

# Pepa Gahua ma e Tau Tagata Kumi Gahua

LOLOMI KE UAAKI

Falu lagomatai aoga mo e tau  
fakaholoaga kua maeke ke lagomatai  
a koe ke liu atu ke he gahua



# Kia ora mo e fakaalofa lahi atu kua hoko mai ke he Pepa Gahua ma e Tau Tagata Kumi Gahua.

Ka oti noa mo e haau a gahua, hiki e gahua poke liu atu ke he gahua ko e magaaho kua fai hikiaaga ai, nakai iloa mitaki e tuaga mo e hauhaua. Ko e magaaho foki ke lata mo e tau monuina.

Ko mautolu hanei ke lagomatai a koe ke he magaaho nei, ke foaki atu falu a tau talahauaga mo e tau fakaholoaga ne kua maeke ke lagomatai a koe ke taute e tau fifiliaga ke lata mo e haau a lakaaga ki mua mo e tau puhala ke hoko atu ki ai.

To fakakite ai e mautolu e tau lotomatala kua manako e tau pule gahua ki ai mo e foaki atu kia koe e tau fakailoaaga foou ke tohi e CV, tuku atu e tau tohi ole ke lata mo e tau gahua mo e tau fakatutalaaga ma e gahua.

## He waka eke noa

Ko tautolu kua auhoa ki ai

## Whakamihi – Tau manatu fakaauae

Kua lahi e fakaauae ha mautolu ke he tau talahauaga mo e tau lagomatai he Ofisa he tau Tagata Momotua he Motu, Britta Offergeld mai i Workbridge mo e tau tagata gahua tu tokotaha ma e tau momoui gahua mo e tau tagata gahua lagomtai TEC ne kua tuku mai e tau manatu hogaao ia ke he tohi fakamua ke lata mo e Pepa Gahua ma e Tau Tagata Kumi Gahua.

Ngā mihi nunui ki a koutou.

## Hagaao ia ke he Komisina ma e tau Aoga Pulotu Te Amorangi Matauranga Mātua

Foaki atu e mautolu e tau koloa mo e tau fakailoaaga ke lagomatai aki e tau tagata he tau tau moui oti ke taute e tau fifiliaga hogaao ia ke he ha lautolu a tau momoui gahua mo e tau fakaakoaga ke he ha lautolu a moui.

Kua tatanaki mo e lagomatai e mautolu e fakaholoaga he aoga pulotu mo e tau gahua ke maeke he tau tagata Niu Silani ke fakakoloa aki e pulotu mo e lotomatala kua lata ia lautolu ke moua aki e tau monuina he ha lautolu a tau momoui he vaha loa.



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# Tau fakatokatokaaga ke lata mo e haau a tau lakaaga ki mua

Lahi e hauhaua he magaaho ka fano ke kumi gahua. Ka tamata ni e koe e gahua kua maeke he mena nai ke lagomatai a koe ke moua e logonaaga kua pule katoa a koe ke he tau mena tutupu, ke tukutuku hifo aki e haau a logonaaga hauhaua.

Ke fakagahua ai kua lata ia koe ke onono ke he tolu e matapatu he moui gahua kua fakagahua ai.

1

## Iloa ni e koe a koe ni

Kikite atu ke he haau a tau mena kua mokoina kia koe, tau mena kua fiafia ki ai, tau lotomatala mo e tau mena kua mahofi e logonaaga ki ai. Fakaaoga e magaaho nei ke liu ke hakahaka ki ai. Ko e mena fē kua fano a koe ki ai ainei, mo e ko e heigoa haau ne manako ke taute ne toe i mua? Neke manako a koe ke kumi taha gahua kua tatai mo e haau a gahua fakamua, hiki ke he gahua foou, hiki ke he moui gahua foou, hiki e faahi gahua, liu ke fakaako foki, liu ke ati hake ki luga e lotomatala poke kumi e gahua foou. Fakatokatoka e haau a tau lotomatala mo e tau fakamailoga mo e tuaga he tau mena nai ke he makete gahua ke he magaaho tonu nei.

2

## Kumikumi e tau monuina

Kumi e tau gahua ne kua tū tokoluga ke he magaaho nei mo e kua maeke fēfē he haau a tau lotomatala ke o tatai mo e tau gahua nai. Manamanatu ke liu ke fakaako foki ke lata mo e moui gahua foou. Kumikumi ko e puhala fē ke taute e tau fakafetuiaga. Taute e tau matutakiaga mo e tau pule gahua mo e tau tagata kua iloa e koe pihia mo e haau a tau fakafetuiaga mo e tau pulotu gahua.

3

## Taute e fifiliaga mo e fakagahua

Fifili e haau a tau mena ne manako ke kautū ki ai he tau aho i mua mo e tau lakaaga ki mua. Gahua ke he haau a CV mo e taute e tau tohi gahua ki luga he laini hila. Fakameā haau a tau talahauaga he moui ki luga he social media mo e LinkedIn – mo e taute ke moua e ononoaga kua pulotu. Tohi ole ke lata mo e tau gahua poke tau fakaakoaga. Fakaako ke he tau lotomatala ke he tau fakatutalaaga mo e fakaako e puhala ke tali aki e tau hūhū.

# Hakahaka ki ai

Ko e taha magaaho hanei ke manamanatu hagai ke he tūaga kua hoko a koe ki ai he haau a moui, mo e taute e tau fifiliaga hagai ia ke he haau a tau lakaaga ki mua.

Ko e heigoa e mena ne kua mahuiga kia koe? Ko e heigoa e mena kehe ne kua maeke ia koe ke moua e tūaga kua tonu?

Fēfē haau a kitiaaga ke he lakaaga ki mua he haau a moui? Ko e mena fē ne kitia e koe a koe he taha e tau poke lima e tau?

Fai mena nakai a koe ne kua leva e manako ke taute?

Ko e heigoa e tau mena kua taofi ai?

Ko e heigoa e tau monuina?

## Mailoga

- e haau a tau moui
- tūaga he haau a tau lotomatala ke he magaaho tonu nei
- tūaga ke he haau a tau tupe moua – kua fahia nakai ia koe ke fai magaaho he nakai gahua, poke kua lata ia koe ke kumi taha gahua ke he magaaho nei?
- haau a moui gahua mo e tau fakaholoaga he moui kua gahua a koe ki ai
- fiha e lahi he haau a lotomatala gahua ne moua e koe he tohi CV mo e tohi ole atu ke he tau gahua
- fēfē e haau a logonaaga fakatagata ke tohi ole atu ke he tau gahua
- haau a tau tagata lagomatai.



**Kumikumi fakalaulahi** tu foki hagai ke he palana he moui gahua:

[careers.govt.nz/plan-your-career/start-to-plan-or-change-your-career](https://careers.govt.nz/plan-your-career/start-to-plan-or-change-your-career)

# Kia fakatumau e haau a moui malolō tino katoatoa

Manatu ke leveki atu ke he haau a malolō tino mo e moui malolō tino katoatoa.

Ko e mena mahuiga lahi ke mataala a koe ke he tūaga he haau a moui malolō tino katoatoa ke he magaaho ka finatu a koe ke kumi gahua. Falu mena ke manatu:

- Kai e tau mena kai malolō tino.
- Taute e tau feua faofao tino kua fiafia a koe ki ai.
- Moua taha okioki mitaki.
- Manatu ke taute e taha fakaholoaga he tau aho takitaha ke lata mo koe, ti tū mo e okioki ke he fakaotiaga he aho.
- Tumau ke matutaki mo e haau a tau kapitiga mo e tau magafaoa – fai magaaho ke fakafetui mo e tau tagata kua lagomatai a koe mo e lagomatai a koe ke moua e logonaaga kua posetivi.
- Taute tau mena kua maeke ke ati hake ki luga haau a malolō fakatagata mo e maeke ke moua e koe e logonaaga kua mitaki.
- Manamanatu ke matutaki ke he taha kalapu poke taute taha vahega ke he taha mena kua fiafia a koe ki ai.
- Ua nofo tumau ke loa e tau magaaho he social media.
- Kia mataala ke he haau a tau tutalaaga kia koe ni – lali ke nofo fakaposetivi.

Ko e magaaho hauhaua hanei, ka e ko e magaaho foki kua loga e tau mena ne maeke ke tutupu. Hiki ke he taha tiana ne maeke ia koe ke iloa ni e koe a koe, fifili e mena ne kua manako lahi a koe ki ai mo e taute e taha mena kua foou.

Kaeke kua logona e koe kua kamata a koe ke moua e logonaaga kua nakai mitaki poke hauhaua, loga e tau koloa aoga ne kua maeke ke lagomatai a koe.

## Fano ke moua e tau lagomatai kaeke kua lata ia koe ke moua

Ko e mena fa mahani ke moua e logonaaga ka hauhaua ke he magaaho ka fano a koe ke kumi gahua. Tutala mo e haau a magafaoa mo e tau kapitiga, poke kumikumi atu ke he falu a tau kautaha tuga a lautolu ne tohia ke he laupepa na i mua.

## Fakatokatoka haau a tau tupe

Kaeke kua lata ia koe, fano ke kitia ko e heigoa e tau lagomatai ne maeke he Work mo e Income ke lagomatai ki ai [workandincome.govt.nz](http://workandincome.govt.nz) | **0800 559 009**. Kumikumi e tau talahauaga hagaa ke he tau fakatokatokaaga tupe ka oti noa mo e gahua mai ia he [sorted.org.nz](http://sorted.org.nz) poke MoneyTalks, **0800 345 123**.

# Tau koloa ma e tuaga he moui malolō tino katoatoa

## Falu he tau laupepa he kupega hila mo e tau numela foni kua aoga

- Mental Health Foundation of NZ: [mentalhealth.org.nz](http://mentalhealth.org.nz) | 0800 543 354
- Depression and Anxiety: [depression.org.nz](http://depression.org.nz) | 0800 111 757
- Anxiety NZ Trust: [anxiety.org.nz](http://anxiety.org.nz) | 0800 269 4389
- Mitaki Nakai?: [allright.org.nz](http://allright.org.nz)
- Laini ma e tau Fuata: [youthline.co.nz](http://youthline.co.nz) | 0800 376 633

## Tau app ma e tūaga he moui malolō tino katoatoa mo e tau fakaholoaga e-therapy

- Beating the Blues: [beatingtheblues.co.nz](http://beatingtheblues.co.nz)
- Fakamaagi e ulu: [clearhead.org.nz](http://clearhead.org.nz)
- Just a Thought: [justathought.co.nz](http://justathought.co.nz)
- Melon Health: [melonhealth.com](http://melonhealth.com)
- Mentemia: [mentemia.com](http://mentemia.com)
- Lakaaga tose: [smallsteps.org.nz](http://smallsteps.org.nz)

## Tau fakailoaga he tūaga moui malolō tino katoatoa mai ia he Faahi Gahua Malolō Tino

- Kai fakamalolō tino: [health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating](http://health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating)
- Tau fakaholoaga faofao tino: [health.govt.nz/your-health/healthy-living/food-activity-and-sleep/physical-activity](http://health.govt.nz/your-health/healthy-living/food-activity-and-sleep/physical-activity)
- Magaaho ka mohe ai: [health.govt.nz/your-health/healthy-living/food-activity-and-sleep/sleeping](http://health.govt.nz/your-health/healthy-living/food-activity-and-sleep/sleeping)



## Manako ke tutala?

**1737 ko e faahi gahua nakai fai totogi** ma e tau tagata Niu Silani kua tokolalo e logonaaga, maimaina, kua lahi mahaki e tau gahua poke manako ni ke tala mo e taha tagata. **Maeke ia koe ke hea poke text nakai fai totogi 24/7.**

# Tauteuteaga ma e kumiaga he haau a gahua

Ke maeke ke kautū e haau a tau puhala kumi gahua kua lata ia koe ke fakaaoga e tau fakaholoaga kehekehe.

## Haau ni a Fakatino Fakakatagata

Ko e puhala fē ne maeke ia au ke fakakite a au ni?

- Ko e haau a fakatino fakatagata ko e tau lotomatala, pulotu, tau mena kua mahuiga kia koe mo e haau a tau gahua ne maeke ia koe ke foaki atu ke he tau pule gahua.
- Fai maamaaga ke he mahuiga he tau lotomatala nei ki loto he makete gahua ke he magaaho tonu nei.
- Fifili ko e puhala fē ke fakakite fakamitaki haau a fakatino fakatagata ke he tau faahi oti – haau a CV, LinkedIn mo e ka tutala fakatagata. Manatu kua lata ke tatai ni e tala kua fakakite oti e tau faahi nei.



## Kumikumiaga he tau monuina

Ko e heigoa e tau monuina ne kua hāhā i ai?

- Kumikumi ke he tau tohi tala, kupega hila ne fakakite tau pu gahua atā mo e [careers.govt.nz](https://careers.govt.nz) ke kitia e tau gahua kua tu tokoluga ke he magaaho nei.
- Kumikumi ke he tau moui gahua fooo mo e tau vahega kehekehe ma e fakalaulahiaga he tau lotomatala mo e tau fakaakoaga.
- Kumikumi ke he tau pu gahua atā mo e tau kautaha gahua ne kua lata tonu mo e haau a moui gahua ke he tau gahua haau he tau magaaho kua mole.
- Kumikumi atu ke he haau a tau fakafetuiaga fakatagata mo e ke he gahua.
- Tutala ke he tau tagata ke iloa laulahi haggao ia ke he tau faahi gahua kehekehe mo e tau monuina.



## Tau fakatutalaaga ki luga hi laini hila

Ko e heigoa haaku a tūaga ki luga he laini hila?

- Fakamau hake ke he tau laupepa he kupega hila ke lata mo e tau pu gahua atā.
- Fakatu e talahauaga ma e moui ke he LinkedIn.
- Taute e taha CV digitolo mo e tohi he lau i mua ke lata mo e tau tohi ole ma e tau pu gahua takitaha.
- Fakapuke foki e tau tohi ole ki uga he laini hila.



## Tauteuteaga mo e tau fakakiteaga

Fēfē haaku a tau fakiteaga?

- Maeke ia koe ke feleveia mo e ha pule gahua he ha magaaho taha, manatu ke taute fakamitaki e haau a tau tauteuteaga mo e kua mahani tuga e tagata pulotu.
- Nofo mau amaamanaki ke fakapuloa a koe ni. Ua maimaina.
- Tutala mo e fakafehagai fakamitaki ke he tau fakatutalaaga.



## Kumi Gahua



## Tuku atu ai Aleki Vaiola



### Fakatino fakatagata

- Gahua ko e takitaki he fale kai ke 16 e tau tau.
- Tau lotomatala tekenolo ke he takitakiaga he laini, levekiaga he tau koloa, tunu kai, fakameā, fakatau, fakagahua he tau tupe, tau tupe, mau koloa, kikite ke he tūaga he koloa, lagomatai ke he tau tagata fakatau koloa, fakatokatoka gahua, fakaholoaaga he tau gahua.
- Ko e tau lotomatala ke moua ai e gahua ke he faahi fakaohoho, takitakiaga, levekiaga he tau logonaaga hauhaua, moua e tau tali ke he tau hūhū, fakatokatoka gahua, onono fakamakutu ke he tau mena ne oti.

### Kumi e tau monuina

- Kua tala ke he tau kapitiga ne gahua ke he faahi tali fenoga hagai ia ke he tūaga he faahi gahua mo e tau lotomatala kua tū tokoluga ke he magaaho nei.
- Kumikumi ke he tau mena kua manako he tau gahua ne kua fakapuloa ai – fai lotomatala pehe nai agaia nakai a ia?
- Fakahoa e tau kupu mahuiga kua fakapuloa he tau pu gahua atā ke he tau lotomatala – nakai tupetupe kaeke kua nakai moua e ia 100% he tau lotomatala nei.
- Kua fakamau ai mo e kautaha ne kumi gahua, fakalataha ke he tau fono ma e tau gahua ki luga he kupega hila mo e tau fakaakoaga pihia mo e tau fakatatāaga he tau pu gahua kua kumi e tau tagata ki ai.
- Kua kamata ke onono ke he falu a tau monuina ke he Seek, Trade Me Jobs mo e [careers.govt.nz](https://careers.govt.nz).

### Tau matutakiaga ki luga he kupega hila

- Kua Google ni e ia a ia mo e fai hikiaga ke he tūaga he haau a tau fakailoaaga fakatagata ke he falu he haana a tau fofoga pepa he social media.
- Kua fai hikiaga a ia ke he haana CV mo e tohi he lau i mua ke lata mo e tau pule gahua kehekehe.
- Iloa ke fakapuke e tohi ole ke kumi gahua mo e age ke onono ki ai e tau kapitiga.
- Iloa ke tohi e tohi he lau fakamua ke lata mo e meli hila.
- Kua kikite atu ke he tau talahauaga he moui ke he LinkedIn: mo e kua iloa ke fakaaoga e LinkedIn.
- Kua talaga e tau talahauaga he moui ke kumi gahua i luga he laini hila ke he tau lapa gahua ma e faahi tali fengoa mo e taute taha fakamauaga ke he LinkedIn.

### Tauteuteaga mo e fakatutalaaga

- Tau lagomatai ma e Work mo e Income ke lagomatai ke fakatau e tau mena tui ke finatu ke he fakatutalaga ma e gahua.
- Kua meā mo e maopoopo e tauteaga tino ma e fakatutalaga gahua.
- Maama e puhala ke fakatokatoka mo e taute ai e fakatutalaaga aoga.
- Kua maama e tau hūhū ke he fakatutalaga – kua totou e tau fakailoaaga ki loto he [careers.govt.nz](https://careers.govt.nz).
- Kua totou e tau tohi hagai ke he tau fakatutalaaga ma e tau gahua ke he [careers.govt.nz](https://careers.govt.nz).
- Fakatumau ke fakafano e tau tohi ole – nakai ni taki taha he magaaho.
- Nakai fakaatukehe kaeke kua nakai moua e gahua poke nakai liu logona mai – tumau ni ke holo ki mua.

1

**Iloa ni e koe a koe ni**



## Kamataaga

Ko e vala nei kua maeke ia koe ke kumikumi ko hai a koe mo e tau mena kua maeke ia koe ke foaki age ke he tau pule gahua.

To maama ia koe ke tau mena kua mokoia kia koe, tau mena kua mahofi haau a logonaaga ki ai, tau lotomatala mo e tau fakamailoga mo e mena mahuiga kua moua e koe ki loto he fale gahua.



**Ahiahi ke he**  
[careers.govt.nz](https://careers.govt.nz)

## Ko hai a koe?

Fakaaoga e magaaho nei ke kumikumi e haau a tau mena kua mokoia kia koe, haau a tau mena kua fiafia ki ai mo e tau mena kua mahuiga kia koe ni.

Ko e mena fē kua fano a koe ke taute ke he lakaaga ki mua he haau a moui?

Lali ke iloa haau a tau lotomatala mo e tau monuina. Ko e tau lotomatala kua moua mai e koe mai he haau a moui gahua mo e moui fakatagata, mo e kua moua mai ai e fakatino fakatagata.

Ke he magaaho ka hiki e gahuaaga kua mahuiga lahi ke maama haau a tau lotomatala ke maeke ia koe ke hiki e tau lotomatala nei ke he gahua foou.

**Ko e tau lotomatala kua kumi e tau pulotu gahua ki ai kua putoia ai e:**

1. **tau lotomatala tekenolo** – lotomatala kua fakamahao ni ke he gahua, tuga e gahua nosi, talagaaaga he tau software poke tohi fakaholo ma e tau afi mamafa.
2. **tau lotomatala ke moua aki e gahua** – tau lotomatala ne maeke ia koe ke fakagahua ke he tau gahua kehekehe, tuga e kumikumiaga he tau puhala ke fakamitaki aki e tau lekua, takitakiaga poke faahi gahua ne leveki ke he tau tagata fakatau koloa.

# Ko e tau lotomatala mo e tau pulotu mahuiga ne 10 ne kua tū tokoluga ne kua manako e tau pule gahua ki ai

Hakahaka atu ke he haau a tau lotomatala mo e hakahakau mo e fakapuke e tau fakailoaga na i lalo.

Maeke ia ko e ke fakaaoga e tau fakatai mai he gahua poke falu a tau vala foki he haau a moui. Tala mo e haau a magafaoa mo e tau kapitiga ke lagomatai a koe ke kitia e tau lotomatala tokoluga haau mo e tau mena kua hakahakau a koe ki ai.

## 1. Tau puhala gahua

- Maeke ke falanaki ki ai
- Ke tumau ke fakagahua ni ie koe e haau a tau puhala gahua ke he gahuaaga
- Ke fakatumau ke tapiki ke he puhala gahua kua mua atu e mitaki
- Taute e tau gahua kua tū tokoluga

## 2. Tau lotomatala ke he tau puhala vagahau

- Fakatutala ke he puhala kua maama mitaki mo e mahino ke he tau tagata ne nonofo ke he tau fakatokaaga kehekehe mo e ha lautolu a tau omaiaga kua kehekehe
- Foaki age mo e moua mai e tau talahauaga kua aoga
- Matutaki fakamitaki ke he tau fakatutalaaga he tau fonoaga
- Fakakite e tau manatu

## 3. Moui hakahakau mo e fiafia

- Fakakite e manatu manako ke he kautaha mo e tau mena kua taute ai e lautolu
- Maama e faahi gahua nei
- Fakakite haau a manako ke foaki ai e 100% ke he gahua

## 4. Manamanatuaga kua makaukau mo e kitekite fakamakutu ke he tau fakaholoaga

- Fakaputu mo e hakahaka ke he tau fakailoaga mai he tau matakavi kehekehe
- Kitia e tau petene mo e tau fakatino ke moua e maamaaga he fakatino lahi
- Maeke ke maama e tau lotomatala kua kehekehe

## 5. Kumikumi e puhala ke fakahako aki e lekua

- Fakaaoga e tau manamanatuaga kua onoono fakamakutu mo e nakai fakatepetepe ke moua e fakaotiaga
- Makaukau ke hakahahaka ke he tau talahauaga mooli mo e ole e tau hūhū kua hako ke hakahaka ke he tau lekua
- Taute e tau fifiliaga kua lata ai mai ia he tau fakailoaga kua hāhā i ai

### Tau fakatai ke he magaaho kua fakaaoga e au e lotomatala nei

## 6. Gahua auloa

- Fakaoti e tau fakaholoaga he matakau ke he tau fakatutalaaga mo e fakatokatokaaga gahua
- Gahua ke moua e tau puhala hako ne kua maeke he tau tagata he matakau ke lagomatai ki ai
- Foaki e tau pulotu mo e lotomatala gahua mo e falu foki

## 7. Tau lotomatala fakatagata

- Maeke ke gahua mo e tau tagata mai he tau lakaaga kehekehe
- Fakatautonu e tau logonaaga mo e tau manatu he falu mo e tali atu ke he puhala kua mitaki mo e hako
- Maama e tau kakano kua nakai fai talahauaga he falu a tau mena tutupu
- Lali ke lagomatai ke fakamitaki e falu a tau matakupu

## 8. Tau lotomatala ke he tau puhala tutala ne kua tohia ai

- Fakaaoga e tau matatohi, tau fakamailoga tohi mo e kulema kua hako
- Maeke ke hakahaka haau ni a gahua
- Fakaaoga e talahaauaga mo e puhala tohi kua hako, uta kehe tau tagata kua kitekite atu

## 9. Lagomatai e koe a koe ni

- Lagomatai e haau a tau gahua kua fakatoka ke taute mo e ole lagomatai ke he magaaho kua lata ai
- Gahuahua ke kumi e tau monuina ke tumau e tau fakaakoaga
- Ke malōlō ke totoko atu ke he tau paleko
- Fakatumau ke taofi e moui gahua mo e moui fakatagata ke o tatai

## 10. Tau lotomatala fakatagata mo e fakapisinisi

- Fano ki luga he haau a gahua fa mahani ke lagomatai atu kehe falu, putoia ai ke he falu a mena kua nakai tohia ke he haau a tohi ne fakatokatoka e tau gahua ke taute
- Fakaaoga e lotomatala fakatagata - fakaaoga e tau fakagahuaaga kua nakai hataki atu ke moua ai e tau kitekiteaga ki mua
- Ke moua e manamanatuaga manaia - fakaaoga e tau manamanatuaga kua manaia ke moua e tau fakahakohako ke he tau gahua
- Kamata e hikiaga mo e lafi ki luga e tau mitaki ke he puhala kua talia e tau manatu fooo

## Tau fakatai ke he magaaho kua fakaaoga e au e lotomatala nei



# Tohiaga ma e tau lotomatala

Tohi e tohiaga ma e tau lotomatala kua maeke ke fakakite haau a tau lotomatala, mo e ko e mena fe mo e puhala fe ne kua fakaaoga e koe a lautolu. Maeke foki ke lagomatai ke fakakite atu ke he falu he haau a tau lotomatala, ko e puhala kua fakaaoga e koe e lotomatala nei mo e tau mena kua kautu ki ai a koe.

## **Ko e tohiaga ma e haau a tau lotomatala ko e tala vala mahuiga hanei he haau a CV.**

Ko e tohiaga ma e haau a tau lotomatala kua lata ke:

- fai matutakiaga ke he gahua kua amanaki a koe ke tohi ole atu ki ai
- kua fakamatapatu kehe haau a tau gahua mo e tau fakaholoaga kua kautū ki ai
- fakakite e tau fakamailoga he haau a tau gahua
- fakakite e tau fakamailoga kua fai lotomatala a koe ma e pu gahua nei.

## **Ko e tohiaga malōlō ma e tau lotomatala kua maeke ke kitia maali a koe mai he tokologa e tagata.**

Kua lata he haau a tohiaga ma e tau lotomatala ke hako mo e mahino, mo e putoia ai foki e fakaotiaga kua manako ke moua mai he haau a tau gahua. Fakaaoga e tau vagahau kua posetivi, hako mo e tau vepi fakagahua.

Ke taute haau a tohiaga ma e tau lotomatala ke fano tatai mo e gahua kua tohi ole a koe ki ai, taute e fakaholoaga nei:

1. Fifili e taha lotomatala ne kua talahau he pule gahua ki loto he tohi fakapuloa gahua.
2. Fakakite e tau manatu he falu fakatai ke he magaaho kua fakaaoga e koe e lotomatala nei.
3. Tohi e tohiaga ma e tau lotomatala kua tonuhia ke he tohi fakapuloa nei mo e maali mitaki a koe ke eke mo tagata pauaki ma e gahua nei.

## Fakatai he tohiaga ma e tau lotomatala

1

### **Ko e lotomatala kua fakakite ki loto he tohi fakapuloa ma e gahua nei**

Fakakite manatu, tau fakaholoaga mo e tau fakailoaaga ke he puhala kua mukamuka, fakaaoga e tau puhala kehekehe ma e tau fakatutalaaga ke lata mo e tau tagata kitekite.

2

### **Falu fakatai**

Fakakite e tau fakatai ke he tau mena fē mo e tau puhala fēfē kua fakaaoga e koe e lotomatala nei.

- Gahua ke he faahi ne lagomatai ke he tau tagata fakatau koloa, fakaaoga e foni, tutala ke he tau tagata mata ke he mata, fakamaama e tau puhala ke lata mo e tau fale tanaki tupe. Falu he tau tagata kua nakai mitaki e puhala totou mo e falu kua nakai lahi e vahagau Fakaperitania.
- Fakanogonogo fakamitaki ke he ha lautolu a tau manako.
- Taute e tau fakafetuiaga mitaki mo e tau tagata fakatau koloa – ke moua e lautolu e logonaaga mitaki.
- Hikihiki e tau puhala fakatutala ke lata mo e tau foliga he tau tagata fakatau koloa. Fakaamaama he Vagahau Fakaperitania.

3

### **Tohiaga ma e tau lotomatala**

Fakamaama e tau fakailoaaga tanaki tupe ke he tau tagata fakatau koloa ke he puhala hako, fakaaoga e vagahau Fakaperitania mo e hikihiki e tau puhala fakatutala ke lata mo e foliga he tagata. Kua kitia ai kua maeke he tau tagata fakatau koloa ke taute e tau fifiliaga kua mitaki lahi, mo e kua malikiti ki luga e fiafia he tagata fakatau koloa.

1

### **Lotomatala**

Fakahigoa e taha lotomatala kua fiafia a koe ke fakaaoga kua malōlō a koe ki ai.

2

### **Fakatai**

Fakakite e tau manatu ko e mena fē mo e puhala fē ne kua fakaaoga e koe e lotomatala nei.

3

### **Tohiaaga he tau lotomatala**

Tohi e tohiaaga he tau lotomatala ne kua fakamaama ai e puhala kua fakaaoga e koe e lotomatala nei mo e ko e heigoa e tau mena ne moua mai ai.

# Falu fakatai he haau a tau fakamailoga

Kua maeke he haau a tau fakamailoga ke fakakite ke he tau pule gahua e tau fakamailoga he haau a tau lotomatala mo e tau puhala gahua.

Kua lata ke:

- mahino
- fai matutakiaga ke he gahua kua kumikumi a koe ki ai
- mo e foou.

Nakai lata he tau fakamailoga haau ke lahi mahaki.

## Fakakite e tau fakamooliaga he haau a tau fakamailoga.

Fakatai pehe:

- fakatautonu ke lata mo e tau puhala gahua kua tu tokoluga
- ka fai fakalavelave ka e maeke ke fakaoti e tau gahua ke he tau magaaho kua fafati ai
- moua 98% he tau talahauaga posetivi mai he tau manatu fakakite mai he tau tagata fakatau koloa ke he tau faahi gahua ke he tau katoa he tau 2020.

Ko e heigoa e fakamailoga mo e ko e ha kua mahuiga ai? Ko e heigoa e mena tonu haau ne kua moua e fakamailoga ki ai? Kumikumi e fakamailoga kua matutaki ke he haau a tau lotomatala taki toko taha ne tu tokoluga mo e haau a tau mena kua hakahakau ki ai.

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### Fakamailoga

Ko e ha kua mahuiga ai mo e ko e ha kua matalahi a koe he fakamailoga nei?

Ko e heigoa e tau lotomatala kua fakaaoga e koe?

# Haau ni a fakatino fakatagata

Ko e haau ni a fakatino fakataga ko e mena kua foaki e koe ke he tau pule gahua ne kua ke he mai he tau tagata oti.

Ko e fakaputuaga hanei he:

1. Haau a tau lotomatala, tau fakamailoga mo e tau taleni. Ko e heigoa e mena mukamuka kua hau kia koe, fakatai, tala ke he tau fakapotopotoaga tagata, fakaako, fakanogonogo mo e tutala ke he tau tagata?
2. Ko e heigoa he kautaha/faahi gahua kua onono ki ai ne kua matutaki ke he haau a tau malōlō – tau lotomatala fakamahino, tau puhala gahua kua mokoina, gahuaaga mo e matakau katoa.
3. Ko e puhala fēfē haau nemaēke ke lafi ki luga e tau mena mitaki – ko e heigoa haau ne fiafia lahi ki ai? Ko e puhala fē kua maeke ia koe ke fai fakakeheaga ke he pu gahua/kautaha? Ko e heigoa e mena kua fakaholoa ai a koe?



## Fakatai: Ko e fakatino fakatagata ha Aleki

1

### Ko e heigoa haaku ne mitaki he taute?

- Tutala mo e fanogonogo ke he tau tagata
- Tumau ke milino ka fai fakalavelave
- Fakaaoga fakamitaki e taimi
- Taute e tau lekua

2

### Ko e heigoa he kautaha/faahi gahua ne kumi?

- Tau fakatutalaaga mitaki mo e tau lotomatala ke lagomatai atu ke he tau tagata fakatau koloa
- Kua kitia e tau lekua mo e maeke ke kumi e puhala ke fakahako aki fakamafiti mo e puhala kua hako
- Kua gahua ke he tau fale taute kai
- Gahua mitaki mo e matakau

3

### Ko e tau puhala fēfē kua maeke ia au ke lagomatai?

- Malōlō ke he faahi ne leveki ke he tuaga he koloa ke maeke he tau tagata fakatau ke moua e logonaaga kua mitaki ke he magaaho kua taumafa ai
- Mitaki he tau puhala fakaohooho e fale kai ke hoko fakamafiti
- Maeke ke lagomatai ke he loga e tau fakaholoaga he magaaho ku
- Gahua mitaki ki loto he matakau kua fiafia mo e matutaki mitaki

## Ke he vala na i lalo fakakite ai e haau a fakatino fakatagata

1

Ko e heigoa haaku ne mitaki he taute?

2

Ko e heigoa he kautaha/faahi gahua ne kumi ki ai?

3

Maeke fēfē au ke lalafi atu foki ki ai?

2

# Kumikumi e tau monuina





# Kamataaga

Ko e faahi nei kua onoono ai ke he:

- tau puhala ke kumi gahua
- taute he tau matutakiaga mo e tau fakatutalaaaga kua aoga ke matutaki ke he tau pule gahua
- kumikumi ke he tau vahega kehekehe ma e tau moui gahua fooo
- tau fakaakoaga, tau fakaholoaaga fakaako mo e tau puhala ke ati hake ki luga e tau lotomatala.

**Fakatai ma e tau monuina ma e pu gahua**  
**Health Care Assistant** mai he [careers.govt.nz](https://careers.govt.nz)

## 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.

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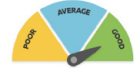
### Pay

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.

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**Industry**  
Health

**Vocational Pathways** [More](#)

- Social and community services

# Ko e mena fē ke kumi gahua ai

## Kumi gahua:

- ke he tau pu gahua atā mo e tau laupepa i luga he kupega hila mo e tau kautaha kua kumi tagata gahua
- ke he kupega hila he fakatufono, takitaki maaga mo e tau kautaha ma e tau faahi gahua
- ke he social media
- ke he tau tenolo pulotu mo e tau faahi gahua
- ke he tau kautaha kua kumi e tau tagata gahua
- ke he tau kapitiga mo e tau magafaoa
- ke he tau fakoholoaga ne fakatatā e tau pu gahua kua kumi e tau tagata ki ai pihia mo e tau moui gahua.

## Ko e makete gahua kua nakai kitia

Ua fakakaupā ni e haau a tau kumi gahua ke he tau tau pu gahua atā ne toka ke he kupega hila poke tau kautaha ne kumi tagata gahua. 70% he tau gahua kua fakapuke ai he tau pule gahua kua fakaaoga e lautolu e tau matutakiaga mo e tau tagata kua iloa e lautolu.

### 30% he tau pu gahua kua fakapuloa ai

Ko e puhala kua manako e tau tagata kumi gahua ke kumi e tau gahua

- Fakafano e tau CV ka e kua nakai ole e faoa ki ai
- Tohi ole ke he tau pu gahua atā kua fakapuloa ai he initanete, ke he social media poke ki loto he tohi tala
- Finatu ke he tau kautaha ne kumi he tau tagata gahua.

### 70% makete nakai kitia

Ko e tau puhala ne kua manako he tau pule gahua ke kumi tagata gahua foou

- Ke he tau matutakiaga mo e tau tagata kua iloa e lautolu mai he gahua poke fakatagata
- Ke he ha lautolu a tau tagata gahua ke he magaaho tonu nai
- Kumikumi ke he talahauaga ma e tau gahua ne kua toka ki luga he laini hila



**Kumikumi ke iloa** ko e tau gahua fe kua tu tokoluga ai:

[careers.govt.nz/jobs-database](https://careers.govt.nz/jobs-database)

# Lali ke mitaki ke he tau fakafetuiaga

Ko e matutakiaga mo e tau tagata ke maeke ke talaga e maaga ne fai matutakiaga kua pulotu mo e fakatagata, mo e talaga e haau a tuaga fakatagata. 70% he tau gahua kua nakai kitia mo e kua mahuiga lahi ke fakaako e puhala ke iloa ke matutaki mo e tau tagata.

Ko e matutakiaga mo e tau tagata ko e puhala ke foaki mo e lagomatai atu ke he falu, fakatai:

- fakafeleveia haau a tau matutakiaga taha ke he taha
- fakakite e tau tohi mo e tau tohiaaga kua mitaki
- foaki haau a magaaho.

## Manamanatu ke he tau tagata kua maeke ia koe ke fai matutakiaga ki ai mo e tohi ha lautolu a tau higoa i lalo na.

Tau tagata kua iloa mitaki e koe

Tau tagata he haau a gahua tuai, tau takitaki gahua, alumni, magafaoa, tau kapitiga, kapitiga he tau kapitiga.

**Ole ke fakaholo atu foki mo e tau matutakiaga**

Tau tagata kua nakai iloa mitaki e koe poke kua feleveia fakaku mo koe

**Matutaki ki luga he laini hila ke he LinkedIn agataha ka oti e feleveia**

Fakatai: tau tagata fakaako, tau gutu vagahau, tau fanau fakaako, tau tagata kua feleveia mo koe mai he tau matutakiaga he maaga.

Tau tagata kua nakai iloa e koe

Lautolu ne kua nonofo atu ke he haau a gahua kua manako ki ai, kautaha poke faahi gahua.

**Muitua atu ke he tau komene i luga he laini hila, hūhū e tau hūhū mo e taute e tau fakatutalaga fakatagata**

**Talaga haau a tau fakafetuiaga**

Falu tagata kua maeke ia koe ke lagomatai

Fakatau e tau gahua nakai totogi poke kua gahua ni ke he falu a magaaho ke fakalaulahi haau a fakafetuiaga.

# Tau puhala ke fakafetui

Maeke he tau fakafetuiaga nei ke hu atu ke he tau makete gahua kua nakai kitia.

Loga e tau puhala ke fakafetui.

- talaage ke he tau kapitiga mo e whānau kua kumi gahua a koe
- fano ke he tau fonoaga he tau faahi gahua piha mo e tau faiagahau
- matutaki mo e tau kautaha ke he social media
- matutaki ke he kautaha pulotu ki loto he haau a moui gahua kua manako ki ai
- finatu ke he tau fakatatāaga he tau gahua
- hea-makalili atu ke he tau kautaha ke lata mo e tau pu atā
- uiina e tau takitaki HR ke inu kofe
- taute ai e fakatutalaaga mo e taha takitaki gahua.

## Fakamahomo atu e tohi makete haau

Ko e tohi makete haau poke talahaauaga fakamua haau ko e puhala mafiti ke fakakite fakamua e haau a tau gahua mo e tau mena kua kumi e koe he gahua.

### Ko e haau a tohi makete

Ka hūhū atu taha tagata kia koe, "Ko e heigoa haau ne taute?" fēfē haau a tali?

Tolu e matafakatufono ke mailoga:

1. Kua lata haau a tali ke 30 ni e sekone poke ki lalo hifo.
2. Haau a tau lotomatala (poke puhala fē kua maeke ia koe ke lagomatai atu ke he pule gahua) kua lata ke mahino mitaki.
3. Kua lata ia koe ke fakakite e kitekiteaga ki mua.

### Tohi he makete ma haau ni

Ko e higoa haaku ko:

Ko au ko e:

Ko au kua (tau ne nofo ke he gahua):

Ke he magaaho nei kua kumi au he taha monuina fooou ke:

Kua manako lahi au ke moua gahua ki loto he faahi he:



**Kumi ke he** [careers.govt.nz](https://careers.govt.nz) e hatakiaga ma e fakafetuiaga:

[careers.govt.nz/articles/network-into-a-job-with-the-perfect-elevator-pitch](https://careers.govt.nz/articles/network-into-a-job-with-the-perfect-elevator-pitch)

# Mau tauteute ke lata mo e tau fakatutalaga kua aoga

Ko e fakatutalaaga fakatagata ko e taha magaaho ke tutala ke he pule gahua hagai ke he ha lautolu a kautaha mo e ko hai ha lautolu kua manako ke fakagahua.

Ko e tiana hanei ma haau ke kumikumi hagai ia ke he tau faga gahua kehekehe kua maeke ia koe ke taute mo e maeke ke maama e tau lotomatala kau lata ai ke maeke ke gahua mo e pule gahua. Tiaki ua ole fakahako ke he taha gahua – ko e tala a koe kia lautolu ke iloa e tau mena hagai ia ke he kautaha mo e faahi gahua.

## 1. Ko e puhala ke matutaki ke he pule gahua

Matutaki kia lautolu ke he meli hila poke LinkedIn. Fakamaama ko hai a koe mo e kakano kua manako a koe ke feleveia. Falu tagata kua manako ni ke tutala he foni mo e nakai feleveia fakatagata.

## 2. To fakahoko e haau a fakatutalaaga

Taute tuai taha kumikumiaga ke he kautaha poke faahi gahua. Fakaako e tau mena oti kua maeke ia koe ke fakaako ke maeke ia koe ke fakaaoga fakamitaki e magaaho ka feleveia ai. Tuku atu e tau hūhū fakamahino ke maeke ia koe ke fakaako hagai ke he tau monuina mo e tau fakaholoaga gahua ki loto he kautaha nei.

## 3. Ko e magaaho ka feleveia a koe mo lautolu

- Taute fakamitaki e tau tauteuteaga tino ke lata mo e fonoaga.
- Fakaaue kia lautolu ha kua maeke ke tuku atu taha magaaho ke feleveia.
- Talahau taha mena tote hagai kia koe mo e haau a tupumaiaga ka e nakai fakamahino lahi.
- Ole kia lautolu ko e fiha e taimi ne maeke ia lautolu ke tutala. Nofo ki loto he taimi nei. Kaeke kua molea e taimi nei, ole ke he ha lautolu a taliaaga ke matutaki.
- Ole mitaki nakai ke taute e tau fakamauaga.
- Ko e magaaho ka oti ai a koe, liu ke fakaaue atu kia lautolu ke he magaaho kua tuku mai ke tutala mo koe.

## 4. Ka oti e fonoaga

- Ka oti agataha e haau a fonoaga, taute falu fakamauaga hagai ia ke he tau mena kua talahau e lautolu.
- Fakafano e tau manatu fakaaue ka oti e haau a fakatutalaaga, ke he meli hila poke ke he LinkedIn.
- Fakailoa mai kia au kaeke kua fai gahua a koe kua moua poke kua fifili e koe e moui gahua foou ha ko e haau a fonoaga nei.



**Kitekite atu ke he:** Tau fakatutalaga kua aoga:  
Ko e puhala ke kautū

[youtu.be/CXZDTDBLKRE](https://youtu.be/CXZDTDBLKRE)



# Ko e ole ke lata mo e tau fakatutalaga aoga

Ko e tau fakatutalaga aoga kua maeke ke lagomatai a koe ke fakafetui mo e tau pule gahua mo e kumikumi ko e mitaki nakai e moui gahua nei ke lata mo koe.

## Ko e ole ke lata mo e tau fakatutalaga aoga:

Fakalofa Lahi Atu, ko e heigoa haaku ko Aleki Vaiola

Totou e au e haau a talahauaga he moui ke he LinkedIn mo e kua manako lahi ke kitia kua lahi haau a gahua he fakaholo e tau potaaga he tau fale kai. Kua 16 e tau haaku he gahua ko e Takitaki he Fale Kai he tau fale kai i Ueligitoni.

Kua manako lahi au ke tutala mo koe haggao ke he haau a gahua.

Maeke nakai ia au ke tutala fakahokulo mo koe haggao ke he mena nai? Iloa e au na lavelave lahi a koe ka e ka 20 e miniti haau ne maeke ke mai to fakaaue lahi atu au kia koe.

Fakaaue Lahi  
Aleki

# Ko e tau hūhū ma e tau fakatutalaga aoga

Ko e tau hūhū nei kua maeke ke kamata aki e tau fakatutalaga he tau tagata ke he ha lautolu a tau moui gahua mo e tau monuina.

## Pu gahua

- Maeke nakai ia koe ke talahau fakalaulahi mai kia au hāgāo ia ke he faahi nei ki loto he (maaga lahi)?
- Hau fēfē a koe ke moua e pu gahua nei?
- Fēfē e ononoaga he evalisi he haau a aho gahua?
- Fai mena foki nakai ne maeke ke fakaofu e tau tagata hāgāo ke he haau a gahua?
- Kaeke kua maeke ia koe ke liu ki tua ke hiki ha mena taha hāgāo ia ke he haau a moui gahua, to taute nakai e koe?
- Ko e heigoa e matohiaga he tagata fakahiku ne kua fakagahua ai ke he faahi nei?

## Faahi Gahua

- Ko e heigoa e mena kua tupu ki loto he faahi gahua nei i Niu Silani? Kua tupu kia poke to hifo ki lalo?
- Ko e heigoa e tau lotomatala mahuiga ne kua onono e tau pule gahua ki ai he kautaha/faahi gahua nei?
- Loga nakai e tau tagata ne kumi gahua ki loto he faahi nei?
- Iloa nakai e koe ha tagata foki ne kua manako ke tutala mo au? Maeke nakai ia koe ke fakafeleveia au ke he meli hila?

## Tupuaga fakatagata

- Fai lotomatala poke gahua pauaki nakai ne kua ku?
- Fai talahauaga nakai a koe hāgāo ke he puhala kua maeke ia ai ke nofo atu ke he faahi nei?
- Ko e heigoa e tau fakaakoaga kua aoga?
- Ko e tau puhala gahua fēfē haau ne kumi ki ai?
- Ko e tau fakafetuiaga fēfē haau ne kua fakaohoho ke matutaki au ki ai?

## Lafi ki luga haau a tau hūhū ki lalo:

# Onoonoaga ke ati hake ki luga e lotomatala poke liu ke fakaako foki

Ke he haau a tau kumikumiaga, kua iloa nakai e koe kua lata ia koe ke liu fakaako foki poke ati hake ki luga e lotomatala? Ati hake ki luga e lotomatala mo e liu fakaako foki ke tukutuku hake ki luga e haau a tau tiana ke moua gahua.

**Ati hake ki luga e lotomatala kua putoia ai e fakaakoaga he tau lotomatala foou ke lagomatai ke fakaholo ki mua haau a tau gahua ki loto he haau a gahua ke he magaaho nei poke moui gahua.**

Tau puhala ke ati hake ki luga e lotomatala kua putoia ai e:

- fakakite mo e fakatutala
- fakaako ke he magaaho ka gahua, putoia ai e tau apulenetisi
- gahua ka e totoji e tau fakaakoaga
- finatu ke he taha gahua foki
- tau fakaakoaga ki luga he laini hila mo e micro-credentials.

**Kaeke kua manako ia koe ke finatu ke he tau moui gahua kehe, neke lata ia koe ke liu fakaako foki.**

Ko e tau puhala ke liu ke fakaako foki kua putoia ai e:

- tau fakaakoaga mamao
- fakaako ke he falu magaaho ni
- fakaako tumau.



**Kumikumi hagaao** ia ke he tau lagomatai ma e tau fakaakoaga:

- Tau Fakaakoaga Mahino mo e tau Lagomatai Tupe Fakaapelenetisi: [careers.govt.nz/articles/retrain-for-free-with-ttaf](https://careers.govt.nz/articles/retrain-for-free-with-ttaf)
- Nakai fai fi: [careers.govt.nz/courses/funding-study-and-training/fees-free](https://careers.govt.nz/courses/funding-study-and-training/fees-free)
- Ko e tau fakaakoaga fakafaahi gahua mo e tau fakaholoaga fakaako: [careers.govt.nz/articles/choose-a-vocation-for-a-better-future](https://careers.govt.nz/articles/choose-a-vocation-for-a-better-future)



### Ati hake ki luga e lotomatala

Gahua a Tom he faahi kamuta



Ne kumikumi a ia ke he tau fakaakoaga kua lata ia ia ke moua ke ati hake ki luga haana a lotomatala



Ne taute ai e ia e apelenetisi



Ne eke ai a ia mo tagata gahua hila



### Liu ke fakaako foki

Gahua a Maia he faahi tulisi



Ne kitia e ia e tau faga gahua kua fano tatai mo e haana a tau lotomatala mo e tau mena kua mahuiga kia ia, mo e kua kumikumi ai e tau fakaakoaga ne kua fai ke he haana a aoga polytech he matakavi ne nofo ai a ia



Ne fakamau ai a ia ki loto he taha fakaakoaga ma e tau nosi



Ne eke a ia mo e taha nosi he maaga



**Kumikumi ai** hagaao ia ke he tau fakaakoaga mo e tau fakaholoaga fakaako:

[careers.govt.nz/plan-your-career/find-out-about-study-and-training-options](https://careers.govt.nz/plan-your-career/find-out-about-study-and-training-options)

3

# Taute e fifiliaga mo e fakagahua



# Kamataaga

## Ke he vala nei to moua e koe e:

- taha hatakiaga ke tali atu ke he gahua kua fakapuloa ai
- ko e puhala ke tohi ole atu ke lata mo e tau pu gahua i luga he laini hila
- tau puhala lagomatai ke tohi e CV mo e tohi e lau fakamua
- ko e hatakiaga ke he fakaholoaga fakagahua tagata
- ko e puhala ke tauteute ke lata mo e tau fakatutalaaga
- ko e haau a tau lakaaga ki mua ke taute e tau fakaholoaga fakatokatoka gahua.

“Ua fakalolelole, tumau ke laka ki mua. To feleveia a koe mo e tau puhala tu kua pa mo e tau fua he puhala tu ke fakaeneene hifo e holo. Kua lata ia koe ke fakamalolō pete he uka, kia fakatumau mo e gahua fakamalōlō.”

**David Letele (Brown Buttabean)**  
**Tagata hu momi mo e Tagata Fakaako Hagao ke he Moui**



# Fakahoa e haau a tau lotomatala mo e tau gahua kua fakapuloa ai

Kumi taha gahua kua fakapuloa ai ne kua fiafia a koe ki ai mo e muihua ke he tau lakaaga na i lalo.

## 1 **Totou e tohi fakapuloa mo e fakamahino ai e tau lotomatala mahuiga mo e tau gahua hakahakau ne kua kumi e pule gahua ki ai**

Fakatai pehe:

- malōlō ke he tau puhala tohitohi mo e fakatutala gutu
- iloa ke pelē auloa mo e matakau poke gahua mo e auloa mo e matakau
- kumikumi e puhala ke hakahaka ki ai mo e puhala ke fakahako aki e lekua
- fakagahuaaga he taimi
- tau pulotu gahua poke tau faahi tekenolo
- tokoluga lahi e pulotu ke he faai komipiuta
- iloa ke gahua mitaki ka loga ke mena kua fakalavelave
- hakahakau mo e fiafia
- mahomo atu e tau gahua leveki ke he tau tagata fakatau koloa.

## 2 **Taute foki e mena kua tatai ke he fakailoaga he gahua poke tagata (kaeke kua fai)**

To putoia ai e tau fakailoaga laulahi hagaao ke he mena kua manako e pule gahua ki ai ke he pu gahua nei.

## 3 **Ahiahi atu ke he [careers.govt.nz](https://careers.govt.nz)**

Fakaaoga e puha kumikumi ke kumi e gahua. To fakakite atu he lau ne toka e pu gahua e tohiaaga ke he tau lotomatala, tau fakamailoga mo e tuaga he tau gahua kua lata mo e gahua nei. Kua maeke he mena ne ke fakakite falu he tau lotomatala foki.

Kua lata ia koe ke he magaaho nei ke moua ai e tohiaga he tau lotomatala kua kumikumi fakamakutu ai, tau hakahakau mo e moui gahua ke lata mo e pu gahua kua fakapuloa ai.



**Manatu lagomatai:** Ua tupetupe kaeke kua nakai fai lotomatala a koe kua tohia ai

Tohi ole atu ke lata mo e tau gahua kaeke kua moua e koe e laulahi he tau lotomatala mahuia kua tohia ki loto he tohi fakapuloa gahua.

**4****Taute tuai taha kumikumiaga ke he kautaha**

- Kumikumi e tau fakailoaga he kautaka mo e ha lautolu a tau koloa mahuiga mo e tau faahi gahua, ha lautolu a haggaaoga ki mua mo e ha mena foki ne kua maeke ke iloa ai haggaaoga kia lautolu. Maeke ia koe ke taute e mena nei ke he ha lautolu a laupepa he kupega hila mo e fakatutala ke he tau tagata kua iloa e koe.
- Fakamau falu a tau kupu mahuiga mo e tau talahauaga mai he tau koloa nei. Toka e tau mena nei ke he haau a manamanatuaga ka e fifili e koe ko e tau fakailoaga fe ka fakaaoga e koe ki loto he haau a tohi mo e CV.

**5****Tohi hifo e haau a tau lotomatala mo e gahua ne fano tatai mo e gahua nei**

- Tohi hifo haau a tau lotomatala tekenolo mo e gahua ne kua fano tatai mo e tau lotomatala mahuiga i loto he tohi fakapuloga. Taute e taha tohiaga ke he haau a tau lotomatala gahua.
- Manamanatu ko e hao fēfē haau a tau puhala gahua kua mahuiga kia koe pihia mo e tau kitekiteaga ki mua ke he tau mena nei he kautaha.

**6****Fakaputu e tau fakamooliaga mo e tau fakatai ke he tau puhala kua maeke he haau a tau lotomatala mo e moui gahua ke o tatai mo e gahua nei**

Tohi hifo falu a tau fakatai ke he tau puhala kua fakaaoga e koe e tau lotomatala nei ne kua toka ke he tohi fakapuloga gahua. Tohi hifo e tau fakamailoga ne maeke ke fakakite e puhala kua fakagahua fakamitaki e koe e tau lotomatala nei.

Kua mau tuai a koe ke tohi e CV mo e tohi fakamua ne kua onono fakamahino ni ke he tau manako he tau pule gahua takitaha ma e pu gahua pauaki.



**Talahauaga mooli:**  
Lavelave lahi e tau pule gahua

Kua lata he haau a CV mo e tohi he lau fakamua ke fakakite fakamahino kua fano tatai a koe mo e ha lautolu a tau manako.

Tiaki ua fakaaoga e CV agaia pihia mo e tohi he lau fakamua ke lata mo e tau tohi ole ma e tau gahua takitaha. Tuku hake ki luga haau a tau tiana ke moua ai e fakatutalaaga mo e taatu fakahako e haau a tohi ole ke he gahua kua tohi ole a koe ki ai.

# Ko e puhala ke tohi ole atu

Kumi e tau gahua ne kua tatai lahi mo e haau a tau lotomatala mo e tau fakamailoga.

- Toka fakalahi taha taimi ma haau ke tohi ole atu ki ai.
- Manatu ke moua taha atulese meli hila kua moua e onoonaoga pulotu mo e fakapisini.
- Muitua fakamakutu atu kehe tau hatakiaga he tohi ole.
- Age ke he taha tagata foki ke kitekite atu ke he haau a CV mo e tohi he lau fakamua fakatai atu ke he laupepa tohi ole.
- Tuku foki e higoa he pu gahua kua tohi ole a koe ki ai ke he matapatu laini he haau a meli hila.
- Manatu ke tuku haau a higoa mo e numela foni ki loto he meli hila nei.
- Fakafano haau a CV ke he PDF.
- Fakaaoga haau a higoa ke hifoa he haau a tohi CV.

## Samopolo e meli hila ko e taha vala he haau a tohi ole:

**Kia:** HR@anywhere.co.nz

**Matapatu:** Tohi Ole ha Aleki Vaiola ma e Takitaki Gahua he Fale Kai Wubsay

Kia \_\_\_\_\_ (higoa he tagata)

### Re: Pu gahua Takitaki Gahua he Fale kai Wubsay

Kua manako lahi au ke tohi ole atu ke he lata mo e pu gahua nei. Ko e haaku a tau gahua ke takitaki e tau fale kai ke he 16 e tau e kua mole kua foaki mai kia au e tau lotomatala kua mua atu e mitakimo e pulotu he hau he hala. Ke he tohi he lau i mua mo e CV maeke ia au ke fakakite ko au ko e tagata kua lata tonu mo e gahua takitaki nei pu gahua he fale kai Wubsay mo e puhala kua maeke ia au ke fakagahua haau a tau lotomatala mo e moui gahua ke lata mo koe.

Fakamolemole ti moua haaku a CV mo e tohi he lau fakamua ke lata mo e pu gahua na i luga tuga kua fakapuloga ai he Seek he Aho 20 ia Me 2021. Kua amanaki lahi au ke logona mai ia koe.

Haau a fakamooli  
Aleki Vaiola  
Foni 033 333 333  
alekiv@hmail.com



### Manatu lagomatai:

Ole mo e tuku ki lalo he laini hila e tohi fakakite gahua (JD)

Fakamau ke maeke ke lagomatai ke maitua ke he haau a tau tohi ole mo e tau tauteuteaga ke lata mo e fakatutalaaga.



### Manatu lagomatai:

Kaeke kua nakai fai komepiuta a koe ne moua e initanete

Finatu ke he haau a fale pepa he maaga poke fale he magaa ke kumikumi mo e fakahū haau a tohi ole.

# Haau a talahauaga he moui ki luga he laini hila

Manamanatu ke he haau a talahauaga he moui ki luga he laini hila ko e haau a CV i luga he laini hila.

Maeke ia koe ke talaga e taha talahauaga he moui ke he career hub he kautaha, kupega hila he Work mo e Income, haau ni a kupega hila poke LinkedIn. Ko e tau pule gahua mo e tau tagata kumi tagata gahua foou kua onono tumau ke he tau talahauaga he moui ke moua e tau tagata gahua foou.

Molea e 540 e miliona he tau tagata ne fai talahauaga moui ke he LinkedIn – ko e socia media network ne fakakite haau a moui gahua mo e matutaki a koe mo e tau matakau pulotu pihia mo e tau pisinisi.

Ko e LinkedIn kua eke ke tatai mo e CV ki luga he laini hila mo e taha fofoga pepa Facebook.

## **Toka haau a talahauaga he moui ki luga he laini hila ke gahua ma haau:**

- Fakamahino haau tau lotomatala ki luga he haau a talahauaga he moui.
- Tohi hifo e haau a moui gahua, tau fakaakoaga mo e lotomatala.
- Tuku foki haau a tau fakailoaga ke matutaki ki ai pihia mo e matakavi kua nofo ai a koe.
- Fakaaoga e ata he haau a ulu ne kua moua e ononoaga kua pulotu.
- Fakaaoga e tau kupu mahuiga haggao ia ke he haau a tau lotomatala ke he tohiaaga i luga.
- Kumi e tau kupu kua hepe mo e falu foki a tau mena kua nakai hako.
- Fakaaoga e meli hila kua moua e logonaaga kua pulotu tuga e maia.johnson@website.com.
- Taute ke pulotu e fakamauaga he haau a username.
- Fakatumau ke fakafoou tumau e haau a talahauaga he moui.
- Matutaki mo e falu foki – meli atu ke he tau tagata, poke uiina a lautolu ke manako atu ke he haau a talahauaga he moui.
- Manamanatu ko e heigoa e haau a fakatino fakatagata mo e ko e heigoa haau a tuku hake ki luga.



**Kumikumi fakalaulahi:** Ko e puhala ke maali mitaki he LinkedIn

[careers.govt.nz/articles/how-to-stand-out-on-linkedin](https://careers.govt.nz/articles/how-to-stand-out-on-linkedin)

# Tau koloa mahuiga ma e CV

Taute haau a CV ke ku, posetivi mo e snapshot kua fialia haggao kia koe.

## 1 To kamata a koe ke tohi

- Tohi hifo e haau a tau lotomatala mo e gahua ne fano tatai mo e tau fakakiteaga he gahua mo e tohi kua fakapuloa ai. Ua nimo e tau mena kua taute e koe ki fafo he gahua. Foaki e tau fakatai ke he tau mena kua maeke ia koe.
- Onoono ke he falu fakatai he tau CV ke lata mo e tau fakatokatokaaga, vagahau mo e tau puhala kua mitaki ke makete e koe a koe ni.

## 2 Tuku a koe ke he nofoaga he pule gahua

Ko e 10 ni e sekone ne maeke ia koe ke fakaohoho e pule gahua ke tumau ke totou haau a CV. To lahi e onoonaaga he haau a CV kaeke kua fakamahino ni e koe ke he tau mena kua kumi e pule gahua ki ai. Lali ke fakaku e CV mo e fakakite ni e moui gahua mo e tau lotomatala kua mahuiga.

Tolu e hūhū mahuiga ke ole ni e koe kia koe ni:

1. **Ko e magaahe ka hulu he faoa e CV haaku fakamafiti, to manatu nakai a lautolu “Kua mitaki e CV nei”?**  
Kua hakahaka he tau pule gahua e tau CV mo e tukutuku hifo ki lalo ke he ua poke tolu ni e tagata. To onoono nakai a lautolu ke he CV kua maama, fakatokatoka fakamitaki he fakatatai atu kehe patu ne loa mo e nakai maopoopo.
2. **Ka totou e lautolu e CV katoa, to manatu nakai a lautolu “Ko e tagata nei ne moua e tau lotomatala ne manako a matolu ki ai”?**  
Kua kumi e tau pule gahua he tau tagata ne maeke ke hoa mitaki mo e tau fakakiteaga gahua. Hiki mo e fakahako ni e haau a CV ke fakamahino e tau mena ne kua hao ke he gahua kua tohi ole a koe ki ai.
3. **Ko e magaahe ka tukutuku hifo ki lalo e lautolu e tau CV, to manatu nakai a lautolu “Kua lata ke feleveia mo e tagata nei”?**  
Manamanatu e tau pule gahua ko e heigoa haau ke foaki atu kia lautolu. Fakakite ke he tau tagata ko hai a koe mo e tau mena kua taute e koe ne kua mua atu e mitaki.

## 3 Ole ke he falu foki ke onoono ke he haau a CV

Age ke he taha tagata foki ke hakahaka atu ke he haau a CV ke kitia ko e maama nakai, kua fakatokatoka mitaki nakai mo e nakai fai kupu poke kulema kua hepe.

### Fifili e tau tagata fakamooli kua hako

Fa mahani e tau pule gahua ke ole atu kia koe ke tuku atu ke ua e tagata fakamooli - tau tagata ne kua maeke ia lautolu ke hea ke fakakia haau a moui gahua mo e kitia ko e hao nakai a koe mo e ha lautolu a kautaha.

Fifili haau a tau tagata fakamooli ne kua mitaki e tuaga mo e pulotu, maeke he tutala haggao ia ke he haau a gahua mo e haau a puhala gahua, mo e kua mukamuka ke matutaki ki ai. Manatu ke fakailoa atu mua kia lautolu.



**Kumikumi atu ke he** ha mautolu a koloa CV Builder

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



**Kumikumi fakalaulahi atu foki:**

Tau tohiaaga kehekehe ma e tau CV ne kua haggaha mitakai ke he tau tagata kumi gahua kehekehe

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

# Hakahaka atu ke he haau a CV

Fakaaoga e tohiaaga nei ke maeke ia he haau CV ke malika he pule gahua poke tagata ne kumi e tau tagata gahua.

- Tohi ke maama e higoa mo e tau fakailoaga tagata he lau fakamua
- Tuku e tau matatohi he lanu uli, tatai oti e tau faga matatohi mo e mukamuka ke toto (mataoхи numela 11 poke 12)
- Kua toka e tau fakailoaga oti – fakaaoga e tohi fakakite gahua mo e tohi fakapuloa ke lagomatai ai
- Ko e talahauaga he moui fakatagata poke tuaga he moui gahua kua aoga mo e kua hako tika
- Kua hako oti mo e tatai e tau faga matatohi pihia mo e lahi he tau matatohi
- Kua hoa e tau lotomatala mo e moui gahua mo e tau kupu mahuiga mai he gahua fakapuloa kua fakaaoga
- Kua fakaaoga e tau poini fakaila mo e kua laini ai
- Tuku fakamua e tau gahua ke he magaaho nei
- Tuku fakamua e tau fakamailoga kua tu tokoluga poke kua lata ai
- Kua nakai vevehe e tau vala nei ke he falu a tau lau foki
- Kua tohi oti e tau fakailoaga (nakai tohi fakaku poke fai fakamailoga)
- Hake e tohi he tau kupu pihia mo e kulema
- Tau fakatino, tau ata, tau puha text mo e tau laulau kua uta ke he ai
- Kua fakakia e tau tagata fakamooli ke iloa kua hako ha lautolu a tau fakailoaga fakatagata
- Kua putoia foki e tau gahua mo e tau mena kua fiafia e tagata ki ai
- Ko e CV kua nakai molea e two ke he tolu e laupepa
- Ole ke he taha tagata kua tua a koe ki ai ke onoono ke he haau a CV mo e foaki atu kia koe e taha talahauaga



## **Manatu mooli:** Ko e heigoa e applicant tracking system (ATS)?

Kae oti haau a tohi ole ma e taha gahua, kua fano haau a CV e taha fakaholoaga ko e applicant tracking system (ATS). Ko e software ne kua fakapapahi fakaotametiki ai e tau CV mo e tohi he lau fakamua. Kua fifili ai he takitaki ne haea e falu kupu mahuiga, laulahi ke he higoa he pu gahua, faahi gahua mo e tau lotomatala mahuiga, mo e kua kumikumi ai he ATS ke he tau mena nei ki loto he tau tohi.

Ko e mena hanei kua mahuiga ke tohi haau a CV mo e fakaaoga e tau lotomatala mahuiga mo e tau kupu kua toka ki loto he tohi fakapuloa gahua.



# Tohi poke liu ke hakahaka ke he CV

## Tau manatu lagomatai

Tuku e ke maama haau a higoa mo e tau fakailoaga fakatagata ki luga he lau fakamua.

- Tuku e numela he tau lau i lalo he laupepa.
- Tohi ke maali mitaki e tau matapatu he tohi. Fakaaoga e tohi mata lalahi, laulahi, lanu, vala lanu tea, etc, ke taute e mena nai.

Ko e faahi nei kua lali ke moua e manako he tagata totou. Kaeke kua nakai, to nakai totou atu foki a lautolu.

- Fakaaoga e tau kupu kua tatai ke fakamaama ai e tau lotomatala nei ne kua toka ke he tohi fakapuloa gahua.

Ko e faahi nei kua foaki atu e tau fakamooliaga kua moua e koe e moui gahua ke taute e gahua nei.

- Loto a koe ke manatu e pule gahua "Kua maeke he tagata nei ke taute e gahua mo e kua manako au ke taute e ia e gahua nei".
- Fakamahao ni ke he tau fakaholoaga mahuiga. Fakakite e tau puhala ne kua maeke ia koe ke lagomatai e kautaha nei ke mitaki e tau gahua.
- Kaeke kua loa lahi tala tu fakaholo ke he haau a moui gahua, tuku ni e tau pu gahua ne kua gahua laia a koe ki ai mo e tau pu gahua kua lata ai.

## Ko e tohi CV mukamuka ne toka e tau fakatokatokaaga ma e tau fakatai

### Aleki Vaiola

1234 Chelsea Road, Lower Hutt 5010

Meli hila: alekiv@gmail.com

Foni 033 333 333

LinkedIn: linkedin.com/in/alekiv3333

### Ko e tohiaaga fakatagata

Ko e takitaki gahua ke he fale kai kua lahi e moui gahua mo e mahomo atu e tau puhala fakatutala pihia mo e tau lotomatala ke lagomatai atu ke he tau tagata fakatai koloa. Kua tumau ke foaki e tau logonaaga kua mua atu e mitaki ma e tau tagata fakatai koloa. Ko e tagata kua mahomo atu e puhala ke fakahalo e tau lekua. Kua fakaohoho ke he tau tagata gahua ke gahua fakamafiti mo e tuku atu e tau kai kua mitaki lahi ni. Tu tokoluga e ononoaga ke he tau mena ikiiki. Ko e tagata malōlō he gahua auloa.

### Tau lotomatala moe moui gahua kua mahuiga

#### Tau lotomatala ke he faahi tali fenoga

- Kua takitaki mo e fakaako e tau tagata gahua ke he tau gahua i tua he fale ke he tau fale kai kua latalata ke molea e 16 e tau tau
- Palana mo e taute oti e tau fakaholoaga ma e fale kai ka e gahua ke he tuaga tokoluga he tagata tunu kai, tuga e hakahaka ke he tau koloa mo e fakatauaga, tanaki tupe, mo e pa e fale kai
- Onono mo e fakamafiti e tau faahi oti he faahi ne leveki ke he tau tagata fakatai koloa ke he puhala kua kitekete ke he tuaga he kai, mo e tau talahauaga mai he tau tagata fakatai koloa mo e tau tagata gahua

#### Tau lotomatala ke he tau puhala tutala

- Mafiti ke talaga e tau matutakiaga mitaki mo e tau tagata kehekehe mo e kua fakatutala fakamafiti mo e tau tagata he matakau pihia mo e tau tagata fakatai koloa

#### Fakahako e tau lekua mo e leveki ke he tau logonaaga hauhaui

- Kua kitia e tau lekua mo e maeke ke kumi e puhala ke fakahako aki fakamafiti mo e puhala kua hako ke he puhala kua fakagahua fakamafiti e taimi, palana ke lata mo e tau magaaho hagahaga kelea mo e ke milino ke he magaaho ka lavelave lahi

#### Tau lotomatala fakatagata

- Kua fakaohoho atu ke he falu tagata ke gahua mafiti mo e tuku atu e tau gahua kua mitaki mo e gahua mitaki ke lata mo e matakau

### Tala tu fakaholo ke he moui gahua

#### Takitaki he Fale Kai

Cafe LaFairy, Ueligitoni

2015 – 2021

- Pule ke he takitakiaga he laini, fakaako mo e haea 20 he tau tagata ne gahua ke he fale kai mo e foloa
- Kua taute ai e tau kumikumiaga ke tuaga he koloa mo e kua lagomatai ke he tau manako he tagata fakatai koloa
- Tanaki tupe, fakatoka mo e ota e tau koloa ma e fale kai
- Malikiti ki luga e tau mena moua he aho ke he 25% he taha e tau
- Tukutuku hifo ki lalo e o keheaga he tau tagata gahua ke he 30% tali mai he tau 2017

## Tala tu fakaholo ke he moui gahua (matutakiaga)

**Takitaki he Fale Kai**  
Freepav Cafe

2005 – 2015

- Takitaki 8 e tagata gahua he fale kai mo e foloa
- Fakatokatoka e tau tupe, taofi e tau koloa mo e tau fakaholoaaga ke totogi ma e fale kai
- Tamata e tau fakaholoaga fakaako ne kua maeke ke une hake ki luga e fiafia he tau tagata fakatau koloa ke he 98% mai he tau 2006–2015
- Ko e tau fakaholoaga kua tuku foou ma e ononoaga he tuaga he koloa ne kua maeke ke malikiti ki luga e taimi fakagahua ke he 25%

## Tala tu fakaholo ke he moui fakaako

**NZ Diploma in Hospitality Management**  
Service IQ, Ueligitoni

2010

## Tau mena kua fiafia ki ai

- Poi
- Feua ta kilikiki

## Tau tagata fakamooli

**Tau tagata fakamooli kua tuku atu ka ole ai**

Poke

### Moana Ngata

Pule ke he Fale Kai  
Cafe LaFairy, Wellington  
Foni: 044 444 4444  
Meli hila: mngata@hmail.com

### Nish Ahuja

Pule ke he Cafe  
Freepav Cafe, Wellington  
Foni: 055 555 5555  
Meli hila: nisha@hmail.com

## Tau manatu lagomatai

Ko e tau puhala ke liu ke fakatokatoka e faahi nei kau putoia ai e:

- Higoa he pu gahua he tau matatohi lalahi, mui mai e kautaha i lalo mo e tau gahua.
- Tuku fakamua e tau gahua ke he magaaho nei.

Ko e faahi fe ka fano mua ai – tala tu fakaholo ke he moui gahua poke tala tu fakaholo he moui fakaako? Manamanatu ko e faahi fe ne kua foou lahi mo e kua putoia ke he gahua kua kumi a koe ki ai.

Ko e faahi nei kua fai fifiliaga ki ai kua maeke ke foaki atu kia koe e tiana ke tutala haggao ia ke he haau a tau puhala ki fafo he gahua.

- Maeke ia koe ke tuku e tau mena kua fiafia a koe ki ai, falu gahua kua fiafia ke taute mo e tau gahua nakai fai totogi poke tau gahua he maaga.
- Fakaaoga e tau poini fakaila.

Kua lata he tau pule gahua ke talaatu kia koe e tau magaaho kua amanaki a lautolu ke matutaki ke he haau a tau tagata fakamooli. Lalahi he tau magaaho to matutaki ni a lautolu ke he tau tagata fakamooli ka oti e feleveia a lautolu mo koe.

- Ka nakai fai fakatonutonu ne tohi e koe he CV haau, ti fakatonu kua maeke ia koe ke tukuage e fekau ia ke he pule gahua he magaaho ka kumi atu ai.
- Fifili fakamitaki e tau tagata fakamooli. Fakailoa atu kia lautolu e haau a pu gahua kua tohi ole atu ki ai, ke maeke ia lautolu ke tauteute ai – ko e tau mena kua talahau a lautolu haggao kia koe kua lata ke o tatai ke he pu gahua.

# Ko e haau a tohi he laupepa fakamua

## Tau mena ke tuku ki loto

### Haau a tau matutakiaga fakatagata

Tohi, he puhala nei:

- haau a higoa katoa
- haau a atulese
- haau a atulese meli hila
- haau a tau numela foni
- haau a atulese LinkedIn.

### Aho

Tuku e aho ne fakafano e koe e tohi

### Ha lautolu a tau matutakiaga fakatagata

Tohi, he puhala nei:

- ko e heigoa he tagata
- ha lautolu a pu gahua
- ha lautolu a kautaha mo e atulese.

### Tagata ke matutaki ki ai

Tala ke he tagata mo e fakaaoga haana higoa ka maeke ai. Matutaki ke he kautaha mo e ole. Kaeke kua nakai maeke ia koe ke moua e higoa, tuku "Kia koe e takitaki haea".

### Kakano he tohi nei

- Tohi e tuaga katoa he pu gahua mo e ha numela foki ki luga he matapatu he tohi.
- Tohi kua tohi ole a koe ke lata mo e pu gahua mo e mena fe ne logona e koe hagaaia ia ke he pu gahua nei.

### Ko e ha ne manako a koe ke gahua he pu gahua nei mo e tau mena kua manako ia koe ke iloa hagaao ia ke he kautaha nei

- Lali ke fiafia. Fakakite kua manamanatu a koe ke he gahua mo e kakano kua manako a koe ke gahua ma ha lautolu.
- Talahau e tau talahauaga posetivi hagaao ke he kautaha, fakatai, ha lautolu a tuaga, puhala gahua mo e koloa.
- Manatau, ko e mena haau ne maeke ke taute ma ha lautolu, nakai ko e mena kua maeke ia lautolu ke taute ma haau.

## Tohi fakatai

Aleki Vaiola  
1234 Chelsea Road  
Lower Hutt 5010  
Meli hila: alekiv@hmail.com  
Foni: 033 333 333  
LinkedIn: linkedin.com/in/alekiv3333

Aho 25 ia Me 2021

Jane Smith Takitaki HR  
Wubsay Franchises  
PO Box 1234  
Wellington 6011

Kia Jane

### Re: Takitaki Gahua he Fale kai Wubsay

Kua tohi atu au ke tohi ole ke he pu gahua he Takitaki he Fale Kai ne toka ke he Wubsay he maaga ko Ueligitoni tuga kua fakapuloa he Seek. Fakamolemole ti kikite atu ke he haaku a CV kua tuku atu foki ke lagomatai haaku a tohi ole.

Ko e mahuiga ke loto fakamooli kua mahuiga kia Wubsay's, hakahakau mo e lagomatai ke he tau tagata fakatau koloa kua mitaki kia au. Kua uta tumau e au e maila loa ka gahua mo e tau tagata fakatau koloa, mo e tumau ke tuku atu he haaku a matakau gahua e tau mena kai kua mitaki pihia mo e tau puhala gahua kua mua atu e mitaki.

Lahi e haau a moui gahua ke he gahua ko e Takitaki ma e Fale Kai ke he tau fale kai kua tu tokoluga ko Cafe LaFairy mo Freepav, Ueligitoni. Ki loto he tau pu gahua nei, kua takitaki e au e tau tagata gahua he fale kai mo lautolu ne gahua ki mua he fale ke maeke ke foaki ai e tau fakaholoaga kai kua mua atu e mitaki ke lata mo e tau tagata fakatau koloa.

Kua putoia ai foki haau a gahua ke fakagahua e tupe, fakaholo e tau koloa, fakaako mo e haea.

Ke he haau a magaahe kua gahua ke he Cafe LaFairy kua tuku hake e au ki luga e tau polofita ke he 25% mo e kua tukutuku hifo Tuke o keheaga he tau tagata gahua ke he 30%.

Kua fakatumau au ke he matutakiaga he tau fakaakoaga mo e ati hake ki luga mo e ko au ko e taha tutaki he Restaurant Association ha NZ mo e Restaurant Manager Association. Kua fialia lahi au ke moua e tau fakailoaga fooku hakaaga ke he tau fakaholoaga ki loto he faahi tali fenoga mo e finatu ke he tau fonoaga lagataha he ua e faahi tapu.

Kua fialia lahi au ke he tiana nei mo Wubsay ha kua mailoga e au kau maeke ia au ke lagomatai ke lafi ki luga ki loto he haau a matakau mo e hao mitaki ki loto he haau a matakau gahua.

Fakaaue kua fakatautonu haau a tohi ole. Kua amanaki lahi au ke logona mai ia koe.

Haau a fakamooli  
Aleki Vaiola

## Tau mena ke tuku ki loto

### Ko e heigoa e tau mena kua tamai e koe ke he pu gahua nei

- Fakakite e tau puhala kua hoa mitaki a koe ke he tau manako he gahua nei.
- Fakakite he haau a mao poke tau lotomatala tekenelo, moui gahua mo e pulotu ne kua lata mo e pu gahua nei.
- Tuku foki haau a tau lotomatala ka fakagahua, haau a tau kitekiteaga ki mua, fialia mo e manako lahi.

### Ke fakaoti ai

- Fakaaue kia lautolu ha kua fakatautonu haau a tohi ole.

### Fakamooli ai

- Kia pulotu ke he haau a fakamaveheaga, nakai leo formal poke tatai. Tohi haau a higoa fakamua mo e higoa fakahiki mo e fakamooli ai a luga he haau a higoa ka e nakai kaeke kua tohi ole a koe ki luga he laini hila.

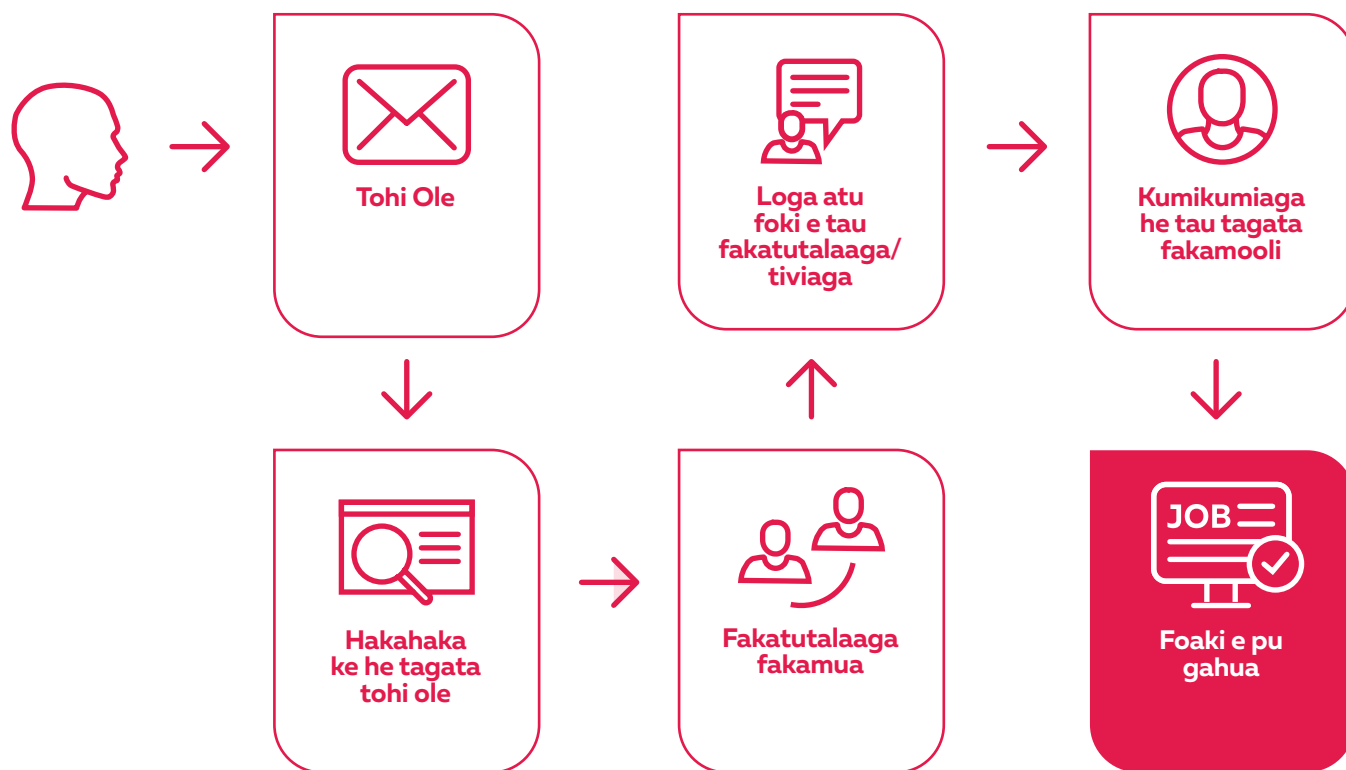


**Fakakia foki** ha mautolu a tau faga CV mo e tau tohi ma e lau i mua:

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

# Tau puhala ke moua aki e tau tagata gahua

Ko e fakaholoaga fa mahani hanei ke kumi e tau tagata gahua. Kae ke moha ia, nakai hakotika tumau e fakaholoaga nei mo e kua nakai putoia oti e tau faahi nei.



# Falu a tau puhala kua taute aki e tau fakatutalaga

Kaeke kua moua e koe taha fakatutalaga kua fita e pule gahua he manatu kua haha ia koe e tau lotomatala ke taute e gahua. Ko e fakatutalaga fakatagata ko e tiana hanei ke fakakite e koe kua mitaki a koe ke lata mo e matakau he haau a pule gahua.



## **Ko e fakatutalaga mata ke he mata**

Ke he fakatutalaga mata kehe mata, kua hakahaka atu a koe ke he magaaho kua toka e tau mata he pule gahua kia koe.

- Ko e magaaho ka fakafeleveia a koe ke he tagata fakatutala/tau tagata ono ke he tau mata, mamali mo e fakaaoga e haau a higoa fakamua mo e higoa fakahiku.
- Mailoga haau a tau foliga he tino - fakakite e tau mena kua vagahau e koe ke he puhala ne uta aki e koe a koe ni.
- Manatu kua lata ke mitaki haau a tau mena tui ke lata mo e pu gahua kua tohi ole a koe ki ai.



## **Ko e fakatutalaga ke he vitio**

Ke he tau fakatutalaga ke he vitio, loga e tau mena fakalavelave ka lalahi ai mo e kua totoko atu kia koe.

- Manatu ke taute fakamitaki e faahi tekenolo - iloa e fakaholoaga ke fakaaoga mo e puhala ke fakaaoga aki, moua e matutakiaga mao ke lata mo e initanete mo e fakamoui haau a komopiuta.
- Mahuiga lahi e foliga. Nakai fiafia e poki ata ke he lanu uli, lanu tea mo e tau petene kua loga e fakalavelave, kalo kehe mai mo e mena nei - ko e lanu moana navy kua mua atu e mitaki.
- Fifili e fakatino i tua kua mukamuka mo e utakehe oti e tau mena fakalavelave mai he poko.



## **Ko e tiviaga ma e fakatutalaga**

Falu he tau kautaha kua ole atu kia koe ke taute e tau tiviaga kua tuku aki e taimi, tuga e tau tiviaga ke he tua numela mo e tohitohi.

- Kumikumi ke he tau tiviaga i luga he laini hila mo e gahua ki ai.
- Fakailoa tuai ke he tagata ne taute e fakatutalaga kaeke kua fai gagao a koe ne kua uka ke taute e tau tiviaga kua taimi ai.
- Totou fakamitaki e tau fakailoaga. Palana e tau mena ka taute a koe i loto he taimi nei.
- Hūhū kaeke kua fai mena kua nakai maama e koe.
- Liu kitekite atu kehe haau a gahua he magaaho ka oti ai.



# Tauteute ke lata mo e fakatutalaaga

Ko e mena mahuiga ke tauteute ai mo e to fakamalikiti ki luga e puhala kua gahua mo e makete e koe a koe ni ke he fakatutalaaga nei.

Fakaaoga e tohiaaga nei ke maeke ia koe ke iloa kua mau tauteute katoatoa a koe.

## 1 Kumikumi hagaao ia ke he faahi gahua poke kautaha

### Ko e ha?

- To moua e koe e logonaaga mitaki ke tali e ha lautolu a tau hūhū.
- Maeke ia koe ke fakakite atu ke he tagata ne taute e fakatutalaaga kua iloa e koe e tau mena kua taute e lautolu.
- To maeke he mena nei ke lagomatai a koe ke fifili ko e hao mitaki nakai e tau mena kua mahuiga ke he faahi gahua pihia mo e ha lautolu a tau matafakatufono mo e haau.
- Neke fai magaaho a koe ke manamanatu atu ke he tau hūhū kua manako a koe ke ole.

### Puhala fē?

- Kumikumi ke he kupega hila he faahi gahua kaeke kua fai.
- Taute taha tohiaaga ke he tau mena kua manako ia koe ke iloa, tuga e tupe moua ma e pu gahua.
- Manamanatu ke he haau a tau matutakiaga. Iloa nakai e koe ha tagata ne kua gahua i ai?
- Kaeke kua iloa e koe ha tagata ki loto he kautaha pehe nei, tala kia lautolu hagaao ke he gahua kua taute e lautolu.

## 2 Hakahaka atu ke he fakailoaga gahua, haau a CV mo e tohi he lau fakamua, fakaako ke he tau hūhū ma e fakatutalaaga mo e tauteuteu ni e koe haau

### Ko e ha?

- Fakaaoga e fakailoaga ma e gahua ke manamanatu ke he falu a tau hūhū ka ligaliga he pule gahua ke ole ai.
- Fakakite e tau lotomatala kua manako a koe ke fakaleo fakalahi ki ai ka taute e fakatutalaaga mo e fakamahino hagaao ia ke he puhala kua maeke ia koe ke fakaaoga e tau lotomatala nei ke he tuaga ia.
- Ke he fakakatoatoaga he fakatutalaaga, to ligaliga ole ati kia koe kua fai hūhū nakai a koe.

### Puhala fē?

- Manamanatu ko koe e pule gahua. Ko e heigoa e tau hūhū ka ole e koe? Ko e tau hūhū fa mahani kua tohia ki mua ke he tohi gahua nei pihia ke he [careers.govt.nz](https://careers.govt.nz).
- Tohi e tau tali ke he tau hūhū ke maeke ke lagomatai a koe ke manamanatu ke he tau fakatai mitaki.
- Fakaako ke tali e tau hūhū fakalahi mo e lagomataiaga mai he taha tagata foki. Poke tapaki haau a tau tali mo e liu ke ta foki. Fakakia kua maama mo e mukamuka e tau tali haau ke logona, mo e fakaleoaga kua posetivi.
- Tuku atu e tau hūhū kua manako a koe ke ole hagaao ia ke he kautaha nei.

### 3 Palana e tau mena kua amanaki a koe ke tui mo e puhala ka fenoga atu a koe ke lata mo e fakatutalaaga nei

#### Ko e ha?

- Kaeke kua mule a koe ke lata mo e fakatutalaaga nei, to nakai mitaki e fakatino fakamua kua tuku atu e koe.
- Ka fai fano fakamafiti a ko e to maimaina a koe mo e maeke he mena ne ke lauia ai haau tauteaga he fakatutalaaga.

#### Puhala fē?

- Fifili e taute kua maopoopo mo e meā, auli mo e kua lata ma e fakatutalaga nei.
- Kumi ke iloa ko e magaaho fe tonu e haau a fakatutalaaga mo e puhala kua amanaki ke hoko ki ai.
- Kaeke kua lata ia koe ke heke e pasi poke tuleni, kikite atu ke he fakaholoaga. Tuku taha magaaho laulahi neke fai mena tupu fakaofu ke tomui.
- Kaeke kua maeke ia koe, taute taha fakatai he aho to hoko e aho pauaki he fakatutalaaga ke iloa e koe e mena kua fakahoko ai mo e fiha e leva ke hoko atu ki ai.

### 4 Manatu ke maama mitaki a koe ke he fakaholoaga ma e fakatutalaaga

#### Ko e ha?

- Ko e falu he tau fakaholoaga ma e tau fifiliaga kua lauia ai e tau tiviaga, taute e fakakiteaga, taute e tau fakakiteaga he tau matakau mo e falu gahua foki.
- Manatu ke iloa ko e amanaki a koe ke fakatutala he taha ni e tagata poke loga e tagata.

#### Puhala fē?

- Kaeke kua foaki atu kia koe e tau fakailoaga haggao ia ke he fakaholoaga ma e fakatutalaaga, matutaki ke he kautaha mo e ole ko e heigoa ka putoia ke he tau fakatutalaaga nei.
- Kaeke kua taute e fakatutalaaga haau mo e tokologa e tagata, fai matutakiaga mo e lautolu oti. Tuku atu e tau tali ke he tagata ne ole e hūhū, ka e mailoga e falu tagata foki.

# Ko e fakatutalaaga



Fakaaue, kua moua e koe e fakatatutalaaga! Hanei falu a manatu lagomatai ke maeke ia koe ke taute ai mo e holo mitaki.

- Fanogonogo fakamitaki ke he tau mena kua hūhū atu kia koe mo e fakaaoga e tau hūhū takitaha ko e tiana ke fakakite haau a tau malōlō.
- Ko e matafakatufono fa mahani ki ai ke tutala ni ke nakai molea e 30 e sekona mo e nakai loa mai he 2 e miniti he taha e tali. Taofi haau a tau tali ke fakaku mo e ke he poini.
- Fakamaoki fakaku to tali e koe e hūhū kaeke kua nakai maama e koe. Neke talahau e koe, "Oi, mitaki e hūhū – toka ke manamanatu la au ke he patu e." Kaeke kua nakai maama e koe e hūhū, maeke ia koe ke talahau, "Maeke nakai ia koe fakamolemole ke fakakupu fakakehe e hūhū nei?"
- Na hāhā i ai e taha matafakatufono 40-60 ma e tau fakatutalaaga: tutala e tagata ne taute e fakatutalaaga 40% he magaaho, ko koe ka tutala 60% he magaaho.

## Ko e tau hūhū ke hafagi aki mo e tau puhala ke tali atu

Fa mahani ke fai hūhū fakamua ke hafagi tuga e hūhū na i lalo.

<ol style="list-style-type: none"> <li>1. Ko e heigoa e mena kua hoko mai a koe ki hi nei he aho nei?</li> <li>2. Ko e ha ne tohi ole mai a ko e ke lata mo e gahua nei?</li> <li>3. Ko e heigoa haau ke foaki māi?</li> <li>4. Ko e heigoa e haau hauaga ne kua fai matutakiaga ke he pu gahua nei?</li> </ol>	<p>Ko e hūhū nei kua foaki kia koe e tiana ke fakakitehaau a pulotu, iloaaga mo e maamaaga haggao ke he pu gahua. Fakakite e tau mena nei ki loto he haau a tali:</p> <ul style="list-style-type: none"> <li>• ko e puhala kua kitia e koe e pu gahua nei</li> <li>• tau mena kua kitia e koe kua lata mo e pu gahua nei</li> <li>• falu mena haggao ia kia koe mo e haau a tau malōlō</li> <li>• ko e fakatoatoaga he tau poini nei ne tolu.</li> </ul>
<ol style="list-style-type: none"> <li>5. Talahau falu mena haggao ia kia koe.</li> <li>6. Ko e heigoa haau a tau amaamanakiaga ki mua?</li> </ol>	<ul style="list-style-type: none"> <li>• Manamanatu ke he tau mena kua manako e pule gahua ke iloa haggao ia kia koe mo e haau a tau amaamanakiaga ke fakatatai atu ke he pu gahua nei. Tutala ke he falu he haau a tau malōlō mo e matutaki ai ke he pu gahua nei.</li> </ul>

## Ka oti e fakatutalaaga nei

Taute e tau hūhū kua manako ia koe ke tali atu he tau tagata ne taute e fakatutalaaga. Neke maeke ke tali atu ke he magaaho kua taute ai e fakatutalaaga. Mo e maeke ia koe ke talahau, "Fai hūhū au kae kua fita ni he tali e mautolu."

- Fakamooli haau a manako mo e fiafia ke he pu gahua.
- Kumikumi ko e heigoa e tau lakaaga i mua ka oti ai e fakatutalaaga nei.
- Manamanatu ke fakafano e meli hila ke fakaaue ke he ko e tau tagata ne taute e fakatutalaaga.
- Manatu ke iloa he tau tagata ne taute e fakatutalaaga e tau higoa mo e tau matutakiaga he haau a tau tagata fakamooli.

## Ko e tau matapatu puhala kua taute aki e tau fakatutalaaga

Kehekehe e tau puhala ne taute aki e tau fakatutalaaga, mo e kua kehe fakatote e tau hūhū.

- **Nakai haggao ke he tau mahani:** onono ni ke he haau a mahani fakatagata, tau amaamanakiaga, tau mena kua fakaohoho ai mo e tau malolo mo e tau mena kua nakai malololo kua hokotaki ai.
- **Tau mahani:** onono ai ke he puhala kua lutu ai a koe ke he falu a tau magaaho ki loto he fale gahua.

# Ko e tau hūhū he fakatutalaaga ne nakai onoono ke he tau mahani fakatagata

## Tau Malōlō

### Ko e heigoa haau a tau malōlō?

Tutala hāgaao ke he tau malōlō ne lauia ke he gahua nei mo e. kaeke kua maeke, matutaki a lautolu ke he pu gahua ne kua tohi ole a koe ki ai.

## Nakai Malōlō

### Ko e heigoa haau ne nakai malōlō ki ai?

Ko e hūhū nei hāgaao ke he haau a iloaaga kia koe fakatagata mo e haau a manako ke hiki mo e fakaako. Tala hāgaao ia ke he tau mena kua fakaako e koe ia koe mo e tau hikiaga kua taute e koe.

Tau puhala ke tali aki e hūhū nei:

- "Ke he vaha ia..."
- "Ko e heigoa e tau mena kua iloa e au ke he magaaho nei..."
- "Kua iloa e au kua..."

## Iloilo

Ke he lima e tau tau e kua mole, ko e heigoa e tau mena kua mahuiga lahi kua kautu a koe ki ai? Ko e puhala fe ne maeke ia koe ke kautu ai ke he tau mena nei?

## Palana

Ko e heigoa e tau fakaholoaga fakatokatoka gahua kua kitia e koe kua aoga?

Kaeke kua fai taimi a koe kua mahuiga ke fakaoti e taha matagahua, palana fēfē e koe e haau a gahua ke maeke ke kautu e haau a tau gahua?

Ko e heigoa e haau a puhala kua taute ke palana mo e/poke fakatokatoka haau a taimi?

## Manako ke kautū

Kitia e koe a koe he mena fē he taha e tau poke lima e tau tau i mua?

Manatu kua lata he haau a tau tali ke fai matutakiaga ke he pu gahua kua tohi ole a koe ki ai pihia mo e kautaha kua tohi ole a koe ki ai.

## Tau hūhū kua maeke ia koe ke ole ka oti e fakatutalaaga nei

- Ko e kamataaga, fakafeleveieaga poke fakaakoaga fēfē ka moua e au ke he magaaho ka kamata gahua ai?
- Ko hai haaku ka hokotaki ki ai he pu gahua nei?
- Ko e heigoa e paleko lahi ka moua e au ke he gahua nei?
- To lagomatai nakai he kautaha e matutakiaga he tau fakaakoaga?
- To fai tiana nakai ke lata mo e falu a tau gahua lafi ki luga mo e tau gahua laulahi i loto he kautaha nei?

# Ko e tau fakatutalaaga ne onono ke he tau mahani tagata – ko e puhala STAR

Ko e STAR ko e taha puhala fakagahua kua fakaaoga ke lata mo e tau hūhū ma e tau mahani he tagata

Ko e tau hūhū hagaao ia ke he tau mahani fakatagata poke tuaga he moui kua fakamahino ke he haau a tau puhala gahua fakamua ke he taha mena kua tupu. Fakaaoga he tau pule gahua e puhala nei ke hakahaka e moui gahua he tagata mo e tau mahani fakatagata. Ko e fakatai:

“Talahau taha magaaho ne fai tagata fakatau koloa a koe ne fakakite e manatu nakai fiafia hagaao ia ke he haana a kai. Ko e puhala fe haau ne fakaaoga ke fakahako aki? Ko e heigoa e fakaotiaga?”

## S

### **Tūaga (Situation)**

Fakakite e fakatino he haau a tuaga

Fai tagata fakatau koloa au ne fakakite e manatu nakai fiafia ha kua mohohahi ha lautolu a kai mo e kua leva lahi to moua. Kua ita a lautolu, ha kua fakamule a lautolu ke lata mo e taha apoinimene.

## T

### **Matagahua (Task)**

Fakamaama e matagahua kua lata ia koe ka taute ke oti

Ha koe takitaki au kua lago kia au ke finatu ke tala ke tagata fakatau koloa nei mo e lali ke fakahako e lekua nei ke lata mo lautolu.

## A

### **Fakagahuahua (Action)**

Fakamaama mai e tau gahua kua tau pauaki ke maeke ke taute e gahua nei

Ko e puhala fakamua ke nofo fakaeneene ke fanogonogo kia lautolu mo e ole e tau hūhū ke maeke ke maama mitaki e mena kua tupu mo e lali ke nakai fai mena au kua galo ia au. Kua fakamolemole au ki ai mo e ole atu ki ai kaeke kua fai magaaho a lautolu ke lata mo etaha kai ke hukui aki poke manako ni ke liuaki atu e tupe.

## R

### **Fakaotiaga (Result)**

Fakakite e fakaotiaga he haau a tau fakagahuaaga

“Ko e kakano kua...”

“Kua fakaoti ai kua...”

“Ke maeke ai...”

“Ko e penefiti koe...”

“Kua malikiti ki luga ha kua...”

“Ko e mena mitaki ha ko e...”

Ko e fakaotiaga ko e tagata fakatau koloa kua fiafia lahi ha kua logona he faoa a ia mo e kua fakatautonu ai.

Kua uta ai e lautolu e tupe ne liuaki mo e kua fano au ke mui tua atu ke he tagata gahua ne kua taute e lekua nei. Pehe mai e tagata fakatau kolo to liu a lautolu ke ahiahi mai foki ke he fale kai mo e kua taute pihia e lautolu.

# Ko e tau hūhū hāgaao ia ke he tau mahani fakatagata ne fakaaoga e STAR



Fakaaoga e fakatokatokaaga STAR, lali ke tali e tau hūhū nei ke maeke ke tauteute ai ke lata mo e haau a fakatutalaaga.

- Fakamaama e taha magaaho ne kua hiki haau a puhala fakatutala ke lata mo e tagata kua gahua a koe ki ai.
- Fakakite taha fakatai he taha magaaho ne kua uka ia koe ke fakatutala mo e taha tagata gahua. Ko e heigoa haau ne taute ke lagomatai atu ke he magaaho na? Ko e heigoa e fakaotiaga?
- Ko e heigoa e tau faga hokotaki poke tohi ole kua taute ai e koe? Kua taute nakai e koe ke tuku atu he taimi kua fafati ai mo e kua hako?
- Fakakite taha magaaho ne kua hauhaua a koe. Ko e puhala fe kua maeke ia koe ke lagomatai atu ke he mena nei?
- Talahau mai kia au e taha magaaho ne kua lagomatai atu e koe ke he taha lekua tau fetoko.
- Talahau mai kia au taha magaaho kua taute e koe e hikiaga mafiti.
- Fakakite mai taha fakatai he puhala kua fakagahua mitaki e ko e tau lagomatai ke he tau tagata fakatau koloa.
- Fakamaama mai taha magaaho ne kua moua e koe e talahauaaga kua nekativi mai he tagata fakatau koloa. Ko e puhala fēfē haau ne fakahako aki? Ko e heigoa e fakaotiaga?
- Talahau mai kia au e taha magaaho ne kua fakatokatoka ai haau a taimi ke fakaoti haau a gahua. Taute fēfē e koe e mena nei?
- Fakakite mai taha fakatai he tau puhala kua maeke ia koe ke fakahako e tau lekua.
- Talahau mai kia au e taha faiagahau ne kua paleko fakalahi atu kia koe. Fakafeleveia fēfē e koe e paleko nei? Ko e puhala fē kua kehe haau a tauteaga mai he falu foki?
- Fakakite mai e taha fakatai he magaaho kua putoia a koe ke he matakau gahua ma e matagahua/gahua auloa ma e matakau.



**Fakakia atu:** Ko e puhala ke taute e fakatutalaaga mamao kua monuina

[careers.govt.nz/articles/how-to-have-a-successful-remote-job-interview](https://careers.govt.nz/articles/how-to-have-a-successful-remote-job-interview)



# Ka oti e fakatutalaaga

Fakaaue, kua fakaoti e koe e fakatutalaaga nei! Hanei falu he tau mena ke taute ki mua.

- Fai kitekiteaga ke he holoaga he fakatutalaaga. Ko e heigoa haau ne taute mitaki? Ko e heigoa haau ne maeke ke taute ke mitaki atu?
- Tohi hifo e tau hūhū ne tuku atu kia koe – fai nakai ne kua lata ia ko e ke fakaako ke tali?
- Kaeke kua mole e magaaho ke taute e fifiliaga mo e nakai la liu a koe logona mai, matutaki ke he pule gahua. Kaeke kua nakai moua e koe e pu gahua nei ole ke fakakite atu falu a tau manatu ke lagomatai a koe mo e haau a tau kumikumiaga he gahua.

## Kaeke kua moua e koe e gahua

Kua mukamuka lahi e talia agataha ke he magaaho ka tuku atu e gahua. Kae ke moha ia, kua lata ia koe ke fakahautoka ke taute haau a fifiliaga mo e ke fakatutala ke he totogi mo e falu fakatokatokaaga. Manamanatu kua mitaki nakai e gahua nei ke lata mo koe.

Ole ke he pule gahua hagamoo:

- ke he haau a totogi
- aho ka kamata ai a koe
- aho ke moua e lautolu e haau a fifiliaga
- fai fakatokatokaaga nakai tuga e kumikumiaga he faahi leoleo poke gahua mo e fai ononoaga ki ai.

Totou fakamitaki e tau maveheaga gahua, mo e ole ke he taha tagata ne kua tua a koe ki ai ke kitekite atu ki ai.

Maeke ia koe ke moua e tau talahauaga moua noa hagamoo ia ke he tau maveheaga gahua mai ia he:

- 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

Kua mitaki ke fakatutala ke moua fakalahi e totogi, lafi ki luga e tau aho okioki mo e tau fakaakoaga to maeke ia koe ke talia e pu gahua nei kua foaki atu kia koe. Ke lata mo e tau fakailoaga ke he tau puhala ke fakatutala ke he tau mena nei, onono atu ke he [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)

## Kaeke kua nakai moua e koe e gahua

Kua uka kaeke kua nakai talia. Ko e magaaho ka fano a koe ke kumi gahua, falu e tau mena kua maeke ia koe ke fakaholo mo e falu he tau mena kua nakai maeke ia koe ke fakaholo. Nakai maeke ia koe ke fakahololo e fifiliaga he pule gahua, poke ko hai ka tohi ole atu ke lata mo e gahua. Kae maeke ia koe ke kitia kua manako nakai a koe ke hiki ha mena taha ke he puhala kua taute ai e koe e tau fakatutalaaga a anoiha.

Manamanatu ki tua ke he fakatutalaaga mo e fakapapahi haau a:

- tau tauteuteaga
- matutakiaga mitaki mo e fakafetuiaga mo e tau tagata ne taute e fakatutalaaga
- tau tali ke he tau hūhū
- puhala ne tauteute mo e tau fakakiteaga.

Fakatautonu e tau mena kua holo mitaki. Onono ke he tau mena kau nakai holo mitaki mo e lali ke kitia ko e heigoa e tau mena kua maeke ia koe ke malikiti hake ki luga. Liu ke kitekite ke he tau mena nei to liu ke taute foki taha he haau a fakatutalaaga, poke onono atu kehe tau talahauaga ma e tau fakatutalaaga gahua he laupepa 41–47.

Kia monuina haau a fakatutalaaga i mua!

# Talagaaga he haau a palana fakagahua

Ko e magaaho nei, o mai ke tuku auhoa ki ai mo e talaga e palana fakagahua ke kumi gahua. Fakakite falu a tau gahua kua mahino mo e kua maeke ke taute.

Ko e heigoa?	Puhala fē?	Ke he magaaho fē?
<b>Tau fakagahuaaga he tau magaaho ku</b>		
Moua e tau lagomatai kaeke kua lata ia koe ke moua.	<ul style="list-style-type: none"><li>• Matutaki atu ke he tau kapitiga mo e tau magafaoa.</li><li>• Manamanatu ke he tau lagomatai tupe kaeke kua lata ai.</li><li>• Toka taha magaaho ke manamanatu kehe haau a tau vahega fifiliaga.</li></ul>	Aho:
Talaga e CV kua mahino mo e talahauaga he moui.	<ul style="list-style-type: none"><li>• Fakaaoga e tau fakailoaga mai he pepa gahua nei mo e <b>careers.govt.nz</b> ke talaga e taha CV mo e talahauaga he moui ke he LinkedIn.</li><li>• Moua mai e tau talahauaga mai he haau a takitaki poke tau takitaki fakamua, ko e kautaha ne kumi tagata gahua poke takitaki ne leveki atu kia koe.</li></ul>	Aho:
Fakaaoga e haau a tau fakafetuiaga.	<ul style="list-style-type: none"><li>• Kumikumi mo e matutaki ke he tau kautaha kua pulotu pihia mo e tau matakau kua Feleveia.</li><li>• Matutaki ke he tau tagata kumi tagata gahua he haau a matakavi.</li></ul>	Aho:
Kumi taha gahua ke he magaaho ku ne maeke ke totogi e tau pila	<ul style="list-style-type: none"><li>• Fakaaoga e tau fakafetuiaga.</li><li>• Tohi ole atu kehe tau gahua ne kua fakapulua ki luga he laini hila.</li></ul>	Aho:
Kitekite atu ke he haau a social media.	<ul style="list-style-type: none"><li>• Google haau a higoa.</li><li>• Taute haau a tau fakamauaga he social media (Facebook mo e instagram) ke pulaeveve.</li></ul>	Aho:
Kumikumi e tau monuina	<ul style="list-style-type: none"><li>• Manamanatu ke liu fakaako foki ke he moui gahua foou.</li><li>• Taute e tau kumikumiaga ki loto he haau a faahi gahua ke fakalahi haau a lotomatala ke moua e tau fakamailoga foki.</li><li>• Fakakia haau a fakaataaga ma e Fees Free mo e Targeted Apprenticeship Fund.</li><li>• Lali ke moua e tau gahua nakai fai totogi poke gahua mi ke he falu a magaaho ke fakalalahi haau a tau matutakiaga mo e tau tagata.</li></ul>	Aho:
<b>Tau fakagahuaaga he vaha loto</b>		
Fakatumau ke tohi ole atu ke he tau gahua.	<ul style="list-style-type: none"><li>• Fakafoou e CV.</li><li>• Fakaaoga e tau fakafetuiaga fakatagata mo e pulotu pihia mo e haau a talahauaga he moui ke he LinkedIn.</li><li>• Tohi ole atu ke lata mo e tau pu gahua i luga he laini hila.</li></ul>	Aho:
<b>Tau fakagahuaaga he vaha loa</b>		
Kumi e gahua kua maeke ke gahua tumau ki ai.	<ul style="list-style-type: none"><li>• Liu fakaako foki poke ati hake ki luga e lotomatala.</li><li>• Fakakia e <b>sorted.org.nz</b> ke lata mo e tau talahauaga ma e tau fakatokatokaaga ma e tau tupe.</li><li>• Fakatumau e tau fakafetuiaga</li></ul>	Aho:

## Liu atu ke he gahua mo e fakaoti e haau a palana fakagahua

**Ko e heigoa?**

**Puhala fē?**

**Ke he magaaho fē?**

**Tau fakagahuaaga he tau magaaho ku**

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**Tau fakagahuaaga he vaha lotu**

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**Tau fakagahuaaga he vaha loa**

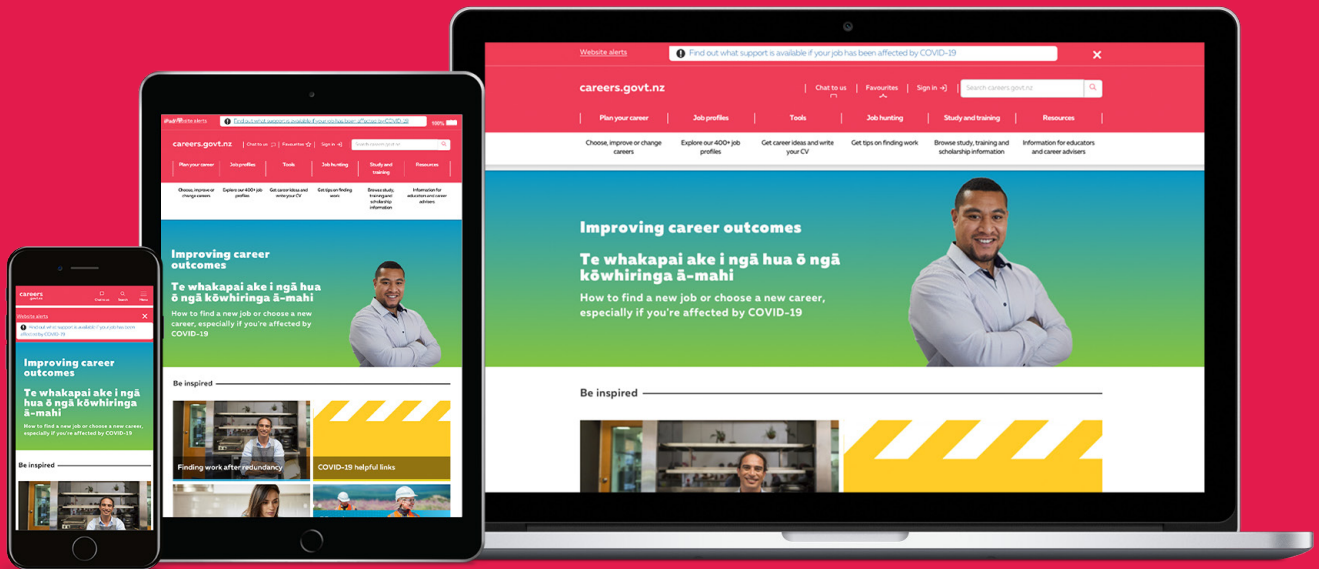
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# Falu talahauaga fakalaulahi

Ahiahi atu ke he [careers.govt.nz](https://careers.govt.nz)



## Tau koloa fakagahua

Kumi e tau gahua fooo mo e kumikumi e tau vahega fifiiliaga ma e moui gahua

## Tau fakailoaga mo e tau talahauaga

Fakaako e puhala ke maeke ke tohi ole atu ke lata mo e tau gahua mo e fakafoo haau a CV

## Tau fakailoaga kua mahino

Kumikumi fakalaulahi hagamoo ke he tau fakaholoaga fakaako ne kua maeke ke fakatolomaki ki luga e lotomatala poke liu fakaako foki



## Fakaaue lahi, kua fakaoiti tuai e koe e Pepa Gahua ma e Tau Tagata Kumi Gahua!

Fakafoo tumau mo e toka tata ke he haau a lima ka e gahua a koe ke he haau a palana fakagahua. Kia monuina haau a tau laliaga ke kumi gahua!

### He waka eke noa

Ko tautolu kua auhoa ki ai

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