

He Puka Rapu Mahi

PUTANGA TUARUA

Ētahi kōrero hei āwhina i a koe ki te
hoki atu ki te ao mahi

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Tertiary Education
Commission
Te Amorangi Mātauranga Matua



Kia ora, nau mai ki te Puka Rapu Mahi.

He wā e tītakataka ana ngā whakaaro ina ka poroa tō tūranga mahi, ka huri ki mahi kē, ka hoki ana rānei koe ki te mahi. Heoi, he huarahi anō kei reira mōu.

Kei konei mātou hei āwhina i a koe me ētahi tohutohu, ētahi tūmahī hei āwhina i a koe ki te whakaaro ake he aha hei whai māu e tū pakari ai koe i tēnei wā.

Ka tirohia e tātou ngā pūkenga e hiahiatia ana e ngā kaitukumahi, me te whakamōhio i a koe ki ngā pārongo mohoa e pa ana ki te tuhi Tātai Pūmanawa, me te tono mahi, tae atu ki ngā uiui hoki.

He waka eke noa

Ko tātou katoa, ko tātou ka toa

He kupu whakamihi

Ka nui te mihi ki te Tari Kaumātua mō tā rātou tautoko i a mātou, ki a Britta Offergeld nō Workbridge, ki ngā kaimahi ara mahi motuhake me ngā kaitohutohu ara mahi TEC nā rātou i tuku kōrero mai mō te putanga tuatahi o He Puka Rapu Mahi.

Ngā mihi nunui ki a koutou.

Mō Te Amorangi Mātauranga Matua

Ko tā mātou he whakarato rauemi, pārongo hoki hei tautoko ake i ngā tāngata katoa ahakoa te pakeke, e pai ai ā rātou whakaritenga e pā ana ki ā rātou ara mahi, mahi mātauranga hoki i roto i tēnei ao.

He haumi, he tautoko i ngā pūnaha mātauranga matua, ara mahi hoki kia mau ai i te hunga tangata o Aotearoa ngā mātauranga me ngā pūkenga e tika ana kia puta ai rātou ki te angitu.

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Te whakarite huarahi hei whai māu

He mea whakarikarika tonu te rapu mahi. Mā te āta whakarite i a koe anō me tō huarahi e māmā ai ngā mahi māu.

Kia rite ai koe, me mātua aro ki ngā wāhanga e toru o te whakahaere ara mahi.

1

Me mōhio ki a koe anō

Tirohia ōu ake uara, pūkenga hoki me ngā kaupapa e ngākaunuitia ana. He aha ngā mahi kua oti i a koe me tērā e hiahia ana koe ki te whai? Tērā pea e whai ana koe i tētahi mahi e rite ki tērā mahi ōu i mua, i tētahi ara mahi hou rānei, tētahi ahumahi kē, tētahi kaupapa kia whakangungua anōtia koe, te whakapiki pūkenga, te rapu mahi hou rānei. Kia aronui ki ō pūkenga me ō tutukitanga kia kite i te whaihua o ērā i roto i te māketete mahi.

2

Te tūhura huarahi

Tūhuratia ngā tūranga mahi e kaha hiahiatia ana ināia tonu nei, me te whakataurite i ōu pūkenga ki aua tūranga mahi. Tirohia ngā kaupapa kia whakangungua anōtia ki tētahi ara mahi hou. Me whai mōhioanga ki te hanga taura here. Me tūhono atu ki ngā kaitukumahi me ngā tāngata kei ō kōtuinga whaiaro, kōtuinga ngaio hoki.

3

Te whakatau me te whakatinana

Me whakatau i ō whāinga me ngā mahi māu ake. Whakatikahia tō tātai pūmanawa, ō kōtaha tuihono, ō pāho pāpori me tō kōtaha LinkedIn – kia ngaio tōna rite. Tonohia ngā tūranga mahi, me ngā kaupapa whakangungu. Akohia ngā pūkenga uiui me te whakamātau i te whakautu pātai uiui.

Te āta whiriwhiri, te āta whakaaro hoki

He wā tēnei kia āta whakaaro mōu ake, mō tō oranga me te whakaoti whakatau mō te huarahi hei whai māu.

He aha ngā mea nui ki a koe? He aha ngā kaupapa e hihiko ai tō ngākau?

E ahu ana koe ki hea? Ka tae ki hea i roto i ngā tau kei te tū mai?

He aha tētahi mahi kua roa koe e hiahia ana ki te whai?

He aha ngā here?

He aha ngā huarahi e tuwhera mai ana?

Whakaarohia

- tō pakeke
- ō pūkenga
- te taha pūtea – ka whai wā kore mahi koe, me mātua whai mahi mō tētahi wā rānei?
- ngā mahi kua oti i a koe me ō wheako
- tō mōhiotanga ki te tuhi Tātai Pūmanawa ki te tono mahi hoki
- tō māia ki te tono mahi
- ngā tāngata hei tautoko i a koe.



Kimihia ngā kōrero mō te whakamahere ara mahi:

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

Te hapai i tō hauora

Me mātua whai ki te tiaki i a koe anō me tō hauora.

Kia aronui koe ki tō hauora ina rapu mahi ana koe.

Kia maumahara tonu:

- Me kai i ngā kai ora.
- Kia kaha te korikori tinana.
- Kia whai wā tika kia moe.
- Me āta whakarite i ngā mahi māu mō ia rā, kia whai wā whakatā hoki i te mutunga o te rā.
- Me toro atu ki ō hoa me tō whānau – kia whai wā nohotahi me te hunga e tautoko ana i a koe hei oranga ngākau mōu.
- Mahia ngā mahi hāpai i ngākau, e hiki ai tō wairua.
- Me whai whakaaro ki te uru ki tētahi karapu, te whai akoranga rānei ki tētahi kaupapa e kaingākaitia ana.
- Kua noa e whakapau wā ki te tiroiro pāho pāpori.
- Kia aroā ki āu ake kōrero ā-hinengaro – kia kaha koe ki te whakaaro pai.

He wā tēnei e noho ahotea ai koe, engari he wā anō e tuwhera ai he ara hei whai māu.

He wā tēnei kia āta wānanga kia mōhio anō ko wai koe, he aha hoki tāu e tino hiahia nei.

Mēnā e āwangawanga ana koe, e noho ahotea ana rānei, arā ngā te maha o ngā rauemi e wātea ana.

Me whai tautoko ina ka hiahiatia

E tika ana ka noho ahotea koe ina rapu mahi ana. Kōrero ki tō whānau me ō hoa, me whai tohutohu rānei mai i ngā i wāhi pērā i ngā mea kua rārangitia i te whārangi o tua.

Whakatikahia ō pūtea moni

Mēnā e hiahiatia ana, tirohia te āhua o te tautoko e taea ana i Te Hiranga Tangata workandincome.govt.nz | **0800 559 009**. Tirohia ngā tohutohu mō te penapena utu whakamutunga mahi kei sorted.org.nz kei MoneyTalks rānei, **0800 345 123**.

Rauemi hauora

Ētahi paetukutuku, nama waea hei āwhina i a koe

- 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

Ētahi taupānga, papatono ipurangi haumanu

- 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

He pārongo hauora mai i te Manatū Hauora

- Kai ora: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating
- Kori tinana: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/physical-activity
- Te moe: health.govt.nz/your-health/healthy-living/food-activity-and-sleep/sleeping



Kei te hia kōrero koe ki tētahi?

He ratonga utukore a 1737 mō ngā tangata o Aotearoa e noho pōuri ana, e āwangawanga ana, e hēmanawa ana rānei, kei te hiahia noa ki te kōrero ki tētahi. **Waea atu, me pātuhi atu rānei i te ao, i te pō.**

Te takatū ki te rapu mahi

Kia waimarie koe ki te rapu mahi anei ētahi āhuetanga hei whakamātau māu.

Tō ake tohu

Te kōrero
mōku ake

- Ko tō tohu e hāngai ana ki ōu ake pūkenga, mātauranga, tautōhito hoki hei koha atu māu ki te kaitukumahi.
- Te mārama ki ngā pūkenga nei o roto i te māketete mahi mohoa nei.
- Me whiriwhiri me pēhea te whakahua i tō ake tohu puta noa i ngā wāhi katoa – tō Tātai Pūmanawa, LinkedIn, ā-tinana nei. Me whai kia ōrite te kōrero mōu.



Te tūhura huarahi

He aha rā ngā
huarahi e tuwhera
ana?

- Tirohia ngā niupepa, ngā paetukutuku whakaatu tūranga wātea me careers.govt.nz hoki kia mōhio ki ngā tūranga mahi e kaha hiahiatia ana.
- Tirohia ngā whakaaro hou mō te ara mahi me ngā kaupapa whakapiki pūkenga, whakangungu anō rānei.
- Rangahaua ngā tūranga wātea me ngā kamupene e hāngai rite ana ki ō mahi o mua me ō tautōhito.
- Tirohia ō kōtuinga whaiaro, kōtuinga ngaio hoki.
- Kōrero ki ngā tāngata kia mau mōhio mō ngā ahumahi rerekē me ngā huarahi ka taea.



Te whakawhiti kōrero tuihono

He kanohi kītea
rānei ahau i te
ipurangi?

- Me waitohu atu ki ngā paetukutuku pānui mahi.
- Te hanga kōtaha LinkedIn.
- Te hanga tātai pūmanawa matihiko, reta tono e hāngai ana ki te mahi e tono ana koe.
- Te whakaoti hoki i ngā tono tuihono.



Te whakarite me te whakaatu

He pēhea tōku
āhua ki tangata kē?

- Ka tūpono koe ki tētahi ko ia pea ka tuku mahi ki a koe ā tōna wā, nā kona kia tika tō āhua, ō kōrero me ō mahi.
- Kia rangatū te haere hei whakaputa i a koe.
- Kia kaha te whakawhiti kōrero, kia mārama hoki tō reo i roto i ngā uiui.



Whāia te mahi

Ko Shane Paku Tēnei



Tō tohu

- Kua 16 tau ahau e noho ana hei kaiwhakahaere wharekai.
- Ko ōku pūkenga whakahaere tangata, whakarite rawa, tunu kai, whakapai haere, hoko, penapena, whakahaere moni, tikanga kaihoko, whakarite kounga, ratonga kiritaki, whakamahere, whakatinana me te whakaoti i ngā mahi pakihi.
- Ngā pūkenga mahi pēnei i te whakahihiko, te ārahi, te whakahaere kōhukitanga, te rapu otinga raru, te mahere rautaki me te whai aro atu ki ngā āhuatanga katoa o te mahi.

Te Tūhura Huarahi

- Kua kōrero ki ōna hoa kei tētahi hōtera e mahi ana mō ngā ia ahumahi me ngā pūkenga tika e hiahiatia ana.
- Kua tirohia ngā pānui tūranga mahi mō ngā pūkenga kei te kimihia – kei a ia rānei ēnei pūkenga?
- Ka whakataurite i ngā kupu matua kei ngā pānui tūranga mahi ki ōna pūkenga ake – aua atu mēnā kāore i a ia ngā pūkenga katoa.
- Kua oti te rēhita ki tētahi rōpū kimi kaimahi, kua mātaki i ngā kauhaurangi pāhekoheko, ā, kua tae atu ki ngā awheawhe me ngā whakaaturanga rapu mahi.
- Kua tahuri ki te tūhura huarahi mā Seek, Trade Me Jobs me careers.govt.nz.

Whakawhitiwhiti Tuihono

- Kua kimi kōrero mōna i runga i Kūkara me te whakatikatika i ngā tautihunga tūmataitanga i ētahi o āna pūkete pāho pāpori.
- Kua whakatikahia tana Tātai Pūmanawa me te eta tono kia rite ki ngā kaitukumahi rerekē.
- Kua mōhio ki te whakakī puka tono mahi, kia tirohia hoki e tētahi hoa i mua i te tuku.
- Kua mōhio ki tuhi reta tono mā te īmēra.
- Kua oti te tiro tiro i āna kōtaha LinkedIn; e mōhio ana ki te whakamahi LinkedIn
- Kua waihanga kōtaha tuihono rapu mahi i runga i ngā papa tūranga mahi hōtera, manaakitanga me tētahi pūkete LinkedIn.

Te whakarite me te whakaatu

- Kua tirohia tā Te Hiranga Tangata hei āwhina i te utu i ngā kākahu mō te uiui.
- He kākahu mā, kākahu tika hoki ōna.
- Kua mōhio ia me pēhea te whakarite me te whai uiui ōpaki.
- Kua mārama ia ki ngā momo pātai uiui – kua pānui ia i ngā kōrero kei careers.govt.nz.
- Kua pānui pito kōrero mō ngā uiui tūranga mahi tawhiti kei careers.govt.nz.
- He rite tonu tana tuku tono mahi – kāore he tuku takitahi.
- Kāore ia e hēmanawa ina ka pūhore te tono, ka kore rānei ia e rongu kōrero – ka haere tonu ia.

1

Me mōhio ki a koe anō



Kupu whakataki

I tēnei wāhanga ka noho koe ki te tūhura ko wai koe, he aha hei takoha māu ki te hunga kaitukumahi.

Ka mōhio anō koe ki ō uara, ō pūkenga hoki me ngā kaupapa e ngākaunuitia ana me tō whai koha ki te wāhi mahi.

Ko wai koe?

Me whakarite wā māu hei tūhura i ō uara, me ngā kaupapa e kaingākaitia ana e koe. He aha tāu e hiahia nei mō tō oranga?

Me whai kia mārama koe ki ō pūkenga me ō tutukitanga. Ka hua mai ō pūkenga i ō mahi me ō wheako, ā, ka noho hei pou mō tō ake tohu.

Ina whakawhiti mahi ana me noho mārama tonu koe ki ō pūkenga ka whakawhitihia ki tētahi mahi hou.

Ko ngā pūkenga ka tirohia e ngā kaitukumahi:

1. **pūkenga hangarau** – ko ngā pūkenga e hāngai ana ki tētahi mahi ake, pērā i te mahi nēhi, te waihanga pūmanawa rorohiko, te raihana taraiwa taraka rānei
2. **pūkenga whānui** – ko ngā pūkenga tika mō tēnā mahi, mō tēnā mahi, pērā i te whakatika raru, te ārahi i te tangata, te whakarato kiritaki rānei.



Tirohia te paetukutuku
careers.govt.nz

Te rārangi pūkenga, pūmanawa 10 e rapua ana e ngā kaitukumahi

Aromatawaitia ō pūkenga me ō pūmanawa matua mā te whakaoti i ngā pārongo i raro iho nei.

Whakamahia he tauira o te mahi, he tauira o waho i te mahi hoki. Kōrero ki tō whānau me ō hoa kia āwhina rātou i a koe ki te tautohu i ō tino pūkenga, tino whanonga hoki.

Ngā tauira whakamahi pūkenga, pūmanawa hoki

1. Ngā matatika mahi

- He pou whirinaki
- He whai takohanga mō āu mahi ake
- He manawanui kia eke ki ngā taumata
- He kounga hoki ngā mahi

2. Pūkenga whakawhiti kōrero

- He mārama, he mōhio ki te kōrero ki te tangata ahakoa kei hea, ahakoa ko wai ahakoa nō hea
- Te hoatu, te whiwhi urupare
- Te whai wāhi atu ki ngā hui
- Te whakaputa whakaaro

3. Te hihiko me te whiwhita

- E mātua kaingākau ana ki te rōpū whakahaere me tana kaupapa
- E mārama ana ki tōna rāngai ahumahi
- Te whakapau kaha ki te mahi ahakoa te aha

4. He whakaaro tātari, he whakaaro kaikini

- Te kōhi me te arotake pārongo mai i ngā momo puna
- Te mōhio ki ngā tauira me ngā āhuatanga e kitea ai te tirohanga whānui
- Te mārama ki ngā whakaaro whānui

5. Whakatika raru

- Te whakamahi i te whakaaro tōtika kia tutuki ai ngā mahi
- Te tātari i ngā meka me te pātai i ngā pātai tika hei wetewete i ngā raru
- Te whakatau ritenga me ngā pārongo e wātea ana

6. Mahi ā-rōpū

- Te whakaoti i ngā mahi ā-rōpū mā te whakawhiti kōrero me te mahere
- Te mahi i te mahi kia oti, e tautoko ai tō rōpu i a koe
- Te tuari mātauranga, tohungatanga me ētahi atu

7. Pūkenga ā-tangata

- E mōhio ana ki te mahi i te taha o ngā tāngata ahakoa ko wai, nō hea
- Te whakamihi i ngā kare ā-roto, ngā whakaaro o ētahi atu, me te urupare tika i runga i te ngākau pai
- Te mārama ki ngā kōrero ā-tinana
- Te whakatika pai i ngā raru ka puta

8. Ō pūkenga tuhituhi

- Te tika me te pono o te wetereo
- Te whakatika i ō tuhinga ake
- Te whakamahi i ngā rerenga me ngā tikanga tuhi e tika ana, e hāngai ana ki te hunga e tika ana

9. Te whakahaere i a koe anō

- Te whakarite i ō ake mahi me te tono āwhina anō i ngā wā e kaha pokea ana koe i te mahi
- Te whai huarahi e akoako ai koe
- Te māia ki te whaihanga i ngā wero kei mua i a koe
- Te whakataurite i te mahi me te oranga

10. Kia kakama, kia auaha

- Te mahi i tua atu i tā tō mahi i whakarite ki te āwhina i ētahi, te mahi i ngā mahi kāre e taka mai i roto i tō rārangi mahi
- Me kakama – he mahi tonu i te mahi kia oti
- Me auaha – te whakamahi i te whakaaro auaha ki te whakarite otinga
- Te panoni me te tāpiri painga i a koe e toko ana i ngā whakaaro hou

Kōrero pūkenga

Mā te tuhi kōrero pūkenga e tautohu ai koe i ō ake pūkenga, me ngā wāhi me te kaupapa i whakamahia ai e koe. Māna te kōrero pūkenga anō e whakaatu ai koe i ō pūkenga ki ētahi atu, te kaupapa i whakamahia ai me tāu i whakatutuki ai.

He wāhi nui tā te kōrero pūkenga ki tō Tātai Pūmanawa.

Ko ngā kōrero pūkenga me:

- hāngai ki te tūranga mahi kei te tonohia
- ahu mai i ngā wheako me ngā tutukitanga o mua
- whakaatu i ngā hua i puta i ō mahi
- me tuku taunakitanga hei whakaatu kei a koe ngā pūkenga mō te tūranga.

Mā te kaha o tō kōrero pūkenga e tino kitea ai koe.

Kia hāngai, kia tauwhāiti hoki tō kōrero pūkenga kia mārama tonu te kite i ō mahi me ngā otinga. Tuhia ngā kōrero kia kitea ō painga, me tāu i mahi ai.

Kia meatia tō kōrero pūkenga kia hāngai ki te tūranga kei te tonohia e koe, anei tētahi mahi whakamātau māu:

1. Tipakohia tētahi pūkenga i whakahuatia e te kaitukumahi i roto i te pānui tūranga mahi.
2. Ohia manomanohia ngā wā me ngā wāhi i whakamahia e koe taua pūkenga ake.
3. Tuhia tētahi kōrero pūkenga e hāngai ana ki te pānui, kia kitea ko koe te tino kaitono mō taua tūranga.

Tauira kōrero pūkenga

1

Te pūkenga e hiahiatia ana i te pānui tūranga mahi

He ngāwari noa māna te whakahua i ōna ake whakaaro, mōhiotanga hoki, mā te huarahi e tika ana mō te hunga whakarongo.

2

He tauira

Ohia manomanohia ngā wā me ngā wāhi i whakamahia e koe taua pūkenga ake.

- Kua mahi i te ratonga kiritaki, te whakautu i ngā uiuinga ā-waea, ā-kanohi hoki, te whakamārama tukunga tonu pūtea pēke. Ko ētahi kiritaki kāore e kaha ki te pānui, te tuhituhi rānei, ko ētahi atu kāore i mātau ki reo Pākehā.
- I āta whakarongo ki ā rātou pātai uiui.
- Kua mōhio ki te whakahoahoa i te kiritaki kia mauri tau ai.
- Kua mōhio ki te whakaputa whakaaro kia rite ki te momo kiritaki, ki ngā kupu Pākehā e mārama ana.

3

Kōrero pūkenga

Kua mōhio ki te whakamārama i ngā kōrero mō te taha pūtea ki ngā kupu Pākehā kia māmā, kia mārama ai ki te kiritaki. Nā reira i āhei ai ngā kiritaki ki te whiriwhiri me te whakatau i runga i te māramatanga, ā, ko te koanga ngākau te mutunga mai.

1

Pūkenga

Tautohua tētahi pūkenga pai ōu.

2

Hei tauira

Ohia manomanohia te wāhi me te kaupapa i whakamahia ai tēnei pūkenga e koe.

3

Kōrero pūkenga

Tuhia he kōrero hei whakamārama he pēhea i whakamahia ai taua pūkenga e koe, ā, he aha ngā hua i puta.

Oū tauira tutukitanga

Mā ō tutukitanga e whai taunaki ai tō kaitukumahi ki ōu pūkenga me tō tikanga mahi.

Me mātua:

- hāngai ki te kaupapa
- hāngai ki te mahi e whai nei koe
- he tauira mohoa.

Ehara i te mea kia nui whakahirahira ngā tutukitanga.

Ngā taunakitanga o tō tutukitanga.

Hei tauira:

- I whakamihia koe mō te kounga o te mahi
- I tutuki tonu i a koe ngā mahi ahakoa ngā pēhanga
- I whiwhi i te 98% pāpātanga ratonga kiritaki mō ngā mahi mō te tau 2020.

He aha i whai hiranga ai tēnei tutukitanga, he aha hoki koe i whakahīhī ai ki tēnei tutukitanga? He aha oti te mea i tutuki i a koe? Kimihia tētahi tutukitanga e hāngai ana ki ia tino pūkenga, tino painga hoki ōu.

Ngā tutukitanga

He aha i whai hiranga ai tēnei tutukitanga, he aha hoki koe i whakahīhī ai ki tēnei tutukitanga?

He aha ngā pūkenga i whakamahia e koe?

Tō tohu ake

Ko tō tohu ake ko tāu ake e tuku nei ki te kaitukumahi, ā, ko ngā mea rerekē atu ki ō ētahi atu.

Ka whai wāhi mai ēnei āhuetanga:

1. Ōu pūkenga, ōu tutukitanga me ōu pūmanawa hoki. He aha ngā mea māmā ki a koe, pērā ki te kōrero ki mua i te tangata, te akoako, te whakarongo me te kōrero ki te tangata?
2. He aha tā te kaitukumahi e hiahia ana – he momo pūkenga, ōu tikanga mahi, te mahi ā-rōpū
3. He aha tāu hei takoha mai – he aha tāu e kaingākau ana? Ka pēhea tō whakauru i a koe ki te tūnga, ki te rōpū whakahaere hoki? He aha ngā mea e whakahihiko nei i a koe?



Hei tauira: Tō Shane tohu ake

1 He pai au ki te aha?

- Te kōrero me te whakarongo ki te tangata
- Te noho mauri tau ahakoa te aha
- Te whakarite wā mahi
- Te whakatika raru

2 He aha tā te kaitukumahi e hiahia ana?

- He mārama te whakawhiti korero, he kounga ngā pūkenga whakarato kiritaki
- Te tautohu raru me te whakatau wawe i runga i te tika
- Tautōhito whakahaere wharekai
- Rawe ki te mahi ā-rōpū

3 He aha hei takoha māku?

- He kaha ngā pūkenga tātari, e rawe ai te noho a ngā kiritaki
- He pai ki te kipakipa i ngā kaimahi i te kīhini
- Ka taea te whakatika take ahakoa pēhea nei te nui, i te wā poto
- He rawe ia ki te mahi i te taha o ētahi atu.

Tautuhia tō tohu ake i raro nei

- 1 He pai au ki te aha?
- 2 He aha tā te kaitukumahi e hiahia ana?
- 3 He aha hei takoha māku?

2

Tūhura huarahi



Kupu whakataki

E tiro ana tēnei wāhanga ki:

- ngā huarahi whai mahi
- te taura here me te whakamātau uiui ki te hono atu ki te hunga kaitukumahi
- te tūhura i ngā ara mahi hou
- te whakangungu, te whakapiki pūkenga hoki.

He taura o ngā mahi Kaiāwhina Hauora 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.

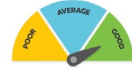
Pay

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

Ki hea rapu mahi ai

Rapua he mahi:

- ki ngā paetukutuku kimi kaimahi
- ki ngā paetukutuku kāwanatanga, kaunihera, rōpū ahumahi rānei
- ki ngā pāpori pāpāho
- ki ngā hautaka ahumahi, hautaka ngaio hoki
- ki ngā umanga rapu kaimahi
- mā te pātai ki ngā hoa me ngā whānau
- ki ngā kaupapa me ngā whakaaturanga ahumahi.

Te māketē mahi huna

Kaua e whakawhāiti i te rapu mahi ki te ngā umanga ahumahi, ki ngā paetukutuku rapu mahi rānei. Āhua 70% o ngā mahi ka whakakīhia e te hunga kaitukumahi mā te toro atu i ā rātou taura here me ā rātou hononga hoki.

30% o ngā mahi ka pāhotia

Ko tā te kaimahi rapu mahi

- Te tuku noa i ngā tātai pūmanawa
- Te tono mahi e kitea ana i runga ipurangi, i runga pāpori pāpāho i roto niupepa rānei
- Te toro ki ngā umanga taritari

70% o te māketē mahi huna

Ko tā te kaitukumahi ki te rapu kaimahi

- Mā ngā taura here tangata e mōhio ana rātou i te mahi, ā-pāpori rānei
- Mā ngā kaimahi tonu
- Mā te tiro ki ngā kōtaha mahi ā-ipurangi



Rapua ngā mahi ki:

careers.govt.nz/jobs-database

Me toa ki te hanga taura here

Mā te hanga taura here e tupu ai he haporī ngaio me ō ake hononga, ā, ka kitea koe, ā, ka mōhiohia koe. E 70% o ngā tūranga mahi he mea kāore e kitea ana, nō reira he mea nui kia mōhio ko te hanga taura here.

Ka tā te hanga taura here he āwhina i ētahi atu, arā:

- te whakamōhio i ō hoa tētahi ki tētahi
- te tuari me te whakairi kōrero whai tikanga
- te whakawātea i a koe anō ki te āwhina atu.

Me whakaaro ki ngā tāngata hei whakapā atu māu, ā, ka tuhi ai ō rātou ingoa ki raro nei.

Ngā tāngata e mōhio pai ana ki a koe

Ētahi hoa mahi o mua, kaiwhakahaere, hoa tāura, whānau, hoa, hoa o ngā hoa.

Pātaihia mō ngā hononga me ngā kupu tono

Ko ngā tāngata kāore e mōhio pai ana, ā, i tūtaki noa koe i rātou mō te wā poto

Hei tauira: kaiako, kaikōrero, hoa ākongā, me ērā tāngata i tūtaki ai koe mā ō kōtuinga haporī.

Te tuihono atu mā LinkedIn i muri tonu iho i tō hui me rātou.

Ngā tāngata kāore e mōhio ana ki a koe

Ko te hunga e mahi ana ki te tūranga mahi, te whakahaere, te ahumahi rānei he tino pai rawa ki a koe.

Whāia ngā pito kōrero ipurangi, pātaihia ngā pātai, whakahaeretia he uiui pārongo

Me hanga i tō taura here

Ko te hunga hei āwhina atu māu

Whakamātauhia te mahi tiriwā, te mahi tūao rānei, hei whakawhānui i tō taura here.

Me pēhea te hanga taura here

Mā ngā taura here nei e āwhina i a koe ki te uru ki te māketete mahi huna.

He maha ngā huarahi taura here:

- te kōrero ki ō hoa, ki tō whānau e rapu mahi ana koe
- te haere ki ngā kaupapa, me ngā tūtakitanga ā-ahumahi
- te hono ki ngā rōpū whakahaere i runga i ngā pāpori pāpāho
- te hono ki tētahi rōpū whakahaere ngaio i roto i tō ara mahi
- te haere ki ngā whakaaturanga mahi
- te waea ki ngā rōpū whakahaere mēnā he tūranga mahi anō e wātea ana
- te tono ki ngā kaiwhakahaere HR kia huitahi
- te whakahaere uiui pārongo me tētahi kaiwhakahaere.

Te whakarākei i tō kōrero whakatairanga

He ara tere ki te taki i a koe, i ōu pūkenga me ōu hiahia mō tētahi tūnga mahi.

Tō kōrero whakatairanga

Ki te pātai mai tētahi, "Nā, he aha ō mahi?" Ka pēhea tō whakautu?

E toru ngā ture hei whai māu:

1. Kia 30 hēkona iti iho rānei, te roa o tō whakautu.
2. Kia mārama tonu ō pūkenga (ka pēhea tō takoha atu ki tētahi kaitukumahi).
3. Me tautohu rawa e koe ki tētahi whāinga.

Kōrero whakatairanga

Taku ingoa:

Taku tūranga:

E (nama) tau te roa:

I tēnei wā e rapu mahi ana ahau ki:

E rikarika ana ahau ki te whai mahi hei:



Tirohia te paetukutuku careers.govt.nz mō ētahi tohutohu mō te taura here:

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

Te whakarite mō te uiui pārongo

Ko te āhua o te uiui pārongo he kōrero me te kaitukumahi mō tō rātou rōpū whakahaere me te hunga e hiahiatia ana e rātou hei kaimahi.

Ka whai wāhi hoki koe ki te rapu kōrero mō ngā momo mahi ka taea e koe, te whai māramatanga hoki ki ngā pūkenga e hiahiatia ana e te kaitukumahi. Kauga e pātai poka pū mō tētahi tūranga mahi – e kōrero ana koe ki a rātou kia whai mōhiotanga mō tō rātou whakahaere, ahumahi hoki.

1. Me pēhea te whakapā atu ki tētahi kaitukumahi

Me whakapā atu mā te īmēra, mā LinkedIn rānei. Me whakaatu ko wai koe me te take e hiahia ana koe ki te tūtaki ki a ia. He pai ki ētahi te kōrero ā-waea, tērā i te hui kanohi ki te kanohi.

2. I mua i tō whakawhiti kōrero

Mātua rapua ngā kōrero mō te whakahaere me te ahumahi. Kia ako pai koe ki ngā kōrero, kia whai hua tonu tō hui. Ko ngā pātai tika māu ko ērā e mōhio ai koe ki ngā huarahi, ngā tūranga rānei o roto i te whakahaere.

3. Ina tūtaki ana koe i a rātou

- Me tika tonu ngā kākahu.
- Me mihi ki a rātou mō te hui ki tō taha.
- Me paku kōrero mōu, ō mahi, engari me noho poto tonu ngā kōrero.
- Pātaihia e hia te roa e taea e rātou te hui. Me mau ki tēnei wā. Ki te roa ake te wā e tika ana me pātai ki a rātou mēnā ka taea te haere tonu.
- Pātaihia mēnā e pai ana te tuhi kōrero.
- Ina mutu ana koe, me mihi atu anō ki a rātou mō te whai wā ki te korero ki a koe.

4. I muri i te hui

- I muri tata i tō hui, tuhia he pitopito kōrero mō tā rātou i kī ai.
- Tuku mihi atu ki a rātou i muri i tō hui, mā te īmēra, mā te LinkedIn rānei.
- Whakamōhio ki a rātou mēnā i kitea e koe he mahi anō, e whai ana rānei koe i tētahi ara mahi hou, nā runga i tō hui i tō rātou taha.



Mātakitaki mai: Uiui ōpaki: Me pēhea e angitu ai

youtu.be/CXZDTDBLKRE

Te tono uiui ōpaki

Mā ngā uiui ōpaki nei e āwhina i a koe ki te hanga taura here me ngā kaitukumahi, te rapu hoki he aha te ara mahi e pai ana mōu.

He tauira tono mō tētahi uiuinga ōpaki:

Kia ora, ko Shane Paku taku ingoa.

I te pānui ahau i tō kōtaha LinkedIn me taku whai aro atu ki te wāhanga tautōhito mō te whakahaere mana tunu kai wawe. Kua 16 tau ahau e mahi ana hei Kaiwhakahaere Wharekai, ki ngā wharekai ki Te Whanganui a Tara.

E aro atu ana ahau ki te kōrero ki a koe mō ō tautōhito.

Ka taea e au te kōrero ki a koe mō tēnei kaupapa? E mōhio ana ahau he pukumahi koe, heoi mēnā he 20 meneti tāu hei hui, ka nui rawa tērā māku.

Noho ora mai
Shane

Ngā pātai uiui ōpaki

He pai ēnei pātai kia kōrero ngā tāngata mō ā rātou ara mahi me ngā huarahi hoki.

Tūranga

- Kōrero mai mō te rāngai _____ ki te tāone o _____?
- I pēhea tō uru ki taua tūranga?
- Ka pēhea te āhua o te rangi mahi?
- He mea ohorere anō ka puta i tō mahi?
- Mēnā ka taea tō hoki whakamuri ki te panoni i tō ara mahi, ka mahia e koe?
- He aha te kōtaha o te tangata kātahi anō nei ka uru mai ki tō mahi?

Ahumahi

- E aha ana ngā ahumahi ki roto o Aotearoa? Kei te tipu, kei te heke rānei?
- He aha ngā pūkenga matua e hiahiatia ana e te hunga kaitukumahi i roto i tēnei mahi/ ahumahi hoki?
- He maha rānei ngā tāngata e rapu mahi ana ki tēnei wāhanga?
- E mōhio ana koe ki ētahi atu ka hiahia ki te kōrero mai ki ahau? Ka taea e koe te tuku tonu ā-īmēra ki a rātou?

Te whanake i a koe

- He momo pūkenga, mahi e kaha rapuhia ana rānei?
- He whakaaro atu anō āu mō taku uru ki tēnei rāngai?
- He aha ngā whakangungu whaihua?
- He aha ngā mahi tautōhito ka whāia e koe?
- Ko ēhea ngā taura here me whai wāhi atu au?

Tāpirihia ō pātai ki raro nei:

Te whakapiki pūkenga, te whakangungu anō rānei

I a koe e rapu kōrero ana, kua kite rānei koe me whai kia whakangungua anōtia, kia whakapikia ō pūkenga rānei? Mā te pērā ka pai ake te tūpono whiwhi mahi.

Ko te tō te whakapiki pūkenga he ako pūkenga hou hei whakapiki i a koe anō i roto tō tūranga, ara mahi rānei.

Ka whāiti mai ki te whakapiki pūkenga:

- te whakaako me te tautāwhi
- te whakangungu i roto i te wāhi mahi, me ngā piatanga
- te akoranga nā tō wāhi mahi i utu
- te tono kia mahi ki wāhi kē mō tētahi wā
- te ako tuihono me ngā whiwhinga-whāiti.

Ki te hiahia koe ki te nuku atu ki ara mahi kē, tērā pea me whakangungu anō koe.

Ko ētahi huarahi kia whakangungu anō:

- te ako tawhiti
- te ako mō ētahi hāora, rā o te wiki
- te ako wā kīkī.



Kimihia ngā kōrero mō te tautoko whakangungu:

- Pūtea Whakangungu, Piatanga hoki: careers.govt.nz/articles/retrain-for-free-with-ttaf
- Mea Koreutu: careers.govt.nz/courses/funding-study-and-training/fees-free
- Te ako me te whakangungu ahumahinga: careers.govt.nz/articles/choose-a-vocation-for-a-better-future



Te whakapiki pūkenga

Mahi ai a Tom i te rāngai hanganga



I rangahautia e ia ngā tohu hei whakapiki i ōna pūkenga



Ka whāia te piatanga



Ka puta hei kaimahi hiko



Te whakangungu anō

Mahi ai a Maia i te rāngai tāpoi



I tautohu ia i ngā momo tūranga mahi e hāngai ana ki ōna pūkenga, uara hoki, ā, ka rangahau hoki ia i ngā kaupapa ka taea i te kuratini o tōna rohe



Ka mahia e ia te tohu naahi



Ka puta hei naahi mō te hapori



Rapua he kōrero mō ngā kōwhiringa akoranga whakangungu hoki:

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

3

Te whakatau me te whakatinana



Kupu whakataki

I tēnei wāhanga ka kitea ngā āhuatanga pēnei i:

- he aratohu ki te whakautu i tētahi pānui tūranga mahi
- te tono mahi mā te ipurangi
- he tohutohu mō te tuhi tātai pūmanawa me te reta tono
- he aratohu mō te tukanga rapu kaimahi
- te whakarite mō ngā uiui
- tō ara ki te hanga i tō mahere mahi.

“Kaua rawa e tuku, me kōkiri whakamua. Kāre e kore ka tūpono ki ngā piki me ngā heke ahakoa te aha. Me ngana tonu koe, kia manawanui, kia manawaroa, ko te ū ki te mahi te mea nui.”

David Letele (Brown Buttbean)
Kaimekemeke, Kaiako
Whai Oranga

Me whakataurite i ō pūkenga ki ngā pānui tūranga mahi

Rapua he pānui tūranga mahi e rawe ana ki a koe ka whai i ngā tohutohu kei raro.

1

Pānuihia te pānui tūranga mahi, ka miramira i ngā pūkenga me ngā pūmanawa matua e rapua ana e te kaitukumahi

Hei tauira:

- he kaha koe ki te whakawhiti kōrero me te tuhituhi
- he pai tō mahi ā-rōpū
- he pai tō mahi tātari me te whakatau raruraru
- te whakarite wā mahi
- ngā pūkenga whāiti
- he matatau ki te whakamahi rorohiko
- ahakoa ngā piki me ngā heke, ka ngana tonu
- he ngākau hihiko, he kamakama
- he hiranga hoki ōna pūkenga whakarato kiritaki.

2

Ka whakamātau anō i te rārangi o runga mēnā he tūranga mahi, he tangata rānei e kōrerohia ana

Ko te nuinga o ngā pārongo ko tā te kaitukumahi e hiahia ana mō te tūranga e kōrerohia ana.

3

Tirohia te paetukutuku careers.govt.nz

Whakamahia te pouaka rapu ki te kimi i te tūranga mahi. Kei te whārangi mō ngā tūranga mahi ka rārangi mai i ngā pūkenga whānui, ngā tohu me ngā taumata tautōhito e hiahiatia ana mō te tūranga. Mā tēnei pea e tautohu ētahi atu pūkenga.

Tōna tikanga kua oti tō rārangi pūkenga, pūmanawa, tautōhito hoki, te rangahau.



Kupu āwhina: Kua e āmaimai mēnā kāre i a koe ngā pūkenga katoa e rārangi mai ana

Me tonu mō ngā tūranga mahi kei a koe ngā pūkenga e rārangihia ana i roto i te pānui tūranga mahi.

4**Rangahautia te rōpū whakahaere**

- Rapua ngā kōrero e pā ana ki ngā ratonga ngā hua rānei o te rōpū, tā rātou uaratanga me ētahi atu kōrero hei tiroiro, hei pānui māu. Ka taea tō rapu mā tā rātou paetukutuku, te kōrero rānei ki te hunga e mōhio ana koe.
- Tuhia ngā kupu matua me ngā kiānga ka puta ake i ēnei kōrero. Me whakaaro ake koe ki te whakamahi i ēnei kōrero anō i roto i tō reta tono, ki tō tātai pūmanawa rānei.

5**Whakarāangi mai i ō pūkenga me ō tautōhito e rite ana ki te tūranga mahi**

- Tuhia ngā ō pūkenga hangarau me ngā tautōhito e hāngai ana ki ērā e hiahiatia ana i roto i te pānui tūranga mahi. Hangaia he rāangi ō pūkenga mahi.
- Me whakaaro ake ki ōu uara me ōu whāinga ka whakahāngai ki ērā o te whakahaere e whai nei koe.

6**Te kōhi taunakitanga, tauira hoki mō te whakahāngai i ō pūkenga me ō tautōhito ki te tūranga mahi**

Te hanga rāangi tauira mō te whakamahi i ō pūkenga i roto i ngā āhuatanga e pā ana ki te pānui tūranga mahi. Te rāangi hoki i ō tutukitanga hei whakaatu i pēhea tō whakamahi i ō pūkenga i eke ai ō tutukitanga.

Kua rite rā koe ki te tuhi i tō tātai pūmanawa me tō reta tono me te whakahāngai ki ngā hiahia a tētahi kaitukumahi me te tūranga mahi.

**Meka matua:**

He pukumahi te hunga kaitukumahi

Me mārama te whakaatu o tō tātai pūmanawa me tō reta tono i ngā hiahia a te kaitukumahi.

Kaua e whakamahi i te tātai pūmanawa me te reta tono ōrite mō ngā tono katoa. Me āta hāngai tō tātai pūmanawa me tō reta tono ki ia tūranga mahi kei tonohia e koe.

Me pēhea te tono

Me tono mō ngā mahi e hāngai ana ki ō pūkenga me ō tohu hoki.

- Me whai wā koe ki te whakarite tono.
- Me ngaio, me pakahi tonu tō imēra.
- Me āta whai i ngā tohutohu tono.
- Me whai wāhi tētahi ki te tiroiro ki tō tātai pūmanawa, ki tō reta tono hoki e pā ana ki te tono.
- Me tāpiri i te taitara o te tūranga e tono nei koe ki te rārangi kaupapa o tō imēra.
- Kaua e wareware ki te rau i tō ingoa me tō nama waea ki tō imēra.
- Tukuna tō tātai pūmanawa hei PDF.
- Me rau i tō ingoa ki te ingoa kōnae tātai pūmanawa.

Ka rau i tō ingoa ki te kōnae tātai pūmanawa i mua i tō tuku:

Ki: HR@anywhere.co.nz

Kaupapa: Te tono a Shane Paku mō te kaiwhakahaere o te wharekai o Wubsay

Tēnā koe _____ (ingoa o te tangata whakapā)

Re: Tūranga kaiwhakahaere wharekai o Wubsay

E tino rikarika ana au ki te tono mō tēnei tūranga. I ngā tau 16 kua pahure, i taku mahi whakahaere wharekai, kua riro mai ngā pūkenga me ngā mātauranga hiranga katoa. I roto i te reta tono me te tātai pūmanawa kua tāpirihia, ka kite koe i aku mahi whakahaere, e kite ai koe ko au tonu te tangata mō tēnei tūranga ki Wubsay, ā, e hāngai ana ōku pūkenga me ōku tautōhito ki te mahi mō koutou.

Tēnā koe, e tāpiri ana taku Tātai Pūmanawa me taku Reta Tono mō te tūranga o runga ake nei, i pāohotia ki runga i a Seek i te 20 Haratua 2021.

Tāria tō kupu mai.

Nāku noa
Shane Paku
Nama waea 033 333 333
shanep@hmail.com



Kupu āwhina:

Te Tono me te Tikiake i te Rārangi Mahi
Kupu āwhina:

Te Tono me te Tikiake i te Rārangi Mahi me tiaki hoki i tō tono ka whakarite mō tō uiui.



Kupu āwhina:

Mēnā kāre tō rorohiko e hono ki te ipurangi

Haere ki te whare pukapuka ki tō pokapū hapori rānei ki te rangahau me te tuku i tō tono tūranga mahi.

Tō kōtaha tuihono

Anō ko tō kōtaha tuihono he Tātai Pūmanawa tuihono tōna rite.

Ka taea tō hanga kōtaha ki te puna a tētahi rōpū whakahaere, te paetukutuku o Te Hiranga Tangata, tō ake paetukutuku, ki te paetukutuku o LinkedIn rānei. E kaha tiro ana te hunga kaitukumahi me te hunga taritari i ēnei kōtaha ki te rapu kaimahi hou.

Neke atu i te 540 miriona ngā kōtaha kei runga o LinkedIn – he taura here pāpori pāpāho e miramira ana i ō tautōhito, e tūhono ana i a koe ki ngā rōpū ngaio me ngā pakihi.

He rite a LinkedIn ki tētahi tātai pūmanawa me te whārangi Pukamata hoki.

Mā tō kōtaha anō koe e kōrero:

- Miramirahia ō pūkenga ki runga o tō kōtaha.
- Ka rārangi i ō tautōhito, i ō tohu mātauranga me ō pūkenga.
- Kua e wareware i ō kōrero whakapā me tō wāhi noho.
- Whakamahia he whakaahua ngaio tonu.
- Whakamahia ngā kupu matua ki te rārangi upoko o tō whārangi.
- Āta tirohia ō tuhinga, kua e wareware ki te ngā āhuatanga wetereo.
- Hangaia tētahi wāhitau īmēra ngaio pērā i tēnei maia.johnson@website.com.
- Me whai kia ngaio tonu tō ingoa kaiwhakamahi.
- Kia auau tonu tō whakahou i tō kōtaha.
- Tūhono atu ki ētahi – karere atu ki ētahi kia piri mai ki tō kōtaha.
- Me āta whakaaro ki te āhua o tō ake tohu me tāu e whakairi ai.



He kōrero anō: Me pēhea kia kitea ai koe ki runga i a LinkedIn

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

Ngā waiwaitanga Tātai Pūmanawa

Kia poto, kia pono, kia hihiko tonu ngā kōrero o tō tātai pūmanawa.

1

I mua i tō tuhi

- Ohia manomanotia ō pūkenga me ō tautōhito e hāngai pū ana ki te tūranga mahi ake. Kaua e wareware ki ō mahi o waho atu o te mahi. Me whai tauira hoki koe.
- Tirohia ngā tauira o ngā Tātai Pūmanawa mō ētahi whakaaro mō te takotoranga, te reo, me ētahi tohutohu mō te whakaputa i a koe.

2

Mēnā ko koe te kaitukumahi

E 10 hēkona te roa o tō whakahau i te kaitukumahi kia pānui tonu i tō Tātai Pūmanawa. Ka whai hua tō tātai pūmanawa mēnā ka miramirahia e koe ngā pūkenga e hiahiatia ana e te kaitukumahi. Kia poto tonu tō tātai pūmanawa, me whai noa i ngā tautōhito me ngā pūkenga e hāngai ana ki te mahi e whai nei koe.

E toru ngā pātai matua hei whakautu māu:

1. **Ina tere tiro ana tētahi ki taku tātai pūmanawa, ka whakaaro ake rātou “He mīharo tēnei tangata”?**
Me tiro tiro me whakawhāiti hoki te hunga kaitukumahi i ngā tātai pūmanawa ki ngā mea ruarua noa iho nei. He pai ake mēnā he mārama, he pai te takoto o te tātai pūmanawa, kia kaua e roa, kia kaua e koretake.
2. **Ina pānuitia ana taku tātai pūmanawa ka whakaaro ake rātou, ‘Kei tēnei tangata ngā pūkenga e hiahiatia ana’?**
E rapu ana ngā kaitukumahi i te tangata e rite ana mō te tūranga mahi e pānuitia ana. Me whakahāngai koe i tō tātai pūmanawa ki te tūranga mahi e tono ana koe.
3. **Ina whakawhāitihia ana e rātou ngā Tātai Pūmanawa, ka whakaaro ake rātou, “Me tūtaki pai mātou ki tēnei tangata”?**
E tiro ana ngā kaitukumahi ki tāu takoha ki a rātou. Me whakaatu koe i a koe anō, ko wai koe, he aha hoki ō painga.

3

Pātaihia ētahi atu ki te tiro tiro i tō Tātai Pūmanawa

Hoatu tō Tātai Pūmanawa ki tētahi atu ki te tiro tiro mēnā e mārama ana ngā kōrero, e pai ana te takotoranga, te tatau i ngā kupu, ā, kei te tika rānei te reo.

Te tohu tika i ngā kaitaunaki

Ka tono hoki ngā kaitukumahi kia rua tonu ō kaitaunaki – he tangata hei whakapā mā rātou ki te kōrero mō ō tautōhito, ki te tiro hoki mēnā ko koe tonu te tangata e tika ana mō tēnei mahi.

Tohua he kaitaunaki pono, ngaio hoki, ka taea te kōrero mō ō mahi, he māmā hoki ki te whakapā atu. Me mātua whakapā hoki koe ki a rātou i te tuatahi.



Tirohia te
taputapu Hanga
Tātai Pūmanawa

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



He kōrero anō: Ngā momo
tātauira Tātai Pūmanawa e pai
ana mō te hunga rapu mahi

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

Te tirotiro i tō Tātai Pūmanawa

Whakamahi tēnei rārangi āwhina e mātua kitea ai tō Tātai Pūmanawa e tētahi kaitukumahi, tangata kimi kaimahi rānei.

- E takoto mārama ana tō ingoa me ō whakapānga ki te whārangi o mua
- He pango, he ōrite hoki te momotuhi, he māmā te pānui (momotuhi 11, 12 rānei)
- Kei konā ngā kōrero e tika ana – whakamahia ngā kōrero mō te tūranga me te pānui hei aratohu
- He hāngai tika, he ariari tō kōtaha whaiaro me tō whāinga ara mahi
- He tika ngā whakaupoko, he ōrite te momotuhi me tōna rahi
- E hāngai ana ngā pūkenga ki ngā tutōhito me ngā kupu matua kei roto i te pānui
- He tika te whakamahi me te rārangi mai o ngā kariri
- Ko ngā mahi mohoa ngā mea tōmua
- Ko ngā tohu teitei rawa, tino hāngai ngā mea tōmua
- Kāore he wāhanga e takoto wehewehe ki ētahi atu whārangi
- Kei kona te katoa o te kōrero (Kāore he whakapotonga, he pū matua rānei)
- Kei te tika te tātaki i te kupu me te wetewete reo
- Kua oti te tango atu i ngā atahanga, whakaahua, pouaka kuputuhi me ngā ripanga
- Kei te tika ngā ingoa me ngā whakapānga o ngā kaitautoko
- Kua rarau atu ō kaupapa kaingākau me ō runaruna
- Kāore tō Tātai Pūmanawa e nui atu i rua ki te toru whārangi
- Hōatu ki tētahi hoa pono māna tō Tātai Pūmanawa e tirotiro, ka whakahoki kōrero ai



Meka Matua: He aha te pūnaha whai kaitono (ATS)?

I muri i te tāpae tono mō tētahi tūranga, tērā e haere tō Tātai Pūmanawa mā tētahi pūnaha whai kaitono (ATS). Ko tā te pūmanawa rorohiko nei he whakaraupapa aunoa i ngā Tātai Pūmanawa me ngā reta tono hoki. Ka kōwhiri noa te kaiwhakahaere e kimi kaimahi ana i ētahi kupu matua, ā, ka rapua aua kupu e te ATS i roto i ngā tuhinga.

Nā reira he mea whaitake ina tuhi ana koe i tō Tātai Pūmanawa kia whakamahi i ngā tino pūkenga, kupu hoki i roto i te pānui e rārangi ana.

Te tuhi, te whakahou hoki i to Tātai Pūmanawa

Kupu āwhina

Me rau i tō ingoa me ō kōrero whakapā ki runga i te whārangi tuatahi kia mārama te kitea.

- Kua e wareware ki te rau nama ki ia whārangi.
- Kia mārama te kite i ō upoko. Kia taekaha, kia nui, kia whai karakara, whakaarohia ngā āhua o te takotoranga hoki.

Ko te whāinga o tēnei wāhanga he kapo i te aronga o te kaupānui. Ki te kore e pēnei e kore ō kōrero e pānuitia.

- Whakamahia ngā kupu whakaahua pūkenga i whakamahia i roto i te pāhotanga mahi.

Ko tā tēnei wāhanga he tuku taunakitanga kei a koe ngā pūkenga e tika ana mō te mahi.

- Me whakaaro ake te kaitukumahī, 'Kei tēnei tangata ngā pūkenga ki te mahi i te mahi, me taku hiahia mā rātou e hāpai i tēnei tūranga'.
- Me hāngai ki ngā take matua. Me miramira i ngā āhuatanga i āwhina ai koe i te kamupene.
- Mēnā he roa rawa ō hītori mahi, me hāngai noa ki ērā mahi e pā ana ki te tūranga e whāia ana e koe.

He tauira tātai pūmanawa māmā me ētahi kōrero tauira hoki

Shane Paku

1234 Te Rori o Chelsea, Awakairangi, 5010

Īmēra: shanep@hmail.com

Waea: 033 333 333

LinkedIn: linkedin.com/in/shanep3333

Tauāki whaiaro

He kaiwhakahaere wharekai tautōhito whai pūkenga pai rawa ki te whakawhiti kōrero, whakarato kiritaki hoki. E ngākaunui ana ki te tuku wheako pai whakaharahara mō te kiritaki. He toki ki te whakatau raru, ki te akiaki i ngā kaimahi kia kaha ai rātou ki te mahi ki te tuku kai kounga rawa. He kanohi hōmiromiro. He kaha ki te mahi tahi me ētahi atu.

Ngā tino pūkenga, tautōhito hoki

Pūkenga manaaki

- Kua whakahaere, kua whakaako hoki i ngā kaimahi kia pai a muri i ngā kīhini āhua nui tonu mō ngā tau 16 neke atu
- I whakamahere i ngā whakahaerenga katoa mō te kīhini i taku tūranga hei kaitunu kai matua, pērā i te tiaki pūtea, te hoko taonga me te hoko kai, me te kati i te wharekai i te mutunga o ia pō
- Kua aroturuki me te whakapai ake i ngā wāhanga katoa o te wheako o te kiritaki mā te whakamātau i te kounga o te kai, me ngā kōrero a te kiritaki me ngā kaimahi

Pūkenga whakawhiti kōrero

- He māia ki te whakahoahoa ki ngā tāngata ahakoa ko wai, he pai te whakawhiti kōrero me ngā hoamahi, kiritaki hoki

Te whakatau raru, te whakahaere pōraruru hoki

- Ka tautohu i ngā raru, ka tika, ka wawe hoki te whakatau mā te tika, mā te matapae tūraru me te noho mauri tau ahakoa ngā pēhinga

Pūkenga ā-tangata

- He pai ia ki te mahi i te taha o ētahi atu me whakahihiko i ōna hoa kia tere te mahi me te tuku mahi kounga

Hītori mahi

Kaiwhakahaere Wharekai

Cafe LaFairty, Te Whanganui a Tara

2015 – 2021

- Ngā kawenga mō te hunga kaimahi, te whakangungu me te tiki kaimahi 20 mō te kīhini, me te mahi tūmau
- Te tātari haere i ngā mahi me te whakautu i ngā take kiritaki
- Te penapena, te whakahaere me te tono taputapu, kai hoki mō te wharekai
- I eke ngā tahua ā-rangi mā te 25% i te tau kotahi
- I whakaitia te huripapa o ngā kaimahi mā te 30% mai i te tau 2017

Hītori mahi (anō)

Restaurant Manager

2005 – 2015

Freepav Cafe

- E 8 ngā kaimahi o te kīhini me te hunga tūmau
- Te whakahaere pūtea, te whakarite taputapu, taonga, kai hoki, me ngā utunga kaimahi mō te wharekai
- I whakahaeretia he whakangungu mā ngā kaimahi, e ea ai te wāhi ki ngā kiritaki 98% i waenga i ngā tau 2006–2015
- Whakaurua mai ngā pūnaha whakarite kounga e pai ake ngā ratonga o te wharekai i eke mā te 25 %

Hītori mātauranga

NZ Diploma in Hospitality Management

2010

Service IQ, Te Whanganui a Tara

Aronga

- Te omaoma
- Kirikiti

Kaitaunaki

Ki te tonoa ka tukuna aku kaitaunaki

Ko tēnei rānei

Moana Ngata

Te Rangatira o Café LaFairy
Cafe LaFairy, Te Whanganui a Tara
Waea: 044 444 4444
Īmēra: mngata@hmail.com

Nish Ahuja

Rangatira o te
Freepav Cafe, Te Whanganui a Tara
Waea: 055 555 5555
Īmēra: nisha@hmail.com

Kupu Āwhina

Ētahi āhuatanga mō tēnei wāhanga:

- Kia taekaha te taitara o te mahi, te rōpū whakahaere i raro iho me ngā mahi i muri iho.
- Ko tō mahi kātahi anō nei ka mutu te mea tuatahi.

Ko tēhea te wāhanga tuatahi – ko te hītori mahi, ko te hītori mātauranga rānei? Me whakaaro ko tēhea wāhanga te mea mohoa, te mea e tino hāngai ana ki te mahi e rapu nei koe.

Ko tēnei wāhanga he wāhanga kōwhiringa, e taea ai tō kōrero mō ngā mahi e pai ana ki a koe i waho atu o te mahi.

- Pērā ki ō aronga, ō runaruna, ō mahi tūao, mahi hapori rānei.
- Āta whakarārangitia mai.

Me kōrero mai te hunga kaitukumahi mēnā ka toro atu rātou ki ō kaitaunaki. Tōna tikanga ka whakapā atu ki ō kaitaunaki i muri i tā rātou tūtaki ki a koe.

- Ki te kore koe e rau i ō kaitaunaki ki tō tātai pūmanawa, me tuku tonu i ā rātou kōrero whakapā ki te kaitukumahi mēnā ka tonoa mai e rātou.
- Me āta tautohu ō kaitaunaki. Me whakapā atu koe ki a rātou mō te tūranga e whai nei koe, kia pai tā rātou whakarite – i ā rātou kōrero mō e hāngai ana ki te tūranga.

Tō reta tono

Ngā mea me tuhi

Ō kōrero whakapā

Me whai i tēnei rārangi:

- Tō ingoa
- Tō wāhi noho
- Tō imēra
- Ō nama waea
- Tō hononga LinkedIn.

Te Rā

Tāpirihia te rā i tukuna ai tō reta.

Ā rātou kōrero whakapā

Me whai i tēnei rārangi:

- te ingoa o te tangata whakapā
- tō rātou taitara mahi
- tō rātou rōpū whakahaere me te wāhi noho o taua rōpū.

Tangata whakapā

Me whakamahi i te ingoa tonu o te tangata e whakapā atu ana koe mēnā ka taea. Whakapā atu ki te rōpū whakahaere ki te pātai. Ki te kore koe e mōhio ki tana ingoa, me pēnei te tuhi "Tēnā koe e te rangatira".

Te take mō te reta

- Tuhia te katoa o te taitara o te mahi me te nama tohutoro o taua tūranga mahi.
- Me ki koe e tonono ana koe mō tēnei tūranga me te kī atu i rongo koe mō te mahi i hea.

He aha koe e hiahia ana ki tēnei tūranga, me ō mōhiotanga mō te rōpū whakahaere

- Kia ngākau hihiko tonu koe, me whakaatu koe kua whakaaro koe mō te mahi nei, me te take e hiahia ana koe ki te mahi mō rātou.
- Kia pai hoki ngā kōrero mō te rōpū whakahaere, pērā ki tō rātou mana, ā rātou mahi, ā rātou hua hoki.
- Kia maumahara he aha ngā mea ka taea e koe mō te rōpū nei, ehara i te mea kei reira rātou mōu ake.

Tauira

Shane Paku
1234 Chelsea Road
Awakairangi 5010
Imēra: shanep@hmail.com
Waea: 033 333 333
LinkedIn: linkedin.com/in/shanep3333

25 Haratua 2021

Jane Smith
HR Manager
Wubsay Franchises
Pouaka Pouatāpeta 1234
Te Whanganui a Tara 6011

Tēnā koe Jane

Re: Kaiwhakahaere Wharekai Wubsay

E tuhi ana ahau ki te tonono mō te tūranga o te Kaiwhakahaere Wharekai ki Wubsay Te Whanganui a Tara i kitea e au i runga i Seek. Tēnā tirohia taku tātai pūmanawa hei toko ake i taku tonono.

E rata pai ana ahau ki ngā uara o te pono, te kounga, me ngā ratonga kiritaki o Wubsay. Ahakoa he aha te mahi, ko tāku he mahi i te mahi, ahakoa he aha, tae atu ki te whakarite i taku tīma ki te tuku i ngā kai kounga me ngā ratonga hiranga hoki.

Kua roa ahau e mahi ana hei Kaiwhakahaere Wharekai i roto i ngā wharekai pēnei i a Cafe LaFairy me te Freepav, i Te Whanganui a Tara. I roto i ngā mahi nei, i arahitia e au te tīma kaimahi tunu kai, kaimahi tūmau hoki, e kounga ai te noho o te hunga kiritaki.

Ko taku mahi he penapena tahua, he whakarite taputapu, taonga, kai hoki, tae atu ki ngā mahi whakangungu, tiki kaimahi hoki.

I te wā i au i Cafe LaFairy ka piki ake ngā hua moni mā te 25%, i heke iho hoki te ngaronga kaimahi mā te 30%.

E manawanui ana ahau ki ngā mahi akoranga me te whakapakari hoki, he mema hoki au nō te rōpū Restaurant Association o Aotearoa me te Restaurant Manager Association hoki. He rawe ki ahau te mōhio he aha ngā whanaketanga o te ahumahi atawhai, ā, tae atu ai au ki ngā hui i ia rua wiki.

E hihiko ana tōku ngākau mō tēnei tūranga mahi me Wubsay, ā, e whakapono ana ahau ko au tonu te tangata mō tēnei mahi, ka whai hua koe, me tō tīma hoki ina uru ana ahau ki te ahurea o te rōpū.

Tēnā koe mō te whakaaro mai ki ahau me taku tono. Tāria tō kupu mai.

Nāku noa
Shane Paku

He aha ngā mea me whakauru

He aha tāu takoha ki te tūranga nei

- Me miramira i te hāngai o ōu pūkenga ki te tūranga mahi.
- Te rārangi mai i ō pūkenga katoa, ō tautōhito me ngā mātauranga e tika ana mō te tūranga mahi.
- Ko ōu pūkenga, ōu ake whāinga, tō ngākau hihiko me tō ngākau whiwhita hoki.

Te whakaoti haere

- Me tuku mihi mō rātou i whai whakaaro ki tō tono.

Te waitohu

- Me ngaio tonu koe ina waitohu ana koe i tō tono, kua e ōkawa rawa, kua hoki e ōpaki. Āta tuhia tō ingoa katoa, ka waitohu ki runga i tō rārangi ingoa, he rerekē anō te waitohu ā-ipurangi.



Tirohia te tauira reta tono:

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

Tukanga Kimi Kaimahi

Koinei te āhua o te tukanga kimi kaimahi. Heoi, kāore e ōrite te rerenga i ngā wā katoa, tērā pea ka mahue ētahi o ēnei wāhanga.



Ngā momo uiuinga

Mēnā kua whakaaetia koe kia uiuitia, kua whakaaro kē te kaitukumahi kei a koe ngā pūkenga e tika ana mō te tūranga mahi. Ko te mahi o te uiui he whakaatu ki a rātou ko koe tonu te tangata e rapua ana e te kaitukumahi.



Te uiui kanohi ki te kanohi

I roto i tēnei momo uiui, ina uru ana koe ki te kūaha, kei te whakawāngia koe e te kaitukumahi.

- Ina mihi atu ana koe ki te/ngā kaitukumahi me whai kanohi ki te kanohi, me menemene, ka kōrero atu i tō ingoa katoa.
- Me whaiwhakaaro koe ki tō reo ā-tinana – mā tō tinana tonu e whakaata i ō kōrero.
- Kia tika tō whakamau kākahu ngaio – me mau i ngā kākahu e tika ana mō te tūranga mahi e whāia ana e koe.



Te uiui ataata

Ko te mea nui hei maumahara māu mō te ataata ka puta he pōreareatanga, ehara tēnei āhua i te āhua pai.

- Me mātua whakarite i ō hangarau – me mōhio ki te papatono e whakamahia ana e koe me te whakamahi hoki, me kounga tonu tō tuihono ipurangi, ā, me hono hoki tō rorohiko ki te pūhiko.
- He mea nui hoki tō āhua. Kare e pai te mau kākahu pango, mā rānei, i tētahi tauira whakahōhā rānei, – ko te tae pai ko te kahurangi.
- Kia māmā noa te pakitara – kāre he whakaata, he whakaahua rānei i muri i a koe – ā, ka tango atu i ngā pōreareatanga katoa i te rūma.



Te whakamātautau o te uiui

Ko ētahi o ngā rōpū whakahaere ka whakarite whakamātautau, pērā i ngā mea pāngarau, tuhituhi rānei.

- Rapua ētahi whakamātautau i runga ipurangi.
- Me whakamōhio i te kaiuiui mēnā he āhuetanga anō kei a koe e kore e taea te tutuki pai i te whakamātautau nei.
- Me āta pānui i ngā tohutohu. Me mahere hoki i ngā mahi me mutu i te wā kua tohua. Me tuku pātai mēnā kāre i te mārama i a koe ētahi āhuetanga.
- Me arotake i ō mahi ina mutu ana.

Te whakarite mō tētahi uiui

He mea tino whaitake te whakariterite, ā, mā te āta whakarite i a koe anō e kitea ai koe me ō painga.

Anei tētahi rārangi arowhai hei whai māu.

1 Me rapu kōrero e pā ana ki te rōpū whakahaere, te kamupene rānei

He aha ai?

- Ka ngākau titikaha ki te whakautu i ngā pātai
- Ka whakaatu koe i tō mōhioanga ki ā rātou mahi
- Ka mōhio koe mēnā e rite ana ngā uara me ngā tikanga a te rōpū whakahaere ki ōu.
- Ākene ka puta ake he pātai māu ki te kaitukumahi.

Me pēhea?

- Mēnā he paetukutuku tā rātou, tirohia.
- Whakaritea he rārangi o ngā mea e hiahia nei koe kia mōhio, pērā i te utu.
- Tirohia ō kōtuinga. Kei te mōhio rānei koe ki tētahi kua mahi ki reira?
- Mēnā e mōhio ana koe ki tētahi e mahi ana ki tētahi rōpū whakahaere e rite ana, kōrero atu ki a ia mō tana mahi.

2 Arotakea te tūranga mahi, tō tātai pūmanawa me tō reta tono, whakamātauhia ētahi pātai uiui ka whakarite i ōu ake pātai hoki

He aha ai?

- Whakamahia ngā kōrero e pā ana ki te tūranga mahi hei whakaaro ake mō ētahi pātai ka tukuna mai e te kaitukumahi.
- Tautohua ngā pūkenga ka kōrerotia e koe i roto i te uiui, ā, kia mōhio, kia mārama hoki he pēhea tō whakamahi i aua pūkenga i roto i tēnei tūranga
- I te mutunga o te uiui, tērā tonu pea ka pātaihia koe mēnā he pātai rānei āu.

Me pēhea?

- Me whakaaro ko koe te kaitukumahi. He aha ngā pātai māu? Kua rārangitia ngā momo pātai uiui ki tētahi wāhanga o te pukapuka nei, kei te paetukutuku o careers.govt.nz hoki.
- Tuhia he whakautu ki ngā pātai hei āwhina i a koe ki whai i ngā tauira pai.
- Me whakamātau te whakautu ā-waha i ngā pātai me tētahi hoa. Me hopu rānei ō whakautu, ka noho ki te whakarongo ki aua whakautu. Me āta whakarongo mēnā he mārama te whakautu, ā, he ngākau hihiko hoki te whakaputa.
- Whakaritea he rārangi pātai e hiahia ana koe ki te tuku mō te mahi me te whakahaere.

3 Me āta whakarite i ngā kākahu ka mau koe, ka pēhea hoki tō haere ki te uiui

He aha ai?

- Mēnā ka tae tōmuri koe ki te uiui, ka whakaaro ake te kaitukumahi ehara pea ko koe te tangata mō te tūranga nei.
- Mā tēnei āhuatanga e puta ai te āmāimai, ka whai pānga hoki tēnei āhua ki tō āhua i roto i te uiui.

Me pēhea?

- Tohua he kākahu papai, he kākahu ngaio mō tō uiui ōkawa.
- Rapua te wāhi o tō uiui ka whakaaro ake ka pēhea tō tae atu ki reira.
- Mēnā ka haere koe mā runga pahi, tereina rānei, tirohia te wātaka. Me haere moata hoki koe, kia tae pai atu koe ki te wāhi o te uiui.
- Mēnā ka taea, whakamātauhia te haere ki te wāhi o te uiui i mua o te uiui, e mōhio ai koe kei hea, ā, he aha te roa kia tae atu ki reira.

4 Me mātua mārama koe ki te tukanga uiui

He aha ai?

- Ko ētahi o ngā tukanga uiui he whakarite whakamātautau, he whakaputa whakaaturanga, whakaaturanga ā-rōpū, he mahi atu anō rānei.
- Me mātua mōhio koe mēnā ka uiuia koe e te tangata takitahi, e tētahi rōpū rānei.

Me pēhea?

- Mēnā kare anō koe ki a rongō kōrero mō te tukanga uiui, whakapā atu ki te whakahaere, ki te pātai mō te tukanga o te uiui.
- Mēnā he rōpū ka noho ki te uiui i a koe, me kōrero atu koe ki tēnā, ki tēnā kaiuiui. Kia hāngai te whakautu ki te tangata nāna te pātai, heoi kia aro tonu ki ōna hoa uiui.

Te uiui



Ngā mihi ki a koe, kua whiwhi uiui koe! Anei ētahi pito kōrero e angitu ai koe.

- Me āta whakarongo ki ngā pātai e tukuna ana ki a koe, ā, mō ia o ngā pātai kua wātea koe ki te whakautu i ngā pātai i runga anō i tō kaha.
- Ko tētahi ture ko te kōrero kia kua e iti i te 30 hēkona, kia kua e roa ake i te rua meneti, i a koe ka whakautu nei i ngā pātai. Kia poto, kia hāngai ō whakautu.
- Kua e tere te whakautu i te pātai, mēnā kāre koe e mārama ana. Ki te pēnei ka taea noa tō kī, "He pātai pai tēnā – kia paku whakaaro nei au mō tēnei pātai." Ki te kore koe e mārama ki te pātai, kua pai tō kī, "Ka taea tō kōrero anō i te pātai?"
- Arā tētahi ture 40–60 mō ngā uiui: ka kōrero te hunga kaiuiui mō 40% o te wā, ā, ka kōrero koe mō 60% o te wā.

Ngā pātai tuwhera me te whakautu i aua pātai

Ka puta ngā pātai tuwhera, anei ētahi e rārangi ana i raro.

<ol style="list-style-type: none">1. Nā te aha koe i tae mai ki konei i tēnei rangi?2. He aha te take i tono koe mō te tūranga nei?3. He aha tāu takoha mai ki a mātou?4. He aha ngā kōrero e hāngai ana ki tēnei tūranga?	<p>Nā tēnei pātai, ka taea tō whakaatu i tō mōhiotanga, i ō tirohanga me ō māramatanga mō te mahi nei. Me kōrerotia ēnei wāhanga i roto i ō whakautu:</p> <ul style="list-style-type: none">• he pēhea tō tiro ki te tūranga nei• he aha tāu e kite ana mō te tūranga nei• he kōrero mōu me ō painga hoki• he rāpopototanga o ēnei take e toru.
<ol style="list-style-type: none">5. Kōrero mai mōu ake.6. He aha ō whāinga?	<ul style="list-style-type: none">• Me whakaaro ake mō ngā hiahia a tō kaitukumahi ki te mōhio mōu me ō whāinga e pā ana ki te tūranga mahi nei. Me kōrero mō ō painga ka hono atu i ērā ki te tūranga.

I te pito o te uiui

Whakaritea he pātai hei tuku ki te hunga kaiuiui. Ākene ka whakautua i te wā o te uiui. Ka taea hoki tō kī, "I au hoki ētahi pātai, engari te āhua nei kua whakautua kētia e koe."

- Me whakaatu i tō aronga me tō hihiko mō te tūranga nei.
- Me rapu he aha atu anō kei tua i te tukanga uiui.
- Me tuku imēra e mihi ana i te hunga kaiuiui ina mutu ana tō uiui.
- Me mātua tuku i ngā ingoa me ngā kōrero whakapā a ō kaitaunaki.

Ngā momo uiui matua

He maha ngā momo uiui, ā, he paku rerekē hoki ngā pātai o ia momo uiui.

- **Whanonga-kore:** e hāngai ana ki a koe anō, ō whāinga, ō hihiri, ō kahanga me ō ngoikoretanga hoki.
- **Whanonga:** e hāngai ana ki tāu i mahi ai i ētahi o ngā āhuatanga i puta i te wāhi mahi.

Ngā pātai uiui whanonga-kore

Painga

He aha ō painga?

Kōrero mai mō ō painga e pā ana ki te tūranga mahi, mēnā ka taea, me hono hoki ki te tūranga mahi e tono nei koe.

Ngoikoretanga

He aha ō ngoikoretanga?

E pā ana tēnei pātai ki a koe anō, me tō āhua ki te ako, ki te panoni i a koe anō. Kōrero mai mō ngā mea kua akona e koe mōu ake me ngā panonitanga i puta i a koe.

Ētahi tauira whakautu i te pātai nei:

- "I mua..."
- "Kua mārama ki au ināianei ..."
- "Kua ako ahau ..."

Auahatanga

I roto i ngā tau e rima, he aha ngā tino tutukitanga kua oti i a koe? I pēhea i tutuki ai ēnei kaupapa i a koe?

Te whakamahere

Ko tēhea te tukanga whakamahere whai hua ki a koe?

Mēnā he wā me mutu ō mahi, me whakamutu rānei i tētahi kaupapa, ka pēhea tō mahere i ō mahi kia tatū i te wā e hiahiatia ana, e angitu ai hoki?

Ka pēhea tō mahere, tō whakarite i tō wā mahi?

Te whakaeaea

Ki ō whakaaro he aha ō mahi i ngā tau e rima e heke mai ana?

Me mātua whakarite kia hāngai ō whakautu ki te tūranga me te whakahaere e tono ana koe.

Ngā pātai hei pātai māu i te mutunga o te uiui

- He aha te momo whakatakinga, hōtaka whakangungu rānei ka mahia e au i te tīmatanga o taku mahi?
- Ka kōrero ahau ki a wai i roto i taku mahi?
- He aha te wero nui o tēnei tūranga mahi?
- Ka tautoko mai i te kamupene i ngā mahi whakangungu, mahi akoranga hoki?
- Ka puta anō he wā kia whai wāhi ahau ki te whakapiki i ōku pūkenga me ōku wheako i roto i tēnei kamupene?

Uiui Whanonga – te tikanga STAR

He rautaki te STAR hei whakamahi e pā ana ki ngā pātai whanonga.

E hāngai ana ngā pātai whanonga, ngā pātai āhuatanga hoki ki ō mahi i mua. He pēnei ngā pātai a te kaitukumahi ki te arotake i ngā tautōhito me ngā whanonga o te kaitono. Hei tauira ake:

“Kōrero mai mō tētahi wā i amuamu tētahi kiritaki mō ā rātou kai. I pēhea tō wete i taua āhuatanga? He aha te otinga atu?”

S

Te āhuatanga (Situation)

He aha te horopaki o to āhuatanga

I puta i tētahi kiritaki tētahi amuamu, he maoa rawa ana kai, ā, he whakaroaroa hoki. Āhua pukuriri hoki a ia, nā te mea i te reiti mō tētahi huinga anō.

T

Tūmahi (Task)

Whakamārama mai i te tūmahi hei whakaoti māu

Nā te mea ko au te kaiwhakahaere, i noho māku e kōrero atu ki te kiritaki, ki te wete i taua raru, kia tutuki i runga i te pai.

A

Ngā mahi (Action)

Whakamāramatia mai ngā mahi i mahia e koe hei whakatutuki i te mahi nei

Ko te mea tuatahi ko te āta whakarongo ki a rātou, ka tuku pātai ki te tūhura he aha oti te tino raru, i au katoa ngā kōrero e hāngai ana. Kātahi au ka tuku whakapāha, ka pātai atu mēnā e hiahia ana i tētahi kai atu anō, me whakahokia rānei ōna moni.

R

Te otinga (Result)

Whakamāramatia mai te otinga o āu mahi

“Nā tērā ka puta ko ...”

“Tōna otinga atu ...”

“Kia taea te ...”

“Ko te hua o tērā ko ...”

“Nō mātou te whiwhi ...”

“Ko te painga ko ...”

Tōna otinga atu i harikoa te kiritaki, i rangona ōna kōrero, i oti hoki i runga i te pai.

Ka whakahokia ōna moni me te whai atu anō i te kaimahi nōna te raru. I kī hoki rātou ka hoki mai anō ia ki tēnei wharekai, kai ai.

Ngā pātai uiui whanonga mā te whakamahi i te tikanga STAR



Whakamahia te tauira STAR, whakamātauhia te pātai i ngā pātai hei whakareri i a koe mō tō uiui.

- Whakamāramatia mai te āhukatanga i noho koe ki te hāngai i ō pūkenga whakawhiti kōrero ki te tangata e kōrero nei koe.
- He aha tētahi tauira o tētahi wā i uaua te noho ki te kōrero me tētahi kaimahi. I pēhea koe i roto i tēnei āhukatanga? He aha te otinga?
- He aha ngā momo pūrongo, ngā momo tono kua oti i a koe? I pēhea tō whakaoti wawe, whakaoti tika i ngā tuhinga nei?
- Whakamāramatia mai tētahi wā i taka koe ki te kōhukitanga. I pēhea tō whakaeke i tēnei tū āhukatanga?
- Kōrero mai mō tētahi wā i puta tētahi tautohetohe.
- Kōrero mai mō tētahi wā i mate koe ki te panoni tere i tētahi āhukatanga.
- Hōmai tētahi tauira o te kounga o tō ratonga kiritaki.
- Whakamāramatia mai tētahi wā i puta tētahi whakapae mai i tētahi kiritaki. I pēhea tō whakatau i tēnei raru? He aha te otinga?
- Kōrero mai mō tētahi wā i whakarite koe i tō wā kia oti ō mahi. I aha koe kia tutuki ai ngā mahi?
- Hōmai tētahi tauira o tō wete i ngā raru o te mahi.
- Kōrero mai mō tētahi kaupapa i tino wero i a koe. I pēhea to tūtaki i tēnei wero? I pēhea te rerekē o tō mahi ki te mahi a ētahi atu?
- Hōmai tētahi tauira o te wā i uru koe ki te mahi kaupapa ā-rōpū?



Tirohia: Me pēhea koe e angitu ai i roto i te uiui mamao

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

I muri i te uiuinga

Ngā mihi nui ki a koe, kua oti i a koe te uiuinga. Anei ētahi mahi hei whai māu.

- I pēhea te uiuinga. He aha ngā mea pai? He aha ngā mea hei whakapai ake?
- Tuhia ngā pātai i pātaingia ki a koe – me whakaharatau e koe te whakautu i ētahi o ngā pātai?
- Mēnā ka hipa te wā, ā, kāore anō koe kia rongu kōrero, me whakapā atu ki te kaitukumahi. Mēnā kāore i roto i a koe te tūranga me tono kōrero whakahoki hei āwhina i a koe ki te rapu mahi anō.

Mēnā i roto i a koe te tūranga

He māmā noa te whakaae tonu atu ina ka tukua tētahi tūranga māu. Heoi, me whai wā koe ki te whakatau rawa ki te whiriwhiri kōrero mō te utu me ngā tikanga mahi. Kia mārāma pū ai koe koia te tūranga tika māu.

Pātai ki te kaitukumahi mō:

- tō utu
- te rā tīmata
- te rā me mātua whakamōhio koe i a rātou ki tō whakatau
- mēnā he here ā-ture, he wā whakamātau rānei.

Āta pānuihia tō kirimana mahi, me pātai hoki ki tētahi hoa piripono māna e tirotiro.

Ka taea he āwhina koreutu mō ngā kirimana mahi mai i:

- 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

He mea whaihua hoki te whiriwhiri kōrero mō whakapiki i te utu, kia nui atu te wā whakamatua, whakangungu rānei i mua i tō whakaae ki te tuku tūranga mahi. Mō ētahi atu kōrero mō te whiriwhiri, tirohia **[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)**

Mēnā kāore i roto i a koe te tūranga

He mea uaua ki te mea ka ākiritia tō tono. Ina rapu mahi ana koe, arā ngā āhuatanga ka taea e koe te whakahaere, te whakatau, arā āno ngā āhuatanga tē taea e koe. Kāore e taea e koe te whakahaere i tā te kaitukumahi i whakatau ai, i te tokomaha o ngā kaitono rānei. Engari ka taea te tirotiro i ngā mea hei whakarerekē māu mō ngā uiui ā muri atu.

Kia mahara tonu ki te uiui ki te aromatawai i:

- tō pai ki te whakarite i a koe anō
- ki te pāhekoheko me te hunga uiui
- ki te whakautu pātai
- tō āhua anō.

Whakanuia ngā mea pai. Tirohia ngā mea kāore i pai, ka whakatau i ngā āhuatanga hei whakapai ake māu. Tirohia anō aua āhuatanga i mua i te uiui o muri atu, me ngā tohutohu e pā ana ki ngā uiui kei ngā whārangi 41-47.

Ko te tūmanako ka waimarie koe i tō uiui o muri atu!

Te whakarite i tō mahere mahi

Tēnā, hei whakakotahi mai i ngā kōrero katoa me whakarite mahere rapu mahi māu. Tautohua ētahi mahi ake, e taea e koe te whakatutuki.

He aha?	I pēhea?	Āhea?
Ngā mahi pae tata		
Me whai tautoko me whai tohutohu mēnā e hiahia ana.	<ul style="list-style-type: none">• Toro atu ki te whānau, ki ō hoa hei tautoko i a koe.• Me whakaaro ake mō ētahi tautoko ā-tahua nei.• Me whai wāhi ki te tiro ki ō kōwhiringa.	Te Rā
Te hoahoa i tētahi tātai pūmanawa me te kōtaha e hāngai ana.	<ul style="list-style-type: none">• Whakamahia ngā pārongo mai i tēnei puka mahi me te paetukutuku o careers.govt.nz ki te hoahoa i tō Tātai Pūmanawa me tō kōtaha LinkedIn hoki.• Me whai urupare mai i o kaiwhakahaere o mua, i tētahi umanga taritari, i tō kaiwhakahaere kēhi rānei.	Te Rā
Whakamahi ō kōtuinga.	<ul style="list-style-type: none">• Me tūhura ka hono ki tētahi rōpū ngaio me ngā rōpū Meetup hoki.• Me whakapā ki te hunga taritari o tō rohe.	Te Rā
Kimihia he tūranga wā-poto hei utu i ō nama.	<ul style="list-style-type: none">• Whakamahia ō taura here.• Me tono mō ngā mahi e pānuitia ana i runga ipurangi.	Te Rā
Tirohia ō pāpāho pāpori.	<ul style="list-style-type: none">• Kūkarahia tō ingoa.• Whakaritea o kōtaha pāpori pāpāho (Pukamata me te Kapoata) kia noho muna.	Te Rā
Te tūhura huarahi.	<ul style="list-style-type: none">• Me whakaaro ake ki te whakangungu mō tētahi ara mahi kē.• Me rangahau akoranga mō te ahumahi e hāngai ana ki a koe, me whakapiki pūkenga, me whai tohu atu anō hoki.• Tirohia tō māraurau mō te Utu Kore me te Tahua Whāiti Whakangungu, Piatanga hoki.• Tirohia ngā mahi tūao, mahi tiriwā rānei ki te whai wheako, te whakawhānui i ō tāura here, me te whai koha hoki.	Te Rā
Ngā mahi pae waenga		
Me tono tonu mō ngā mahi.	<ul style="list-style-type: none">• Whakahoutia tō tātai pūmanawa.• Whakamahia ngā taura here whaiaro, ngaio hoki me tō kōtaha LinkedIn.• Me tono ā-ipurangi mō ngā mahi.	Te Rā
Ngā mahi pae tawhiti		
Rapua he mahi pae tawhiti.	<ul style="list-style-type: none">• Me whakapiki pūkenga me whakangungu.• Tirohia te paetukutuku sorted.org.nz mō ngā tohutohu mahere tahua.• Me ū ki ō taura here.	Te Rā

Me hoki anō ki te mahi mā te whakaoti i tō mahere mahi

He aha?

I pēhea?

Āhea?

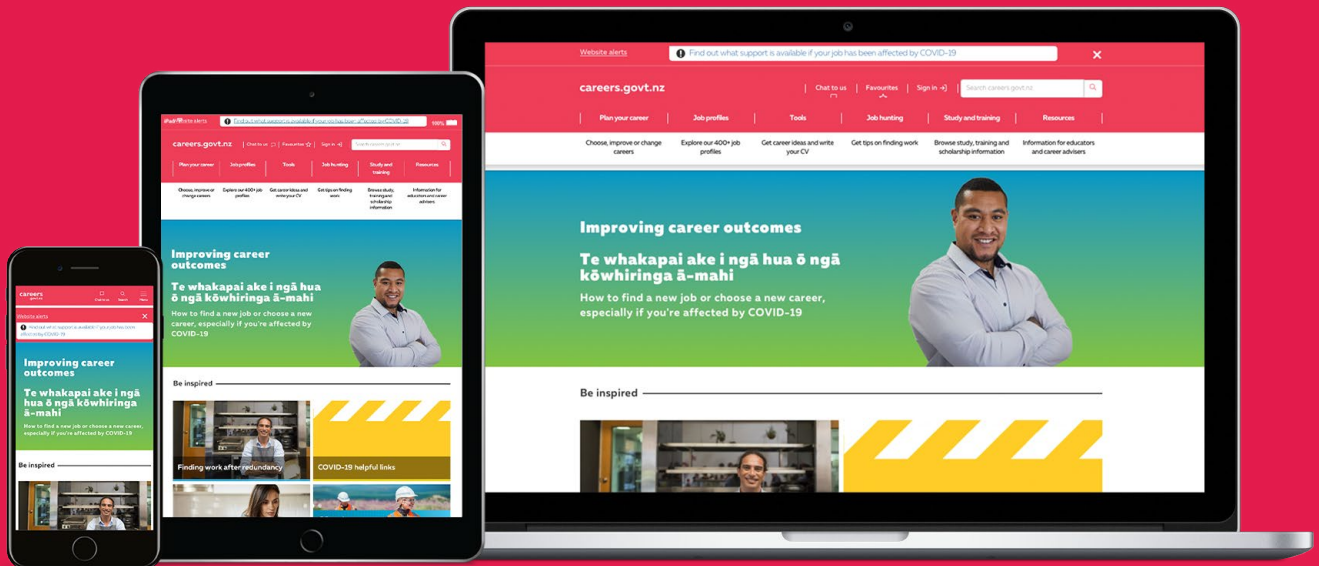
Ngā mahi pae tata

Ngā mahi pae waenga

Ngā mahi pae tawhiti

He kōrero anō

Tirohia te paetukutuku o careers.govt.nz



Taputapu tauwhitiwhiti

Te rapu mahi hou me te tūhura i ngā kōwhiringa ara mahi

He kōrero me ngā tohutohu

Me ako ki te tono mō ngā mahi me te whakahou i tō Tātai Pūmanawa

Pitopito kōrero

Rapua ngā kōrero e pā ana ki ngā akoranga e wātea ana hei whakangungu, hei whakapiki pūkenga hoki



Ngā mihi ki a koe, kua oti i a koe te Puka Rapu Mahi!

Whakahoutia ō kōrero i ia wā, ka whakamahi ki te whakarite i tō mahere whakatinana. Kia pai angitu hoki tō rapu mahi!

He waka eke noa

Ko tātou katoa, ko tātou katoa

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