki roto i te tourism



Kua kite 'aia i te au tū 'anga'anga tei tau ki tōna au karape, e tōna au 'irinaki'anga, e kua kimikimi atu i te au 'āpi'i'anga te 'āpi'i'ia ra i roto i te polytech o te 'oire



Kua tomo atu aia ki roto i te āpi'ipi'i'anga nēti



Kua riro mai aia ei nēti no te oire



Kimi'ia no runga i te au tāmou'anga āpi'i, e te au 'iki'anga no te terēni'anga:

careers.govt.nz/plan-your-career/find-out-about-study-and-training-options

3

Tuku'ia te manako ma te rave



Aka'āravei'anga

Ka kite koe i roto i teia tu'anga:

- tetai arataki'anga no te pa'u'anga atu i te akakitekite'anga anga'anga
- Ka akapē'ea te pati'anga anga'anga i runga i te ātuitui roro uira
- au tāmanako'anga tauturu no te tātā'anga i tetai CV e te reta akamārama'anga
- teta'i arataki'anga no te rāvenga kimi aronga 'anga'anga
- teateamamao'anga no te au aravei'anga kimi anga'anga
- ta'au au taka'i'anga toe no te akatupu'anga i tetai parāni kia rave ia.

"Auraka e tuku i te 'au,
'ōpara ua atu rāi ki mua.
Ka ū koe ki te au mataāra
ārai'ia e te au speed
bumps. Ka tautā pakari
koe, kare e pāpāki tai,
ma te anga'anga pakari."

David Letele (Brown Buttbean)
E tangata moto,
e te Arataki no te Ora'anga

Aka'āite'ia to'ou au karape ki te au anga'anga tei akakitekite'ia

Kimi'ia tetai akakitekite'anga anga'anga te reka ra koe ma te āru i te au taka'ī'anga i raro ake nei.

1 **Tatau'ia te akakitekite'anga ma te 'akato'u atu i te au karape pu'apinga, e te au turanga o te tangata e inangaro nei te au 'ona-'anga'anga**

Teia te ākara'anga:

- meitaki i te tātā'anga e te komakoma'anga
- anga'anga meitaki ana ki roto i te pupu, me kore ra, meitaki no te anga'anga'anga taokotai
- akavā'anga e te akapuapinga'anga manatā
- akateretere'anga tuātau
- te au kite no te akakoro'anga, me kore ra, te au kite technical
- meitaki rava atu i runga i te roro uira
- ka rauka i te anga'anga meitaki me te ngatā ra te au mea ravarāi
- umuumu e te kimikimi ravenga
- meitaki rava atu i te āriki'anga manu'iri.

2 **Rave aka'ōu'ia mei tei runga ake nei no te 'anga'anga, me kore ra, no te 'akakitekite'anga i te tu o te tangata (me e mea teta'i)**

Tei roto i teia tetai au akakitekite'anga no runga i ta te 'ona-'anga'anga e inangaro nei no te reira anga'anga.

3 **'Ākara'ia te careers.govt.nz**

Tā'anga'anga'ia te search box ei kimi i te anga'anga. Ka ōronga atu te kapi no te anga'anga, i teta'i 'akapapa'anga no te au karape, te au pēpa-kite, e te au taka'ī'anga no ta'au i rave, te inangaro'ia nei no teia anga'anga. Ka tauturu teia i te akaāri mai i tetai atu au karape.

Kua tu koe i teia ati'anga i te akapapa'anga tei kimikimi meitaki ia o te au karape, au turanga tangata e te anga'anga tei rave'ia, e anoano'ia nei no te ngā'i tei akakitekite'ia.



Manako tauturu: 'Auraka e manatā me kare iākoe te au karape katoatoa tei 'akapapa'ia

Tautā atu no te au anga'anga me tei ia koe te ma'ata'anga o te au karape puapinga tei akapapa'ia i roto i te akakitekite'anga anga'anga.

4**Kimikimi'ia te turanga o te putuputu'anga**

- Kimi'ia te akakitekite'anga no runga i te au apinga puapinga, me kore ra, au ravenga, ta ratou akakoro'anga, e tetai atu kia kite meitaki koe ia ratou. Ka rauka ia koe teia na roto i ta ratou kupenga uira e na roto i te komakoma'anga atu ki te aronga kua mātau koe.
- Tātā'ia tetai au kupu puapinga e tetai au tātā'anga no roto i teia au mea. 'Akama'ara'ia teia, iākoe e 'iki ra i te 'akakitekite'anga ka tātā koe ki roto i ta'au reta, e te CV.

5**'Akapapa'ia to'ou au karape, e ta'au i rave ana kia tau ki teia 'anga'anga**

- Tātā'ia to'ou au karape tekināretī, e ta'au i rave ana kia tau ki te au karape pu'apinga tei roto i te 'akakitekite'anga 'anga'anga. 'Anga'ia tetai akapapa'anga o to'ou au karape tau no te anga'anga.
- Tāmanako'ia te au mea puapinga kia koe no te anga'anga, e ta'au au akakoro'anga, me te tau ra ki to te putuputu'anga.

6**Ko'i'ia te 'akairo, e te au 'ākara'anga, ei 'akaāri e, te tau ra to'ou au karape, e ta'au i rave ana, ki te 'anga'anga**

Ma'ani'ia tetai akapapa'anga ei akaāri e, i tā'anga'anga ana koe i te au karape e anoano'ia nei i roto i te akakitekite'anga anga'anga. Akapapa'ia te au puapinga tei rauka ia koe ei akaāri e, i akapē'ea koe i te tā'anga'anga'anga i teia au karape.

Kua papa koe i teia 'ati'anga i te tātā i tetai CV tano, e te reta akamārama'anga tei akakoro meitaki ia ki runga i te anoano o te 'ona-'anga'anga okotai no tetai anga'anga.

**Te tika:**

Kare te au 'ona-'anga'anga e no'ono'oua ana

Ka anoano'ia to'ou CV e te reta akamārama'anga kia akaāri takataka mai e, te aite meitaki ra koe i ta ratou e anoano ra.

Auraka e tuku i te CV e te reta akamārama'anga okotai no te au pati'anga anga'anga tatakitai. Akama'ata'ia te irinaki'anga kia tu koe i te āravei'anga kimi anga'anga, na roto i te akatano'anga i ta'au pati'anga anga'anga ki te anga'anga e pati ra koe.

Ka akapē'ea me pati atu

Pati atu no te au anga'anga e āite waitata atu ana ki to'ou au karape e te au pepa-kite.

- Ma'ani'ia kia rava te tuātau no te pati'anga atu.
- Akapāpū kia tukatau, me kore ra, kia āite mei te pītiniti rāi ta'au mēre uira.
- Āru meitaki i te kaveinga o te pati'anga.
- Pati'ia atu tetai kia 'ākara i to'ou CV e te reta akamārama'anga kia tau ki te pēpa pati'anga.
- Tāruia te ingoa o te ngā'i e pati ra koe ki roto i te rāini upoko o ta'au mēre uira.
- Akapāpū i te tāru atu i to'ou ingoa e te numero terepōni ki roto i te mēre uira.
- Tuku'ia atu to'ou CV ei PDF attachment.
- Tāru'ia to'ou ingoa ki roto i te filename o te CV.

Ākara'anga o te mēre uira no ta'au pati'anga:

Kia: HR@anywhere.co.nz

Tumu manako: Pati'anga anga'anga na Alex Vaiora, ki ko i te Wubsay Restaurant Manager

Kia _____ (te ingoa o te tangata)

No runga i te: turanga anga'anga Wubsay Restaurant Manager

E āka ingangaro tikāi tōku i te pati atu no teia turanga. No roto i tāku i kite i te 'aka'aere'anga i te au are-kai i roto i te 16 mata'iti i topa ake nei, i 'ōronga mai i te karape, e te kite. Tei roto i te reta 'aka'ārāve'i'anga, e te CV tei tapiri'ia atu, te akaāri'anga atu e, ea'a au ka tano ei, ei manītia no te Wubsay restaurant e, ka akapē'ea au i te tā'anga'anga'anga i toku au karape, e tāku i kite, kia 'anga'anga na'au.

Tena mai, kua tapiri'ia atu toku CV, e te reta 'aka'ārāve'i'anga, no te turanga i runga ake nei, tei 'akakitekite'ia ana ki runga i te Seek, i te rā 20 o Mē, i te mata'iti 2021. Te irinaki atu nei no ta'au pa'u'anga.

Otira ua, na
Alex Vaiora
Phone 033 333 333
alexv@hmail.com



Manako tauturu:

Pati'ia atu ma te kiriti mai i te job description (JD):

Ākono'ia kia rauka ia koe i te akapapa i ta'au au pati'anga no te teateamamao'anga no te aravei'anga kimi anga'anga.



Manako tauturu:

Me kare ā'au ātuitui roro uira i runga i ta'au roro uira

Aere atu ki ko i te are-puka o te oire, me kore ra, te ngā'i tauturu i te oire tangata i te kimikimi kite e te tuku'anga atu i ta'au pati'anga anga'anga.

To'ou turanga i runga i te 'ātuitui roro uira

Tāmanako'ia to'ou turanga i runga i te 'ātuitui roro uira, ei CV 'ātuitui roro uira no'ou.

Ka rauka ia koe i te 'anga i tetai akakitekite'anga karape ki runga i te career hub a tetai putuputu'anga, ki runga i te kupenga uira a te Work and Income, i ta'au uā'orāi kupenga uira, me kore ra, te LinkedIn. Te ākara ua nei te au 'ona-'anga'anga e te aronga kimi tangata anga'anga i te au akakitekite'anga karape no te aronga anga'anga 'ou.

Kua tere atu i te 540 miriona tangata e akakitekite'anga karape to ratou i runga i te LinkedIn – e ātuitui karere te ka turama mai i ta'au i rave ana, ma te akapiri atu ia koe ki te au putuputu'anga tukatau e te au pītiniti.

E tīkoti'anga te LinkedIn i te CV i runga i te ātuitui roro uira e te kapi Pukamata.

Akaruke'ia to'ou akakitekite'anga karape tei runga i te ātuitui roro uira kia anga'anga na'au:

- Akato'u'ia to'ou au karape ki runga i te akamata'anga o to'ou turanga.
- Akapapaia ta'au i rave ana, āpi'i'anga e te au karape.
- Tāru'ia atu to'ou au akakitekite'anga no te āravei'anga atu ia koe e te ngāi e no'o ra koe.
- Tuku'ia atu te tūtū mei te pakuivi ki runga, te ākara tukatau ra.
- Tuku'ia atu te au kupu puapinga no runga i to'ou au karape ki roto i ta'au upoko tuatua.
- Ākara meitaki kia tano te tātā'ia'anga.
- Ta'anga'anga'ia teta'i mēre uira tukatau mei te maia.johnson@website.com.
- Vai'o'ia to'ou username kia tukatau.
- Aka'ou putuputu'ia to'ou turanga.
- Ātui atu ki teta'i – tukuna atu te karere ki te tangata, me kore ra, pati'ia atu ratou kia reka i to'ou turanga.
- Tāmanako meitaki no runga i to'ou 'akairo, e ta'au ka tuku atu.



Kimi'ia teta'i atu: Ka akapē'ea e kitena meitaki ia ei i runga i te LinkedIn

careers.govt.nz/articles/how-to-stand-out-on-linkedin

Te au mea anoano'ia i roto i te CV

Ma'ani'ia to'ou CV ei akaari'anga manea e te reka ia koe uā'orāi.

1

I mua ake ka 'akamata ei koe i te tātā

- Tātā viviki ia te au karape e te au mea i rave'ia ana tei āite ki te kaveinga anga'anga e te akakitekite'anga. Auraka e akangaropoina i te au mea e rave ana koe i va'o ake i te turanga anga'anga. Ōronga'ia atu te au ākara'anga ki te au ngā'i katoatoa te ka rauka ia koe.
- Ākara'ia te au ākara'anga o te CV no runga i te akapapa'anga, reo e te au ravenga puapinga no te tuku'anga atu ia koe ki roto i te māketē.

2

Tuku iākoe ki roto i te turanga o te 'ona-'anga'anga

E 10 ō'ou tēkona i te tāparu atu i te 'ona-'anga'anga kia tataua atu i to'ou CV. Ka puapinga atu to'ou CV me turama koe i te au mea e inangaro nei te 'ona-'anga'anga. Ākono'ia te CV kia poto ma te akaari atu i te anga'anga i rave ia ana e te au karape e inangaro'ia nei.

E toru au ui'anga puapinga no te ui kia koe uā'orāi:

1. Me ākara viviki teta'i tangata i toku CV, ka manako rāi ratou e, 'Ākara'anga mako tikāi teia CV'?

Ka 'iri te au 'ona-'anga'anga ma te akameangiti mai i te putunga CV kia poto rava ki te rua, me kore ra ki te toru tangata. Ka ākara meitaki atu ratou ki te CV tei takataka, tei akapapa meitaki ia, kare ki te mea roa e te pa'aruā.

2. Me tataua ratou i te katoa'anga o to'ou CV, ka manako ratou e "Tei teia tangata te au karape e anoano nei tatou"?

Te kimi nei te au 'ona-'anga'anga i tetai tangata tei 'āite ki ta ratou kaveinga anga'anga. Akatanotano'ia ma te tapā'o atu i to'ou CV kia turama i te au mea tano ki te anga'anga e inangaro ra koe.

3. Me 'akatopa mai ratou i te ma'ata'anga o te au CV ki raro, ka manako āinei ratou e, "Ka pa'una rāi te tuātā no te 'ārāve'anga atu i teia tangata"?

Te mānākonako nei te au 'ona-'anga'anga no ta'au ka ōronga atu kia ratou. Ōronga'ia atu te vaerua e, ko'ai tikāi koe e ta'au au ravenga puapinga rava atu.

3

Pati'ia atu teta'i pae kia ākara i to'ou CV

Pati'ia kia 'ākara metaki teta'i atu i to'ou CV, kia kitenā'ia e, me te mako ra, kua 'akapapa meitaki ia, e kare e au tarevake i roto i te tātā'ia'anga.

'Iki'anga i te au tangata turuturu tano

E pati ua ana rāi te au 'ona-'anga'anga no tetai nga tangata turuturu e rua – aronga ka tāniuniu atu ratou kia akakite ma i ta ratou i kite no runga i ta'au i rave ana, e me ka tano koe no ta ratou putuputu'anga.

'Iki'ia te au tangata turuturu ka rauka i te irinaki'ia e te tukatau, ka tuatua no runga i ta'au anga'anga, e te māmā ua i te komakoma'anga atu. 'Akapāpu meitaki, i te 'akakite na mua kia ratou.



'Ākara'ia ta
matou rāvenga
CV Builder

[careers.govt.nz/tools/
cv-builder](https://careers.govt.nz/tools/cv-builder)



Kimi'ia teta'i atu: Au 'akapapa'
anga CV tei tau ki te au tū
tangata kimi 'anga'anga tūkētūkē

[careers.govt.nz/job-hunting/
cvs-and-cover-letters/templates](https://careers.govt.nz/job-hunting/cvs-and-cover-letters/templates)

Te 'ākara'anga meitaki i to'ou CV

Ta'anga'anga'ia teia 'akapapa'anga, i te 'akapāpu meitaki, kia kite meitaki teta'i atu 'ona-'anga'anga, me kore ra, teta'i tangata kimi aronga 'anga'anga.

- Tātā'ia kia takataka meitaki te ingoa, e te au 'akakitekite'anga no te 'ārāvei atu, ki runga i te kapi mua.
- E kerekere te kara no te tātā'anga, kia 'āiteite pouroa te tū o te tātā'anga, e kia māmā ua i te tatau (11 me kore ra 12 te ma'atama'ata o te au reta)
- Tei roto pouroa te au 'akakitekite'anga no te tumu manako 'okota'i – ta'anga'anga'ia te 'akamārama'anga o te 'anga'anga, e te 'akakitekite'anga no runga i te 'anga'anga, ei arataki
- 'Auraka e kaimoumou taime, 'akatika meitaki ki to'ou 'uā'orāi turanga, e te 'akakoro'anga no te ora'anga 'anga'anga
- Kia tano meitaki te au tumu manako, e kia 'āiteite pouroa te tū o te tātā'anga, e te ma'atama'ata o te au reta
- 'Ātui'ia te au karape ki ta'au i kite, ma te ta'anga'anga i te au kupu pu'apinga mei roto mai i te 'akakitekite'anga 'anga'anga
- Ta'anga'anga'ia te bullet points, ma te 'akapapa meitaki i te au rāini
- 'Akapapa na mua ia te anga'anga koi oti ua ake nei
- 'Akapapa na mua ia te au pēpa-kite teitei rava atu, me kore ra, te au pēpa-kite tau
- Kare te au tu'anga e tīpu'ia atu ki teta'i atu kapi
- Tātā'ia te katoa'anga o te 'akakitekite'anga (kare e abbreviations, me kore ra, acronyms)
- Kia tano te au reta, e te karāma i roto i te tātā'anga
- Kua 'akaātea'ia te au 'ākarakara'anga, te au tūtū, te au pi'a tātā'anga, e te au 'akapapa'anga
- Kua 'ākara meitaki ia ta te au 'akavā, i te 'akapāpu e kua tano te au 'akakitekite'anga no te 'ārāvei'anga atu
- Tei roto katoa te au mea inangaro'ia e koe, e ta'au au tamataora'anga
- Kare te CV e tere atu i te rua ki te toru kapi
- Pati'ia atu teta'i e 'irinaki ana koe, kia 'ākara meitaki i to'ou CV, ma te 'akakite atu i to ratou manako



Te tika: Ea'a te applicant tracking system (ATS)?

Me pati koe no teta'i 'anga'anga, ka tukuna'ia pa'a to'ou CV na roto i teta'i applicant tracking system (ATS). E rāvenga teia i te 'akapapa'anga i te pu'apinga o te au CV, e te au reta-'aka'ārāvei'anga. Ka 'iki te mānitia, nāna e 'ōronga ana i te 'anga'anga, i teta'i au kupu pu'apinga, i te ma'ata'anga o te taime, ko te ingoa o te 'anga'anga, te turanga o te 'anga'anga, e te au karape pu'apinga, e na te ATS e kimi mai ia ratou, mei roto i te au tātā'anga.

Ko te pu'apinga teia i te ta'anga'anga'anga i te au karape pu'apinga, e te au kupu tei 'akapapa'ia i roto i te 'akakitekite'anga kimi 'anga'anga, i te tātā'anga i to'ou CV.

Tātā'ia, me kore ra, aka'ōu'ia tetai CV

Au manako tauturu

Tukuna'ia to'ou ingoa, e te au 'akakitekite'anga no te 'āravei'anga atu, kia takataka meitaki ki runga i te kapi mua.

- Tānumero'ia te au kapi ki roto i te footer.
- Ma'ani'ia te au upoko tuatua kia tutū mai ki va'o. Tā'anga'anga'ia te mea to'u, te ma'atama'ata, te kara, te ātea teatea, e perā ua atu, no te rave i teia.

Ko te 'u'uti'anga mai i te tangata tatau, te irinaki'anga o teia tu'anga. Me kare e rauka, kare ratou e tatau ua atu.

- Rave'ia mai te au kupu tei tā'anga'anga'ia ana no te 'akamārama'anga i te au karape, i roto i te 'akakitekite'anga 'anga'anga.

No te ōronga'anga atu i te 'akairo e kua rave ana koe, e ka rauka ia koe i te rave i te anga'anga te irinaki'anga no teia tu'anga.

- Ka inangaro koe i te 'ona-'anga'anga kia manako e "Ka rauka i teia tangata i te rave i te anga'anga e, ka inangaro au e, nāna e rave".
- Umuumu'ia te au anga'anga puapinga. Turama'ia te au kaveinga i tauturu ei koe i te kamupani kia puapinga.
- Me kua roa koe i te anga'anga'anga, tāru'ia mai te au mea koi oti akenei, me kore ra, te au turanga tau.

Akapapa'anga CV māmā ua kua ki i te au ākara'anga

Alex Vaiora

1234 Chelsea Road, Lower Hutt 5010

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Phone: 033 333 333

LinkedIn: linkedin.com/in/alexv3333

Te tuatua no'ou anake

E mānītia tukatau no te 'are-kai, e te tukatau katoa i te komakoma'anga e te au turanga 'ārikiriki. Te 'irinaki nei i te 'ōronga'anga i te au turanga pu'apinga rava atu no te au manu'iri. 'Apinga tikāi no te 'akatanotano'anga manatā. E aruaru ana i te aronga 'anga'anga kia 'anga'anga viviki i te 'ōronga i te au kai tukatau. E 'ākara meitaki ana kia tano meitaki te au mea rikiriki. E mātūtū i roto i te 'anga'anga'anga ta'okota'i.

Te au karape pu'apinga, e te kite

Te au karape 'ārikiriki tangata

- Kua tere atu i te 16 mata'iti, i te 'aka'aere'anga, e te 'āpi'ipi'i'anga i te aronga 'anga'anga i roto i te rāvenga o muri i te 'are, i roto i te au pi'a tunu kai tei tau ua te ma'atama'ata
- I parāni ana, e i 'aka'aere ana i te au 'akateretere'anga pouroa i te au mea inangaro'ia i roto i te pi'a tunu kai, iāia e 'anga'anga ra ei pū tunu-kai, mei te 'aka'aere'anga, e te 'oko'anga mai i te au mea katoatoa, te 'aka'aere'anga i te moni, e te tāpiri'anga i te 'are-kai
- Kua 'ākara meitaki i te 'akapu'apinga'anga i te au turanga pouroa o te 'ārikiriki'anga tangata, na roto i te 'ākara'anga meitaki i te turanga o te kai, e te manu'iri, e te au mānākonako'anga o te aronga 'anga'anga

Te au karape no te komakoma'anga

- E tukatau i te 'aka'oa'oa'anga i te au tū tangata ua atu, ma te komakoma meitaki, ki te pupu 'anga'anga, e te au manu'iri.

Te 'akatanotano'anga manatā, e te 'aka'aere'anga i te taitaiā

- E kimi ana i te au manamanatā, ma te tatarā viviki i te reira, e te 'akateretere'anga meitaki i te taime, te parāni'anga no te au mea 'ēkōkō'ia, e te no'ō'anga marū me teima'a te 'apainga

Karape i roto i te turanga 'oa'oa

- E aruaru ana i teta'i atu kia 'anga'anga viviki, e kia rave i te 'anga'anga tukatau, ma te 'anga'anga meitaki i roto i teta'i pupu

Ora'anga anga'anga

Mānītia 'Are-kai

Cafe LaFairy, Wellington

2015 – 2021

- Aka'aere i te aronga anga'anga, terēni'anga e te aka anga'anga i te 20 aronga anga'anga no te pi'a tunu kai e te ta'ua
- Rave i te au vāito'anga kia mako e te pa'u atu i te au manamanatā o te au manu'iri
- Akatanotano i te moni, akaere ma te ōta atu i au mea ka inangaro'ia no te are-kai
- Akapuapinga mai i tei rauka, ki te 25% i roto i te mataiti okotai
- Akatopa mai i te aronga anga'anga tei akaruke, ki te 30% mei te mataiti 2017 mai

Ora'anga anga'anga (teia aka'ou)

Mānitia Are-kai

2005 – 2015

Freepav Cafe

- Arataki e 8 aronga anga'anga no te pi'a tunu kai e te ta'ua
- Aka'aere i te moni, akatere i te au mea no te are-kai e te turanga tutaki'anga
- Akamata i te terēni'anga i te aronga anga'anga tei akapuapinga mai i te rekareka'anga o te au manu'iri, ki te 98% mei te mataiti 2006-2015
- Akatomo mai i te au turanga aka'aere'anga meitaki tei akapuapinga mai i te tuati'anga, ki te 25%

Ora'anga 'āpi'i

NZ Diploma in Hospitality Management

2010

Service IQ, Wellington

Te au mea e reka'ia ana

- 'Oro'oro
- Pāpōro kiriketi

Au tangata turuturu

Kia papa te au tangata turuturu me inangaro'ia mai

Me kore ra

Moana Ngata

'Ona Are-kai
Cafe LaFairy, Wellington
Phone: 044 444 4444
Mēre uira: mngata@hmail.com

Nish Ahuja

'Ona Cafe
Freepav Cafe, Wellington
Phone: 055 555 5555
Mēre uira: nisha@hmail.com

Au manako tauturu

Au kaveinga no te akapapa'anga i teia tu'anga:

- Te ingoa o te anga'anga kia to'u, āru'ia mai e te kamupani ki raro mai, e te au anga'anga.
- Te anga'anga koi oti akenei te mea mua.

Ko te'ea tu'anga te ka na mua – ora'anga anga'anga, me kore ra, ora'anga 'āpi'i? Akamanako e ko te'ea tu'anga te mea koi oti akenei e pera katoa tei aite ki te anga'anga e kimi nei koe.

Te ōronga atu nei teia tu'anga, tei ia koe te 'iki, no te tuatua no runga i te au mea e reka ana koe i va'o ake i te ora'anga anga'anga.

- Tāru'ia mai te au mea e reka ana koe, te au tamataora'anga, te tauturu 'anga'anga-tutaki-kore, me kore ra, te 'anga'anga oire.
- Tā'anga'anga'ia te bullet points.

Ka akakite atu te au 'ona-'anga'anga me inangaro ratou i te komakoma ki toou au tangata turuturu. I te ma'ata'anga o te taime, ka 'ārāvei atu ratou i te au 'akavā, i muri ake i to ratou 'ārāvei'anga iākoe.

- Me kare koe i tāru i toou au tangata turuturu ki roto i ta'au CV, akapāpū e, ka rauka ia koe i te ōronga atu i teia ki te 'ona-'anga'anga me pati'ia mai.
- 'Iki meitaki i to'ou au tangata turuturu. Akakite atu kia ratou i te anga'anga e pati ra koe, kia teateamamao ratou – kia tau ta ratou ka tuatua atu no'ou ki te anga'anga.

Ta'au reta akamārama'anga

Ea'a te ka tāru'ia atu

Te au numero/nga'i no te komakoma'anga atu kia koe

Tātā'ia, na runga i teia aka'aere'anga:

- Te katoa'anga o to'ou ingoa
- To'ou ngā'i e no'o ana
- To'ou mēre uira
- To'ou au numero terepōni
- To'ou LinkedIn.

Te tuātau

Tāru'ia atu te rā i tuku ei koe i te reta.

To ratou au numero/ngā'i no te komakoma'anga atu kia koe

Tātā'ia, na runga i teia aka'aere'anga:

- te ingoa o te tangata
- te ingoa o ta ratou anga'anga
- to ratou putuputu'anga e te ngā'i.

Tangata no te komakoma'anga atu no'ou

Tātā'ia te ingoa o te tangata me ka rauka. Komakoma atu ki te putuputu'anga ma te ui atu. Me kare e kitena e koe te ingoa, tuku atu "Ki te mānitia no te o'u'anga".

Te akakoro'anga o te reta

- Tātā'ia te katoa'anga o te ingoa o te anga'anga e te au numero turu ei upoko tuatua.
- Tātā atu e, te tautā nei koe no te reira anga'anga, e te ngā'i i rongo ei koe i teia anga'anga.

Ea'a koe i inangaro ei i te 'anga'anga ki roto i teia turanga, e, ea'a ta'au i kite no runga i teia putuputu'anga

- 'Akaāri'ia atu te turanga umuumu 'Akaāri'ia atu e, kua kimikimi manako tikāi koe no runga i teia 'anga'anga, e te tumu ka inangaro ei koe i te 'anga'anga na ratou.
- Akareka'ia ta'au tuatua no runga i te putuputu'anga, teia te ākara'anga, to ratou rongo, ta ratou i rave, e ta ratou apinga.
- Akama'ara e, no runga teia i ta'au ka rave na ratou, kare e no ta ratou ka rave no'ou.

Akapapa'anga

Alex Vaiora
1234 Chelsea Road
Lower Hutt 5010
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Phone: 033 333 333
LinkedIn: linkedin.com/in/alexv3333

Rā 25 o Mē i te mataiti 2021

Jane Smith
HR Manager
Wubsay Franchises
PO Box 1234
Wellington 6011

Kia Jane

No runga i te: Wubsay Restaurant Manager

Te tātā atu nei au i te pati i te anga'anga Restaurant Manager i Wubsay Wellington City tei akakitekite'ia i runga i te Seek. Tena mai kua tapiri'ia atu taku CV ei turu i taku pati'anga.

E reka tikāi au i te au 'irinaki'anga a Wubsay, no runga i te vaerua tiratiratū, te turanga meitaki, e te 'ārikiriki'anga manu'iri. E anga'anga pakari ua ana rāi au i te āriki'anga manu'iri, na roto i te akapāpū'anga e, te ōronga nei taku pupu anga'anga i te kai meitaki e te āriki'anga puapinga rava atu.

Kua mātau au i te anga'anga ei Mānitia Are-kai i roto i te au are-kai rongonui mei te Cafe LaFairy e te Freepav, Wellington. I roto i teia au turanga tātakita'i, nāku i arataki i teta'i pupu i roto i te pi'a tunu kai, e te au tuati, i te 'ōronga'anga i te kaikai'anga manako-kore'ia no te au manu'iri.

Tei roto katoa i taku turanga te akatanotano'anga moni, te aka'aere i te au mea ka 'oko'ia mai, te terēni'anga e te o'u'anga.

I toku tuātau i ko i te Cafe LaFairy, kua akakake mai au i te mou ki te 25% ma te akatopa mai i te aronga anga'anga tei akaruke ki te 30%.

E tangata inangaro au i te tāmou 'āpi'i ua atu kia puapinga, e, e mēma katoa au no te Restaurant Association of NZ e te Restaurant Manager Association. E reka ana au i te tomo atu ki roto i te au mea ōu e tupu nei i roto i te turanga anga'anga āriki'anga manu'iri, e te aere atu ki te au uipa'anga i te au rua epeotoma katoatoa.

E āka rekareka tikāi toku no teia ravenga i roto i a Wubsay, e te irinaki nei au e, te apai mai nei au i te puapinga ki roto i to'ou pupu, e te ō'anga meitaki atu ki roto i te ākono'anga a to'ou pupu.

Meitaki ma'ata no te āriki'anga mai i taku pati'anga. Te irinaki atu nei no ta'au pa'u'anga.

Otira ua na
Alex Vaiora

Ea'a te ka tāru'ia atu

Ea'a ta'au e apai mai nei ki roto i te turanga

- To'u mai i te puapinga i to'ou āite'anga ki tei anoano'ia no te anga'anga.
- 'O'ora mai i to'ou karape anga'anga, me kore ra karape tekinārēti, ta'au i rave ana, e te kite tei anoano'ia no teia turanga.
- Tāru'i to'ou au karape no te rave i te 'anga'anga to'ou au 'akakoro'anga, te mea e mataora ana koe, e te umuumu.

Te akaoti'anga

- 'Akameitaki atu ia ratou, no te tāmānako'anga i ta'au pati'anga.

Tāina'anga akaoti

- Kia tukatau me akaoti, eia'a e akapeu roa, me kore ra, eia'a e anga'anga kanga. Tātā'ia to'ou ingoa mua e to'ou ingoa openga ma te tāina atu ki runga ake i to'ou ingoa, māri ra me te pati ra koe ki runga i te ātuitui roro uira.

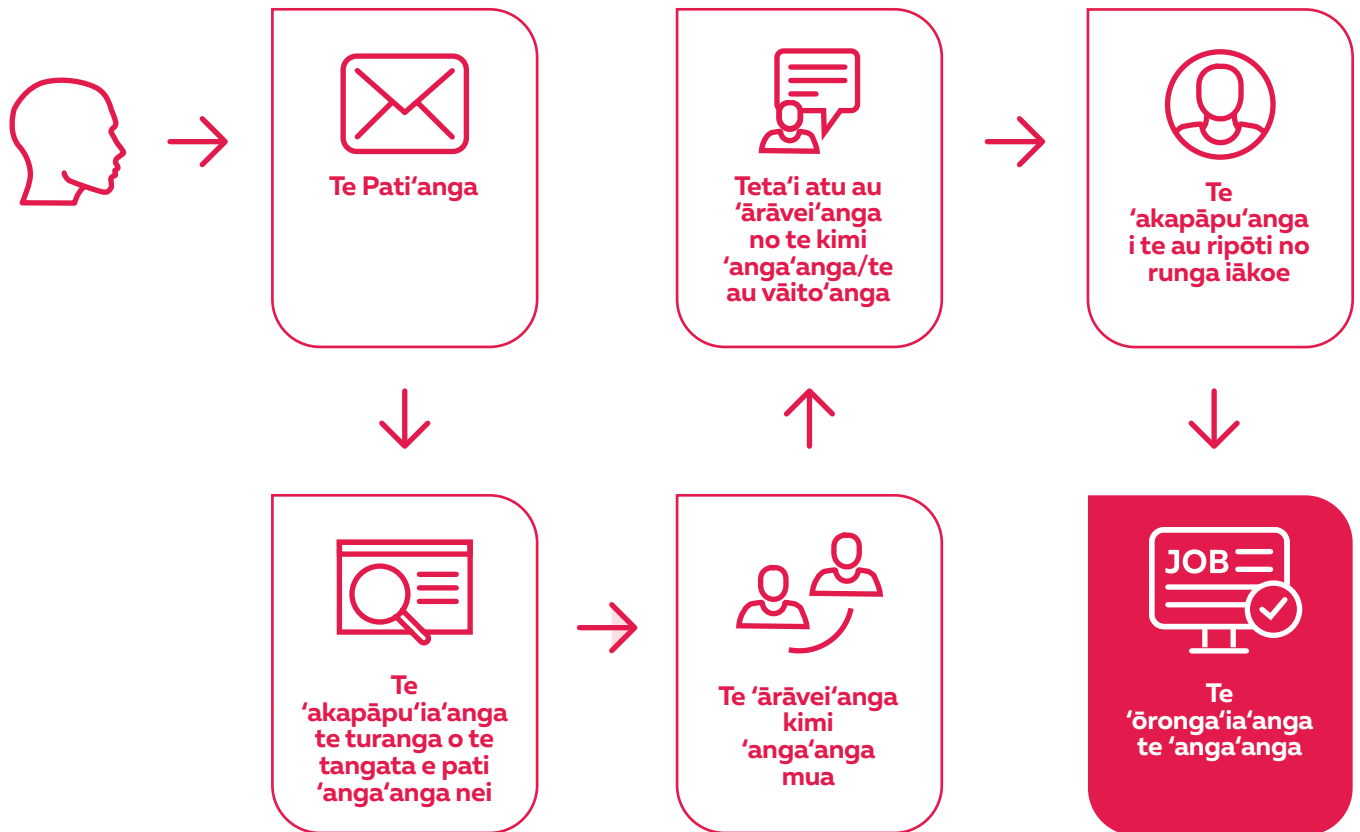


Ākara'ia ta matou 'akapapa'anga no runga i te CV, e te reta aka'ārāvei'anga:

careers.govt.nz/job-hunting/cvs-and-cover-letters/templates

Te rāvenga kimi'anga aronga 'anga'anga

E rāvenga kimi aronga 'anga'anga tei mātau'ia teia. Inārā, kare 'teia rāvenga e aere tika ua ana, e kare pa'a te au taka'anga pouroa i roto.



Te au tu 'ārāvei'anga no runga i te kimi 'anga'anga

Me tu koe i te āravei'anga kimi anga'anga, te manako ra i reira te 'ona-'anga'anga e, tei ia koe te au karape no te rave i te anga'anga. E āravei'anga kimi anga'anga te ravenga no'ou i te akaāri e, ka ō meitaki koe ki roto i te pupu o to'ou 'ona-'anga'anga.



Te āravei'anga kimi anga'anga mata-ki-te-mata

I roto i teta'i āravei'anga kimi 'anga'anga mata-ki-te-mata, te vāito'ia ra koe, i te miniti ka kite mua atu ei te 'ona-'anga'anga iākoe.

- Me 'aka'ārāvei koe iākoe 'uā'orāi, ki te tangata/aronga 'ārāvei'anga no te kimi 'anga'anga, 'ākara'ia te tangata ki roto i te mata, katakata atu, ma te 'akakite atu i to'ou ingoa bapetizo, e to'ou ingoa kōpu tangata.
- Matakite i te turanga o to'ou kopapa – kia āite ta'au e tuatua ra ki tā te kopapa e rave ra.
- 'Ākapāpu meitaki, kia tau to'ou kaka'u no te 'anga'anga e inangaro ra koe.



Te āravei'anga kimi anga'anga na runga i te vitiō

I roto i te 'ārāvei'anga kimi anga'anga na runga i te vitiō, ka ma'ata atu te au tāmanamanatā'anga, e, kare teia i te 'ākara'anga meitaki no'ou.

- 'Ākapāpu meitaki e, kua papa te au rāvenga uira – kia kite koe e, ea'a ta'au porokarāmu ka ta'anga'anga, e, ka 'akape'ea te ta'anga'anga'anga, kia pakari te ātuitui roro uira, e kia tiāti'ia te pātiri, me kore ra, tiāti'ia te roro uira.
- E mea pu'apinga rāi te 'akamanea'anga. Kare te nene'i e reka ana i te kerekere, te teatea, me kore ra i teta'i vāito karakara, no reira akapae'ia teia – ko te auika to'u, te kara meitaki rava atu.
- 'Iki'ia teta'i pāroru tau ua no a muri iākoe, ma te 'akaātea atu i te au mea tavarenga mei roto i te pi'a.



Te tārērē āravei'anga kimi anga'anga

Ka anoano tetai au putuputu'anga kia tārērē tātuātau'ia koe, mei te numero, me kore ra te tārērē'anga tātā.

- Kimi'ia te au tārērē'anga i runga i te ātuitui roro uira ei āpi'ipi'i.
- Akakite na mua atu ki te tangata akaāravei'anga kimi anga'anga, me e ngatā te au tārērē'anga tātuātau'ia kia koe.
- Tatau meitaki i te au akakitekite'anga. Parāni'ia ta'au ka rave i roto i te tuātau.
- Ūia te au ui'anga me kare koe e pāpū ana i tetai apinga.
- Ākara meitaki ia ta'au anga'anga me oti koe.

Teateamamao no tetai āravei'anga kimi anga'anga

E mea pu'apinga rava atu, te te'ate'amamao'anga, e ka 'akapu'apinga i ta'au ka rave, e te 'akapa'apa'a'anga iākoe 'ūā'orāi, i roto i te 'ārāvei'anga kimi 'anga'anga.

Tā'anga'anga'ia teia akapapa'anga ei akapāpū e, kua papa meitaki koe.

1 Kimikimi atu no runga i te kāmupani, me kore ra, te putuputu'anga

No te a'a?

- Ka tiratiratu atu koe i te pa'u'anga i ta ratou au uiui'anga.
- Ka rauka iākoe i te 'akaāri atu ki te tangata 'ārāvei'anga no te kimi 'anga'anga e, kua kite meitaki koe i ta ratou e rave ana.
- Ka tauturu teia ia koe no te 'iki'anga, me te āite ra te au irinaki'anga e te au papā-ture a te kamupani ki ta'au uā'orāi.
- Ka ma'ani pa'a iākoe kia manako i teta'i au ui'anga ka inangaro koe i te ui atu.

Ka akapē'ea?

- Ākara'ia ki runga i te kupenga uira a te kamupani me e mea ta ratou.
- 'Akapapa'ia te au mea ka inangaro koe i te kite, mei te tutaki.
- Tāmanako'ia ta'au au ātuitui karere. Kua kite āinei koe i teta'i tangata tei 'anga'anga ana ki reira?
- Me kua kite koe i tetai tangata tei roto i tetai putuputu'anga mei te reira rāi, komakoma atu kia ratou no runga i ta ratou e rave ana.

2 'Ākara 'aka'ōu'ia te turanga o te 'anga'anga, to'ou CV, e te reta aka'ārāvei'anga, 'āpi'ipi'i'ia te au uiui'anga no te 'ārāvei'anga kimi 'anga'anga, ma te te'ate'amamao atu i ta'au uā'orāi

No te a'a?

- Tā'anga'anga'ia te kaveinga anga'anga ei tāmanako'anga atu i te au ui'anga ka ui atu te 'ona-'anga'anga.
- 'Akapāpu'ia te au karape ka inangaro koe kia tāmanako'ia i roto i te 'ārāvei'anga kimi 'anga'anga e, kia takataka meitaki iākoe e, ka akape'ea te tā'anga'anga'anga i to'ou au karape i roto i taua turanga.
- I te 'openga o te 'ārāvei'anga kimi 'anga'anga, ka ui'ia atu pa'a kia koe, me e au ui'anga ta'au?

Ka akapē'ea?

- Tāmanako koe e, ko koe te 'ona-'anga'anga. Ea'a te au ui'anga ta'au ka ui? Kua 'akapapa'ia ki muri atu i teia puka-anga'anga, te au uiui'anga tei mātau'ia, e tei runga i te careers.govt.nz ei tauturu ia koe.
- Tātā'ia te au pa'u'anga i te au ui'anga ei tauturu ia koe i te manako'anga i tetai au ākara'anga meitaki.
- Āpi'ipi'i'ia te pa'u'anga i te au ui'anga kia tangi ma'ata ki te pae i tetai atu tauturu. Me kore ra, rekōti'ia ta'au au pa'u'anga ma te akarongo atu. Ākara meitaki e, te takataka ra ta'au au pa'u'anga, e te rongo meitaki ia ra, e te reka o te tangi'anga.
- Akapapa'ia te au ui'anga ka inangaro koe i te ui no runga i te anga'anga, me kore ra, te putuputu'anga.

3**Parāni'ia ta'au ka 'a'ao, e, ka 'akapē'ea koe i te aere'anga ki te 'ārāvei'anga kimi 'anga'anga****No te a'a?**

- Kare koe e 'ākara meitaki ana ki te 'ona-anga'anga, me tāvarevare koe no te 'ārāvei'anga kimi anga'anga,
- Ka oroā taitaiā, e ka tāmanamanatā i ta'au 'ārāvei'anga kimi anga'anga me rapurapu koe.

Ka akapē'ea?

- 'Iki'ia te kaka'u manea, mā, kua āuri'ia ma te tau no te āravei'anga kimi anga'anga puapinga.
- Kimi'ia e, tei'ea ta'au āravei'anga kimi anga'anga e, ka akapē'ea koe i te aere'anga ki reira.
- Me ka na runga koe i te bus, me kore ra, i te rēruē, 'akapāpu kia kite koe i te taimē. 'Akapaē'ia teta'i atu taimē no te au tāvarevare kitea-kore'ia.
- Me ka rauka ia koe, tāmata i te aere atu i te ra i mua ake i te āravei'anga kimi anga'anga, kia kite koe e, tei'ea, e te roa e tae ei ki reira.

4**'Akapāpu e kua mārama meitaki koe i te turanga o te 'ārāvei'anga kimi 'anga'anga****No te a'a?**

- Tei roto i tetai au turanga 'iki'anga te au tārērē'anga, tetai akaāriari'anga i ta'au i kite, tetai akaāriari'anga i roto i te pupu, me kore ra, tetai atu au anga'anga.
- 'Akapāpu kia kite koe, me e ta'i tangata, me kore ra, e pupu tangata ta'au ka 'ārāvei'atu no te 'ārāvei'anga kimi anga'anga.

Ka akapē'ea?

- Me kare koe i 'akakite'ia ana i te turanga o te 'ārāvei'anga kimi 'anga'anga, 'ārāvei'atu i te putuputu'anga ma te ui atu i te turanga o te 'ārāvei'anga kimi 'anga'anga.
- Me e pupu te ka āravei kimi anga'anga ia koe, āravei tātakitai atu ia ratou. Pa'u atu ki te tangata nāna te ui'anga, ma te akangaropoinakore i te katoa'anga o te pupu.

Te āravei'anga kimi anga'anga



Kia akameitaki'ia te Atua, kua ō koe ki roto i te āravei'anga kimi anga'anga! Teia tetai au mānako'anga tauturu kia manuia koe.

- Akarongo meitaki ki te ui'anga e ui'ia atu ra kia koe, ma te akariro i te au ui'anga tātakitai ei ravenga no'ou i te akaāri atu i te au mea e pakari ana koe i te rave.
- Te aka'aere'anga tei mātau'ia, auraka e tuatua ki raro ake i te 30 tēkona ma te kore e tere atu i te rua miniti. Akamou'ia ta'a au pa'u'anga kia poto, e kia tau ki te akakoro'anga.
- No'o marū no tetai mānga taime, i mua ake ka pa'u atu ei, me kare koe e mārāma ana. Ka karanga pa'a koe e, "Aue, e ui'anga meitaki tena – ka kimikimi manako ana au." Me kare koe e mārāma ana i te ui'anga, karanga atu e, "Tau'ia ana te ui'anga?"
- E mārāma'anga 40–60 to te au 'ārāvei'anga kimi anga'anga: ka tuatua te tangata e rave ra i te 'ārāvei'anga kimi 'anga'anga no tetai 40% o te taime i roto i te 'ārāvei'anga kimi 'anga'anga, ka tuatua koe no tetai 60% o te taime.

Te au ui'anga akatu'era, e, ka akapē'ea te pa'u atu

I te ma'ata'anga o te taime, e ui'anga 'akatu'era'anga tetai, mei tetai rāi o te au ui'anga i raro ake nei

1. Ea'a tei apai mai ia koe ki konei i teia ra?	Na teia ui'anga e 'ōronga atu i te turanga no'ou, i te 'akaāri i to'ou kite, te 'o'onu'anga, e te mārāma, no runga i teia anga'anga. Tuatua atu no runga i teia au tu'anga i roto i ta'au pa'u'anga:
2. Ea'a koe i inangaro ei i teia anga'anga?	<ul style="list-style-type: none"> • ta'au e kite atu nei i roto i te anga'anga • ea'a ta teia anga'anga e anoano nei
3. Ea'a ta'au ka ōronga mai?	<ul style="list-style-type: none"> • tetai no runga ia koe uā'orāi e te au mea e pakari ana koe i te rave • tetai akako'u'anga poto no runga i teia tumu tāpura e toru.
4. Ea'a to roto i to'ou turanga tei tau ki teia anga'anga?	
5. Akakite mai no runga ia koe uā'orāi.	<ul style="list-style-type: none"> • Tāmanako i te au mea e anoano nei te 'ona-'anga'anga kia kite no'ou e, ea'a ta'au au akakoro'anga no teia anga'anga. Komakoma mai no runga i te au mea e pakari ana koe i te rave.
6. Ea'a ta'au au akakoro'anga?	

Me tae ki te opeanga o te āravei'anga kimi anga'anga

Teateamamao'ia tetai au ui'anga ka inangaro koe i te aronga āravei'anga kimi anga'anga kia pa'u atu. Kua pa'u'ia pa'a i te tuātau āravei'anga kimi anga'anga. Ka rauka i reira iākoe i te karanga e, "E au ui'anga rāi taku, māri ra kua pa'u takere ia."

- Akapāpu'ia to'ou inangaro, e te umuumu no teia 'anga'anga.
- Kimi'ia atu te au taka'i'anga toe, me oti te 'ārāvei'anga kimi 'anga'anga.
- Tāmanako i te tuku atu i tetai 'akameitaki'anga na runga i te mēre uira, ki te aronga 'ārāvei'anga kimi 'anga'anga.
- Akapāpū e, tei te aronga āravei'anga anga'anga te ingoa e te au numero/ngā'i komakoma'anga atu ki to'ou au rēperī.

Te au tu āravei'anga kimi anga'anga puapinga

Tūkētūkē te au tū 'ārāvei'anga kimi 'anga'anga, e, e mānga tūkē rāi ta ratou au uiui'anga,

- **Kare e no runga i te tū o te tangata:** tei runga te manako ma'ata i to'ou turanga tangata, 'akakoro'anga, te au mea e aruaru ana iākoe, e te au mea e pakari ana koe i te rave, e te au mea e paruparu ana koe i te rave.
- **Te tū o te tangata:** tei runga te manako ma'ata i ta'au i rave no te au manamanatā tei tupu i te ngā'i 'anga'anga.

Te au ui'anga i roto i te āravei'anga kimi anga'anga no runga i te turanga akono'anga-kore

Te au turanga
mātūtū

Ea'a te au ravenga pakari e rave ana koe?

Akakite mai i te au ravenga pakari e tano no teia anga'anga, e me ka rauka, akapiri'ia ki te anga'anga e inangaro ra koe.

Te au turanga
paruparu

Ea'a to'ou turanga āpikēpikē?

No runga teia ui'anga i to'ou tu, e te ngakau tu'era ki te tau'anga e te tāmou'anga āpi'i. Akakite mai i ta'au i kite no runga ia koe uā'orāi, e te au tau'anga ta'au i rave.

Te au kaveinga no te pa'u atu i teia ui'anga:

- "I te tuātau i pāti..."
- "Te nākirokiro nei au e..."
- "Kua kite au e..."

Kimi ravenga

Ea'a te au rāvenga pu'apinga rava atu tei rauka iākoe, i roto i te rima mata'iti i topa ake nei? I 'akapē'ea koe i rauka ei iākoe teia au mea?

Parāni'anga

Ea'a te au turanga parāni'anga puapinga ta'au i kite?

Me e anga'anga puapinga tātuātau'ia ta'au ka rave, me kore ra, e potonga anga'anga ka akaoti, e akapē'ea ana koe i te parāni'anga i ta'au anga'anga kia pāpū ia koe e, ka puapinga?

E akapē'ea ana koe i te parāni'anga e/me kore ra, aka'aere'anga i te taime?

Ropiropi

I ta'au ākara'anga, tei'ea koe i roto i te mataiti e rima e tu mai nei?

'Akapāpu meitaki kia tau ta'au au pa'u'anga ki te 'anga'anga e inangaro ra koe, e te putuputu'anga e inangaro ra koe.

Te au ui'anga e tau kia ui koe, me oti te 'ārāvei'anga kimi 'anga'anga

- Ea'a te tu o te akaāravei'anga, akamātau'anga, me kore ra, porokarāmu terēni'anga noku, me akamata au i te anga'anga?
- Ko'ai to runga ake iāku?
- Ea'a te timata'anga pakari rava atu noku i roto i teia anga'anga ?
- Ka turu rāi te kamupani i te tāmou'anga āpi'i ua atu?
- E au ravenga rāi tetai no te kake atu ki runga e te akatere atu i te kite i roto i te kamupani?

Te au āravei'anga kimi anga'anga no runga i te ākono'anga – te ravenga a STAR

E kaveinga te STAR, kia tā'anga'anga'ia no te pa'u'anga i te au ui'anga no runga i te tū o te tangata.

E tato'u ana te au ui'anga no runga i te tū o te tangata, me kore ra, te turanga manamanatā, ki ta'au i rave ana i roto i teta'i turanga 'āiteite. E tā'anga'anga ana te au 'ona-'anga'anga i teia rāvenga, i te vāito i te au mea i rave'ia ana, e te tū o te tangata, e inangaro nei i te 'anga'anga. Teia teta'i 'ākara'anga:

“Akakite mai i te taime i kopekope ana teta'i o ta'au manu'iri, no runga i tana kai. I akapē'ea koe i te akatano'anga? I akapē'ea atu i reira?”

S

Te mea tei tupu (Situation)

Akakite mai, ea'a tikāi tei tupu

E manu'iri tāku i kopekope ana, i te mea e, kua maoa kino tana kai, e te roa i te tiaki'anga. E riri to ratou, i te mea e, kua turēti ratou no teta'i 'akakoro'anga.

T

'Anga'anga (Task)

Akamārama mai i te anga'anga i anoano'ia koe kia rave

I te mea e, ko au te mānitia, tei iaku i reira te komakoma atu ki te manu'iri, i te timata i te akatano i te manamanatā no ratou.

A

Rave'anga (Action)

'Akakite mai i ta'au i rave kia meitaki te anga'anga

Te mea mua, kua no'o marū ua au, ma te 'akarongo atu kia ratou, e te uiui atu kia takataka meitaki i te manatā, e, i te 'akapāpu e, te rongu meitaki ra au. Kua tātarā-'ara atu au ma te ui atu, me e taime to ratou no tetai kai ei mono, me kore ra, me ka inangaro ratou i te moni kia aka'oki'ia atu.

R

Openga (Result)

Akakite mai i te openga ki ta'au i rave

“Te āite'anga i reira...”

“Ko te openga i reira...”

“No reira...”

“Te puapinga ra...”

“Ko matou tei manuia, no te mea...”

“Ko te pu'apinga ra...”

Ko te openga ra, kua mataora te manu'iri, i te mea e, kua akarongo'ia atu aia e kua āravei'ia.

Kua apai ratou i te moni e kua komakoma atu au ki te tangata anga'anga tei akatupu i te manamantā. Kua karanga mai te manu'iri e, ka 'oki 'aka'ou mai ratou ki te are-kai e kua pērā ratou.

Te āru'anga i te au ui'anga a STAR i roto i te āravei'anga kimi anga'anga no runga i te ākono'anga



Āru'ia te aka'aere'anga a STAR, pa'u'ia teia au ui'anga i te tauturu ia koe i te teateamamao'anga no to'ou āravei'anga kimi anga'anga.

- Akakite mai i te turanga i akatanotano ei koe i te tu o ta'au komakoma'anga kia tano ki te tangata e ākono ra koe.
- Akaāri'ia mai tetai ākara'anga i te tuātau i ngatā ana te komakoma'anga atu ki tetai taeake'anga'anga. I akapē'ea koe i te mea tei tupu? I akapē'ea atu i reira?
- Ea'a te tu o te au ripōti i tātā ana koe, me kore ra te au patī'anga i rave ana koe? I akapē'ea koe i te akapāpū'anga e, kare teia au mea i turēti, e kua tano meitaki?
- Akakite mai i te tuātau i taitaiā ana koe. Ea'a ta'au i rave no runga i teia?
- Akakite mai i te tuātau i tupu ei te kaitamaki.
- Akakite mai i te tuātau i akatano viviki ei koe ki te tauī'anga.
- Akaāri mai i tetai ākara'anga i te rave'anga koe i te āriki'anga manuiiri meitaki.
- Akakite mai i tetai tuātau kare te manu'iri i reka ana ia koe. I akapē'ea koe? I akapē'ea atu i reira?
- Akakite mai i te tuātau i akatanotano ei koe i to'ou taimē kia oti ta'au anga'anga. I 'akape'ea koe i te rave'anga i te reira?
- Akaāri mai i tetai ākara'anga i ta'au tatarā'anga manatā.
- Akakite mai i tetai putuputu'anga tei timata pakari ia koe. I akapē'ea koe i teia timata'anga? Ea'a te tūkē i ta'au ravenga ki ta tetai atu?
- 'Akakite mai i teta'i ākara'anga, i teta'i potonga anga'anga i rave ana koe ki roto i teta'i pupu/'anga'anga ta'okota'ī'anga?



Ākara'ia: Te āravei'anga kimi anga'anga puapinga i runga i te ātuitui roro uira

careers.govt.nz/articles/how-to-have-a-successful-remote-job-interview

I muri ake i te 'ārāvei'anga kimi anga'anga

Kia 'akameitaki'ia te Atua, kua oti ta'au 'ārāvei'anga kimi anga'anga! Teia teta'i au mea tau kia rave atu koe no te taka'anga e āru mai nei.

- Vāito meitaki i te turanga o te 'ārāvei'anga kimi 'anga'anga. Ea'a ta'au i rave meitaki? Ea'a te mea ka rauka iākoe i te rave meitaki atu?
- Tātā'ia te au ui'anga tei ui'ia atu kiā koe – e ui'anga teta'i ka anoano koe kia 'āpī'ipi'i i te pa'u'anga?
- Me pāti te taime no teta'i 'iki'anga, e kare rāi koe i kite ake, 'ārāvei' atu i te 'ona-'anga'anga. Me kare i peke iākoe te 'anga'ana, pati atu no to ratou manako, i te tauturu i ta'au kimi'anga 'anga'anga.

Me kua peke iākoe te 'anga'anga

E āka timata'anga, i te karanga vave atu e'āe, me peke iākoe te 'anga'anga. Inārā, e tau kia aere marie ua, no te ma'ani'anga i ta'au ka 'iki, ma te 'akatanotano i ta'au tutaki, e te au turanga no te 'anga'anga. Tāmanako meitaki, me te tano ra te 'anga'anga na'au.

Ui atu ki te 'ona-'anga'anga no runga:

- i ta'au tutaki
- te rā ka inangaro ratou iākoe kia 'akamata
- te rā ka inangaro ratou i ta'au 'iki'anga
- me e au turanga teta'i mei te 'ākara'ia'anga e te 'akavā, me kore ra, teta'i tuātau tāmatamata'anga.

Tatau meitaki i te koreromotu 'anga'anga, ma te pati atu i teta'i tangata 'irinaki'ia e koe, ki 'ākara meitaki.

Ka rauka te au koreromotu 'anga'anga tutaki-kore mei ko i te:

- Employment New Zealand:
[employment.govt.nz/starting-employment/employment-agreements](https://www.employment.govt.nz/starting-employment/employment-agreements)
0800 209 020
- Citizens Advice Bureau:
[cab.org.nz/find-a-cab](https://www.cab.org.nz/find-a-cab)
0800 367 222

Ka pa'una te taime, i te tamata'anga i te 'akatanotano kia ma'ata atu i ta'au tutaki, teta'i atu tuātau no'o ki te kainga, me kore ra, terēni'anga, i mua ake ka 'akatika ei koe ki teta'i 'anga'anga. No teta'i atu 'akakitekite'anga no runga i te 'akatanotano'anga, 'ākara'ia te **[careers.govt.nz/job-hunting/got-a-job-offer/job-offers-and-employment-agreements](https://www.careers.govt.nz/job-hunting/got-a-job-offer/job-offers-and-employment-agreements)**

Me kare i peke iākoe te 'anga'anga

Ka mamae rāi, me pato'ia mai. Me te kimi 'anga'anga ra koe, tei iākoe rāi te 'aka'aere'anga i teta'i au mea, e kare teta'i e rauka iākoe i te 'aka'aere. Kare e rauka iākoe i te 'aka'aere i te 'iki'anga a te 'ona-'anga'anga, me kore ra, ko'ai atu tei pati no te 'anga'anga. Māri ra, te kite ra koe, me ka inangaro koe i te tau'i i teta'i ua atu, no runga i te kaveinga ka āru koe, no te au 'ārāvei'anga kimi 'anga'anga, i te tuātau ki mua.

'Aka'oki'ia te manako ki runga i te 'ārāvei'anga kimi 'anga'anga, ma te vāito i:

- ta'au te'ate'amamao'anga
- to'ou piri'anga, e te komakoma'anga ki te aronga 'ārāvei'anga kimi 'anga'anga
- ta'au au pa'u'anga ki te au uiui'anga
- to'ou 'akamānea'anga e ta'au 'o'ora'anga.

'Akameitaki'ia te au mea tei pu'apinga. 'Ākara'ia te au tu'anga kare i mako meitaki ana, ma te kimikimi manako atu, no runga i te au mea ka inangaro koe i te 'akapu'apinga. 'Ākara matatio'ia teia au mea, i mua ake i ta'au 'ārāvei'anga kimi 'anga'anga te ka āru mai, ma te 'ākara i ta matou arataki'anga no runga i te au 'ārāvei'anga kimi 'anga'anga i runga i te kapi 41–47.

Kia manuia no ta'au 'ārāvei'anga kimi 'anga'anga te ka āru mai!

Te patu'anga i te parāni no runga i ta'au ka rave

I teia 'ati'anga, ka kapitipiti tatou i te au mea pouroa, ma te 'anga i teta'i parāni kimi 'anga'anga Akaāri mai i tetai au tumu mānako'anga e tetai au ravenga ka rauka.

Ea'a?	Ka akapē'ea?	Ā'ea?
Au ravenga poto		
Kimi'ia te tauturu e te akamāro'iro'i'anga me anoano koe.	<ul style="list-style-type: none"> • Ītae atu ki te kopu tangata e te au 'oa no te tauturu. • Tāmanako'ia te moni tauturu me anoano'ia. • Ā'aere maria i te 'iki'anga i ta'au ka rave. 	Te rā
Akaturu'ia tetai CV e te akakitekite'anga karape no te akakoro'anga okotai.	<ul style="list-style-type: none"> • Rave'ia te 'akakitekite'anga no roto i teia puka-'anga'anga, e te careers.govt.nz i te 'anga i teta'i CV, e te turanga i runga i te LinkedIn. • Rave'ia mai te manako o to'ou mānitia, me kore ra, te mānitia o mua atu, teta'i turanga kimi aronga 'anga'anga, me kore ra, to'ou 'uā'orāi mānitia. 	Te rā
Ta'anga'anga'ia to'ou 'uā'orāi au 'ātuitui'anga.	<ul style="list-style-type: none"> • Kimi'ia ma te tomo atu ki roto i te au putuputu'anga tukatau e te Meetup groups. • Aravei atu i te aronga kimi aronga 'anga'anga i roto i to'ou oire. 	Te rā
Kimi'ia teta'i 'anga'anga no teta'i tuātau poto ua, i te tutaki i ta'au kai'ou.	<ul style="list-style-type: none"> • Ta'anga'anga'ia to'ou 'uā'orāi au 'ātuitui'anga. • Tautā atu no te au 'anga'anga e akakitekite'ia ra ki runga i te ātuitui roro uira. 	Te rā
Ākara'ia ta'au ātuitui karere.	<ul style="list-style-type: none"> • Google ia to'ou ingoa. • Ma'ani'ia ta'au puka ātuitui karere (Pukamata e te Instagram) kia muna. 	Te rā
Kimi'ia'anga ravenga	<ul style="list-style-type: none"> • Tāmanako'ia te terēni'anga ki roto i tetai turanga 'anga'anga ōu. • Kimi'ia te au āpi'ipi'i'anga no roto i ta'au turanga 'anga'anga ei akapuapinga'anga i te karape e kia meitaki atu te pēpa no te kite. • Ākara'ia me ka ō atu koe ki roto i te tārē'anga no te Fees Free e te Targeted Training e te Apprenticeship Fund. • Tāmanako'ia te 'anga'anga tutaki-kore, me kore ra, te 'anga'anga part-time, kia rauka te kite, 'akama'ata'ia atu ta'au au 'ātuitui'anga, ma te 'ōronga. 	Te rā
Te au ravenga-i rotopu		
Tautā ua atu no te 'anga'anga.	<ul style="list-style-type: none"> • Aka'ōu'ia te CV no te akakoro'anga okotai. • Ta'anga'anga'ia to'ou 'uā'orāi, e to'ou au 'ātuitui'anga tukatau e te turanga LinkedIn. • Tautā atu no te au 'anga'anga i runga i te ātuitui roro uira. 	Te rā
Te au ravenga-roa		
Kimi'ia te 'anga'anga tinamou.	<ul style="list-style-type: none"> • Terēni 'aka'ōu, me kore ra, 'akapu'apinga'ia te karape • Ākara'ia te sorted.org.nz no te arataki'anga no runga i te parāni'anga moni. • Ākono'ia te au ātuitui karere 	Te rā

Oki atu ki te anga'anga na roto i te akaoti'anga i ta'au parāni no te au ravenga

Ea'a?

Ka akapē'ea?

Ā'ea?

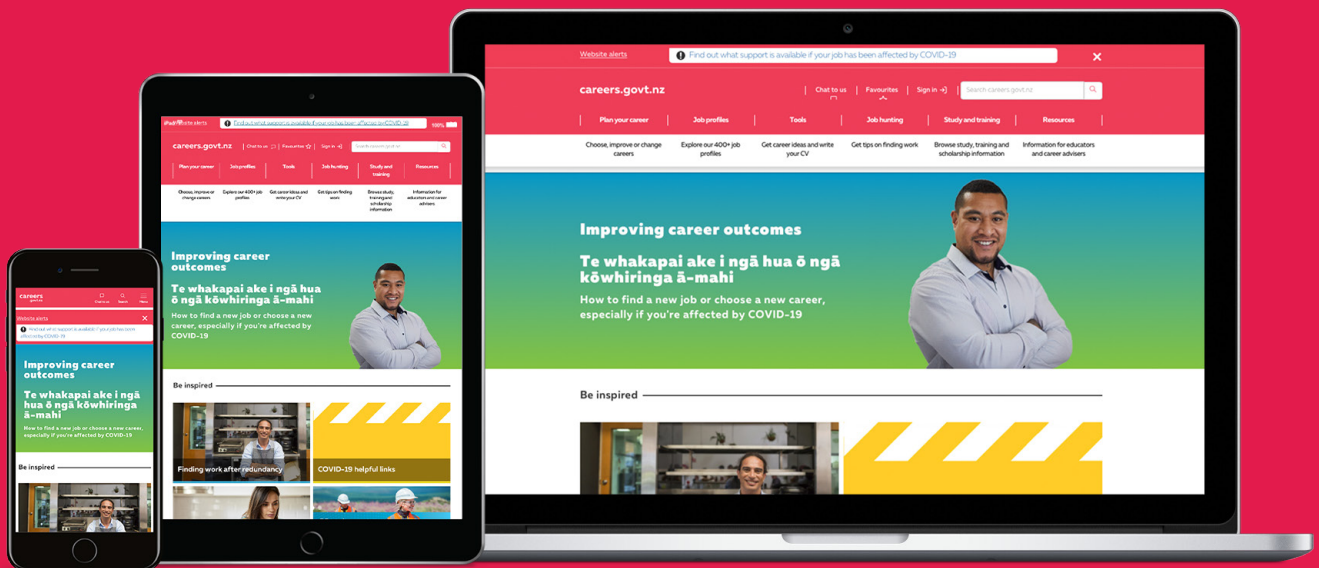
Au ravenga poto

Te au ravenga-i rotopu

Te au ravenga-roa

Tetai atu tuatua akakite

Aere atu ki ta matou kupenga uira careers.govt.nz



Te au apinga no te anga'anga taokotai

Kimi'ia te au anga'anga ōu ma te kimikimi atu i tetai au turanga anga'anga ke atu

Tuatua akakite e te tuatua tauturu

Āpi'ia te pati anga'anga ma te aka'ou atu i to'ou CV

Akakitekite'anga 'o'onu

Kimi'ia te au āpi'ipi'i'anga e vai nei no te akapuapinga'anga, me kore ra, te terēni'anga aka'ou



Kia akameitaki'ia te Atua, kua oti ia koe te Puka-anga'anga na te Aronga Kimi Anga'anga!

Aka'ou ua ia, e kia vai ua ki te pae ia koe, no te rave'anga i ta'au parāni kia tere ki mua. Kia manuia i ta'au kimi anga'anga!

He waka eke noa

Kia ta 'okota 'i tatou i roto i teia

Cook Islands Māori

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