



Ana Bokinikaeti te tia Kareke Nakoa

TE KA-UOUA N BOORETI

lango n ibuobuoki aika a kakawaki ao
anga aika a na kawaekoa okim nakon
tauan te nakoa ni karekemwane



Ko na mauri ao kaaraki nakon Ana Bokinikaeti te tia Kareke Nako.

Buan, bitakin ke manga okiran te tabo n mwakuri imwin te tai ae maan bon teuana te bitaki ae bubura ae kona n karika te nano uoua ke te korakai. Bon te kabwaia naba teuana.

Tabera bon buokam bwa ko na tokanikai, n taian taeka n ibuobuoki aika a bongana ao ti na kaoti baika ko kona ni karaoi aika a na buoka kairan am iango nakon taian mwaneka aika ko na manga eweki ao arom n roko iai.

Ti na katebenakoi nakoim aekan konabwai ake a kakakaeaki irouia tani kamwakuri ao ti na anganiko iango aika a boou ni kaineti ma korean am CV, kakaeam am mwakuri ao arom ni kaekaekai titiraki n te intawiu.

He waka eke noa

Ti bane n katiteuanaki inanon aio

Whakamihi – Kaitau

Ti kaitaua ana ibuobuoki ae moan te bubura te Aobiti ibukia Ara Ikawai ke Senior Citizens, Britta Offergeld man te Workbridge ao rabwata aika inaomata ibukin kareke mwakuri (independent careers practitioners) ao taan anga taeka n reirei man te TEC (ke TEC career advisors) are a ibuobuoki n anga aia iango iaon moan booretinakin te Kainibaire ibukia taan kareke mwakuri.

Ngā mihi nunui ki a koutou.

Rongorongon te Tertiary Education Commission Te Amorangi Matauranga Mātua

Ti angaanga bwai n ibuobuoki ao rongorongon, ni boutokaia aomata n roroia nako, bwa buokaia ni karaoi aia babaire ni karekean nakoiaia ao waki n reirei inanon wakin maiuia.

Ti karikirakea ao ni boutoka te katenrinan n reirei ao te waki ni kareke mwakuri ibukia kain Nutiran bwa a na wantongaki n taian rabakau ma konabwai ake a na bongana ibukin toronibwaia inanon maiuia.

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Barongan mwaneka ake imwina

E kona n rang kakua te kakae mwakuri. Am kakamwakuri e kona ni buokiko n anganiko te nanomatoa i aon te kanganga ao ni kauarerekea te tabeaianga.

Ibukin mwakurian aei, ko riai n tarai raoi teniua iteran te kareke mwakuri.

1

Kinako raoi

Ukerii am konabwai ma tamaroam, bwaai aika e mamate nanom iai, am tarena ao bwaai aika e unga nanom ni kakaraoi. Kabongana te tai aei ni manga tarai bwaai ake ko a tia n karaoi. Tera ae ko a tia n karaoi n am mwakuri mai mwaina ao tera ae ko kan karaoia imwina? Tao ko kan karaoa te mwakuri ae titebo ma am mwakuri mai mwaina, ke ko kan karaoa te mwakuri ae boou, ae kaokoro, ke tao ko kan kataneiai, ke n kakaea te mwakuri riki teuana. Karaua taraia bwa aekakira rabakaum ni mwakuri aika ngkai ma muin am kekeiaki ao tera aron bonganaia nakon taian mwakuri aika a toka ngkai n te mwakete ni kamwakuri.

2

Ukeran kabwaia

Kakaei rongorongon mwakuri aika a katanoataaki mwawa iai ngkai ao a na kanga rabakaum ni mwakuri ni kaineti ma mwakuri aikai. Iangoa te manga reirei ni kataneiai ibukin te nakoa ae e boou. Kakaea aron kabonganani te waki ni karaun n itoman. Karekea te reitaki ae e tamaroa ma taan kammwakuri ao raoraom ma bwakuaku ke aomata ake a kona n ibuobuoki n karekea am mwakuri.

3

Katiaa am iango ao mwakuria

Katei am kouru ao kawaim ibukin kakoroan nanoia Mwakuria am CV ke rongorongon am konabwai, am reirei ao am mwakuri ao karaoa am profile ke rongorongom are ko na katanoata n te online ibukin te kareke mwakuri Kaitiaka raoi am social media ke rongorongom ake a toka n taian website n aron LinkedIn – taraia bwa a na tararaoi ao n tamaroa ibukin te kareke mwakuri 7. Kanakoi am reta ibukin te kareke mwakuri ke te kataneiai Kamatebwaia aron te interview ke te maroro n tain te kareke mwakuri ao kamatei naba aron am kaekaeka nakon taian titiraki n tain te intawiu ke te kareke mwakuri.

Tauī mwin bwaai ake ko a tia n karaoi ke n kakoroi nanoia

Aio te tai ae kakawaki bwa ko na iango raoi te mwaneka ae koa tia n roko iai ni maium, ao katiaan am iango iaon mwaneka ake ko kan ewekii imwina.

Tera ae kakawaki iroum? Tera te bwai ae ko namakinna bwa katauam ke tibwagam nte maiu aei?

Tera taraan iroum mwaneka ake imwina – aika ko kan kakoroi nanoia inanon maium? Iaa nnem ae ko noriko iai inanon teuana ke nimaua te ririki ma ngkai?

Iai te bwai ae ko a kaman kan karaoia n taai aika a nako?

Baikara kataakim ke kaewenakoam?

Baikara kabwaiam?

Iango

- am ririki
- karinanin rabakaum ke am konabwai
- kaubwaim ke mwaitin am mwane – ko kona n aki mwakuri n tabetai, ke kona kainanoa ae ko mwakuri imarenan tai?
- am mwakuri ao am konabwai n am beku ao ni bwaai aika ko a tia ni karaoi ni maium
- mwaitira am konaa n korea am CV ke am reta ibukin te kareke mwakuri
- mwaitira am ninikoria n kareke mwakuri
- taan boutokaiko nakon te mwakuri.



Karekea riki rongorongon ke babarongaan te mwakuri:

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

Kateimatoa marurungim

Taraia bwa oin tabem kateimatoan maiuraoim ao marurungim.

E kakawaki bwa ko na tararua raoi marurungim inanon am tai n kakae mwakuri.

Bwaa tabeua ae ko riai n ururing:

- Kang amwarake aika ko na marurung iai.
- Karaoa am kamarurung nte rabwata aika ko kukurei iai.
- Matu raoi ke kakoroi am aoa n matu.
- Taraia bwa ena teimatoa iroum kakaraoan bwaa ae ko taneiai n karaoi ni katoa bong, ao karekea am tai n motirawa ke n kaki botu n tokin te bong anne.
- Kateimatoa te reitaki ma am utu ao raoraom – kabanea am tai ma aomata aika boutokaiko ao buoka rikirakem.
- Karaoi bwaa aika karikirakea korakoram ma tamaroam ao n anganiko te kukurei n nano.
- langoa kaainakin te kirabu ke te reirei n te bwai teuana ae mamate nanom iai.
- Tai kabanea am tai iaon am tareboon ma matakuakinan te social media ke bwaa aika toka nte online.
- Ataa aron taetaem – kateimatoa te kukurei n taainako.

E kona n riki te tai aei bwa am tai n korakai, ma tai mwaninga are te tai naba ibukin karekean kabwaiam. Karaoia bwa te tai ae ko na kinako riki iai ao n ataa raoi te bwai ae ko kan karaoia ke te bwai ae boou ae ko kan kataia.

Ngkana ko kuneko bwa e mwaiti namakinan te korakai ke te kua iroum, e mwaiti te ibuobuoki ae tauraoi.

Karekea te buoka ngkana ko kainanoia

E kona n reke iroum ae ko korakai inanon am tai n kakae mwakuri Maroro ma am utu, raraom ke botaki n ibuobuoki n aiaron:

Barongan am mwane

Ibukin ibuobuoki aika a kona n reke man te Work (mwakuri) and Income (ao karekemwane) workandincome.govt.nz | **0800 559 009**. Kamataatako n karaoan kataumwane n am tai n aki mwakuri man sorted.org.nz ke te MoneyTalks, **0800 345 123**.

Rongorongo ibukin te kamarurung

Webutiaiti ao nambwan tareboon aika a kakawaki

- Te Mental Health Foundation of NZ ke te Botaki ibukin maiuraoin te iango iaon Nutiran: mentalhealth.org.nz | 0800 543 354
- Kuan ke mamaran te iango: depression.org.nz | 0800 111 757
- (Te Maku) Anxiety NZ Trust: anxiety.org.nz | 0800 269 4389
- Ko Raoiroi?: allright.org.nz
- Aia rain te Roronrikirake: youthline.co.nz | 0800 376 633

Buroukuraemin kaombiuta ao buroukuraem i aonraain aika a na buoka marurungim

- Beating the Blues: beatingtheblues.co.nz
- Clearhead: clearhead.org.nz
- Just a Thought: justathought.co.nz
- Melon Health: melonhealth.com
- Te Mentemia (ke boutokaan marurungin te iango): mentemia.com
- Small Steps (ke mwaneka aika uarereke): smallsteps.org.nz

Rongorongon te marurung man te Ministry of Health ke te botaki n kuakua

- Te Healthy eating (ke kaungan kanakin amwarake aika kamarurung): health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating
- Physical activity (ke te kamarurung): health.govt.nz/your-health/healthy-living/food-activity-and-sleep/physical-activity
- Sleeping (Te matu): health.govt.nz/your-health/healthy-living/food-activity-and-sleep/sleeping



Ko kainnanao ae ko na maroro?

1737 bon te tieweti ae akea boona ibukia kain Nutiran aika rawawata, a tabeaianga, a korakai ke a kainanao te maroro nakon temanna. **Ko kona n tareboon ke n text n akea boona 24/7.**

Katauraoram nakon am kakae-mwakuri

Reken te tokanikai ni kakaeam te mwakuri e na reke man karaoan am kainibaire bwa ko na katai aeka ni kammwakuri aika a kakaokoro.

Katea am personal brand
ke kinakim ae tamaroa, ko na kanga n kabwarabwarako?

- Am personal brand ke bannam ae tamaroa bon kinaakin am konabwai, mwataim ke am tarena n taian mwakuri aika ko kona n kaotia nakoia taani kammwakuri.
- Kamataatako raoi ni kakawakin am konabwai ni mwakuri aikai ni kabotauaki ma mwakuri aika a toka n te mwakete ngkai.
- Karaua iangoa aron bannam ke am personal brand bwa ena titebo n taabo nako ake ko katokai iai – am CV, LinkedIn ke i bon iroum Taraia bwa a na titebo nikabane n akea ae kaokoro.



Ukeran kabwaia
Tera kabwaia aika tauraoi?

- Tutuoi nutibeba, katanoata ibukin mwaawa n taian mwakuri i aon te intanete ao ai nte **careers.govt.nz** n noori mwakuri aika a kainnanaoki.
- Katai iango ni kareke nakoia aika a boou ma kataneiai ibukin karikirakean konabwaim ke reiakinam te mwakuri ae e boou.
- Kakaei mwakuri aika a mwawa aika a botau ma am konabwai ao am mwakuri.
- Kakaei reken arom man am itoman ma raraom ao naaka a mwatai.
- Maroro ma aomata ibukin atakin taabo n mwakuri ma taian mwawa.



Te Reitaki n te online
E kanga aron au presence ke norakiu n te online?

- Kariniko n tiaaina nakon mwakuri i aon webutiati ake a katanoataki iai mwakuri aika mwawa.
- Karaoa ao katoka kabwarabwam i aon LinkedIn.
- Karaoi am CV ao am reta ni kamataata aika a kakaokoro aika a kaineti nakon am bubuti ibukin mwakuri n tatabeua.
- Kanoai raoi taian booma ibukin te kareke mwakuri i aonraain.



Katauraou ao Katanoatakiu
Nna kanga n kaotai?

- Ko kona n bon aitaria ma te tia kammwakuri n te tai ae aki ataki, ngaia are e kakawaki bwa ko taraaraoi n tainako ao n bwati raoi naba arom n reitaki ma ngaia.
- Nangoa waem n te tatauraoui n taainako Taua ma nanom ao tai mama.
- Maroro ao kamataatai raoi am kakarabakau n tain te intawiu.



Karekean te mwakuri

Aio Areke Rantabu



Teini kinaakim

- E mwatai n te mwakuri ni manatia n te tabo n kamwarake inanon 16 te ririki.
- Rabakau n tararua butin mwakuria tani mwakuri, tararuan kako, kuka, kaitiaki, kaboan kaako, kataumwane, waremwane, kabonakoan bwai, taran tamaroan karaobwai, katitamwa tieteweti, karaoan babaire, kabutan mwakuri aika a bubura wakinaia.
- Rabakau aika a kona ni kabonganaki inanon te mwakuri n aron te kaunganano, kairiri, kabebetean korakain te iango, konabwai n angan katokan kanganga, karaoan te kainibaire, tirinanoan mwakuri ni bane.

Ukeran kawai nakon te kabwaia

- Ea tia n maroro ma raoraona nte hospitality (outero ma taabo n amwarake) ibukin karinanin mwakuri ake a kainanoaki ikai.
- Ea tia n kaninganingai katanoata n taian mwakuri ma konabwai aika kainanoaki – e teimatoa n iai irouna aikai?
- Kabotau ana konabwai ma taekan mwakuri ake a katanoataaki – n aki rangi n tabeakinna ngkana a aki botau 100%.
- Kabaea arana ma botaki ni kamwakuri, irii maroro ao reirei i aon karekemwakuri n te itanete ao maroro ibukin te kakae mwakuri.
- E a tia ni moana ukebwaian reken arona rinanon tabo ni kareke mwakuri aika Seek, Trade Me Jobs ao te website ae careers.govt.nz.

Te reitaki n te online

- Ea tia ni kabongana google ni kakaea rongorongona aika a oti n te intanete ao ea tia n tiatiana konan norakina i aon ana akaunti i aon te intanete.
- Ea tia n kabwanina raoi ana CV ke rongorongon ana mwakuri ma retana bwa ena kaineti ma ana tabo n mwakuri aika boou.
- E a bwati ni kanoai booma ibukin te kareke makuri ao n angania raoraona bwa a na buokia n tuoi moa.
- E a bwati ni korea ana reta ni kamaata n te imeeri.
- Ea tia n mamataku n tenan LinkedIn profiles, ao n bwati aron kabongan te LinkedIn.
- E a tia ni karaoi ao ni katokai n te intanete kabwarabwarana ma ana konabwai ibukin kakae n te makuri n taabo ni mwakuri ake a kaineti ma tobwakin ao kakukureian te botanaomata ao i aon LinkedIn.

Katauraona ao Katanoatakina

- E a tia ni kakaea buokana man Work and Income ibukin boon ana kunikai nakon te intawiu.
- E a reke ana kunikai n intawiu ae e itiaki ao e tararaoi.
- E a atai baika e na katauraoi ao ni barongai ibukin wakinan ma kanakoroan ana intawiu.
- E ota n titiraki ake a na kaoti n te intawiu – e a tia ni wareware n rongorongo i aon careers.govt.nz information.
- E a tia n wareki rongorongo ibukin intawiu ni kamwakuri ake a karaoaki mai kiraroa ake ake a toka n careers.govt.nz.
- E teimatoa ni kakanakoi ana reta ni kani mwakuri – tiaki ti teuana n te tai teuana.
- E aki bwarannano ngkana e aki butimwaeaki ke e aki kaongoaki muin ana intawiu – are e bon waki naba.

1

Kinako raoi



Kamataata

Te mwakoro aio e kaotaa nakoim arom ni kinako raoi ao baikara am konabwai aika ko kona n uoti nakoia taan kamwakuri.

Ko na ota n am konabwai ni mwakuri, tamaroam ma bwaai aika e mamate nanom iai, am tokanikai ao anuam aika a onoti aika a bongana n te tabo ni mwakuri.



Nako nora
careers.govt.nz

Antai ngkoe?

Kabongana te tai aei n ukeri tamaroam, bwaai aika ko unga ni karaoi, ao bwaai aika kakawaki nakoim. Tera te mwaneka are imwina ae ko kan roko iai?

Kinai raoi am konabwai ma am tokanikai. Am konabwai a reke man am mwakuri ao man baika ko a tia n rinanoi inanon maium ao a katabwanina ngkai bannam ma kinakim (am personal brand).

Ngkana ko bita am mwakuri, e kakawaki atakin am konabwai bwa ko na manga uoti nakon am mwakuri ae e boou.

Konabwai aika a kakaekaki irouia taan kammwakuri:

1. **konabwai ni karaoan te mwakuri** – konabwai ni mwakuri aika a onoti nakon te nakoa n aron te neeti, karaoan buroukuraem n te kaombiuta ke te raitienti ni kabuti kaa aika a bubura aika a rangi ni kainnanaoki ngkai.
2. **konabwai aika rang kainanoaki nte mwakuri** – konabwai aika ko kona n kabonganai ni mwakuri aika a bati, n aron buokan kaekaan taian kanganga, te waki n kairiri ke te buokaia katitamwati (customer tiweteti).

10 konabwai ni mwakuri ao aroaro aika a rianako tangirakia irouia tani kamwakuri

Katebenakoi konabwaim ni mwakuri aika a rianako man kaekan rongorongon aika inano.

Ko kona n taekin katoton bwaai ae ko a tia n karaoi n am mwakuri ke waki riki tabeua inanon maium. Maroro ma am utu ao raraom bwa a na buokiko ni katebenakoi am konabwai ma anuam aika a rianako tamaroia.

1. Karinean waki ma anua n mwakuri aika tamaroa

- Te kona n onimakinaki
- Kateimatoan tamaroan am mwakuri n te tabo ni mwakuri
- Ko taua ma nanom ni kakaraon te kabanea n Tamaroa
- Karaoan mwakuri aika a kantaningaki te kabanea n tamaroa mai iai

2. Te konabwai n reitaki n te maroro

- Te kona n reitaki ni maroro n te aro ae ota raoi ao n aki kamatauninga nakoia aomata man tabo aika a kakaokoro ao man katei aika a kaokoro
- Te kona n anga ao ni butimwai kaoti iango aika a ibuobuoki
- Tabeki iango aika a ibuobuoki n tain bowi
- Te kona ni kaotii ao ni kamataatai au iango

3. Te korakora ma te ungannano

- Kaotan te ungannano ae e koaua nakon te botaki ni mwakuri ma baika e kakaraoi
- Ataakin wakin mwakurin te tabo ni mwakuri
- Kaotan nanom ae e koaua bwa ko na anga 100% nakon te mwakuri

4. Te kona n iango n tirinanoi ao n ota ni bwai

- Bobotii ao ni kamatebwaii rongorongon man tabo aika a kakaokoro
- Kinai waki aika a okioki ni baika a riiriki ao ni kinai tamneia bwa ko aonga ni kina buburan tamnein te waki
- Te kona n ota ni iango ao n nori tamneia

5. Te mwatai n taobarai ke n kaekai kanganga

- Te kona n rarangai bwaai mai oia ao kabonganakin aei ibukin karekean babaire aika bongana
- Tirinanoi rongorongon baika a riki aika a koaua ao n tabeki titiraki aika a riai ni kamataatai kanganga
- Karaoan babaire aika a riai man rongorongon ake a reke

Katooto ngke I kabongana te konabwai ni mwakuri aei

6. Te mwakuri n te tiim

- Katiaakin mwakuri n te kurubu rinanon maroro ao karaoan babaire
- Mwakuri nakon katokan kanganga aika a kona ni boutokaki irouia kain te tiim
- Tibwauakin rabakau ma mwatai ni mwakuri ma tabeman

7. Te konabwai n mwakuri ma aomata

- Te kona ni mwakuri ma aomata man aaba, katei, roro aika kakaokoro
- Karinean kaokoron tein nanoia, aia namakin ma aia iango tabeman ao te kona n kaekai nakon aikai ma te karinerine. rine
- Te kona n ota n nanoni baika a riki ake a aki taekinaki
- Te kona ni katoki kanganga n te aro ae e nakoraoi

8. Te kona n reitaki n te koroboki

- Kabonganai tibering, kanikina ao kuramwa aika a eti
- Te kona n tiriburei ao ni kaeti oin am mwakuri
- Kabonganaan aekan maroro ao tein koroboki ni kaineti ma aomata aika a kakaokoro

9. Barongakin arom

- Barongan katiaan am mwakuri ao kaungan taekinan te ibuobuoki ngkana ko kainnanoia
- Kakamwakuri ni ukeri aanga ni karikirakea am atatai
- Ko koaua raoi bwa ko kona ni kaitarai kakaewenako
- Kateimatoan te baeranti n am tai imarenan am mwakuri ma maium

10. Kakaiango ma iango ni karikirake

- Karaoan mwakuri ake tiaki oin tabem ni buokia tabeman, n ikotaki ma ake a aki koreaki i aan kabaeam n te makuri
- Kakaiango – wakinan mwakuri aika ko aki tuangaki ibukin katekean te kouru
- Karioiango – karioi iango aika a tamaroa ni buoka katean kawain katokan kanganga
- Wakinan te bitaki ao karinan baika a bongana man mwaneakin iango aika a boou

Katooto ngke I kabongana te konabwai ni mwakuri aei

Korean kabwarabwaran te konabwai

Korean ke kabwarabwaran am konabwai e kona n buokiko ni kinai rabakaum, ao taabo ke taai ake ko a tia n kabonganai iai. Ena buokiko naba aei n kaoti rabakaum nakoim tabeman, aron kabonganana ao baikara ake koa tia n kakoroi nanoia ma man am konabwai aei.

Korean kabwarabwaran te konabwai bon kanoan am CV ke rongorongon am mwakuri ae kakawaki.

Korean ke kabwarabwaran te konabwai, e riai n:

- rekereke nakon te mwakuri are ko koroboki nako iai
- kateaki man am mwakuri aika ko a tia n tauui ao bwaai aika ko a tia n kakoroi nanoia
- kaoti muin am mwakuri akanne
- kaota te kakooua bwa iai iroum te konabwai nakon te mwakuri.

Korean raoi kabwarabwaran am konabwai e kona n katebenakoko ibuakoia aomata aika mwaiti.

Korean naba kabwarabwaran am konabwai e riai n nang bwarabwara raoi ao n kaineti nakon bwaai ke te mwakuri ae ko kantaningai bwa a na reke iroum. Kabonganai taeka aika tamaroa, aika kakan ibukin te mwakuri ao aika kaumaka te kakamwakuri.

Ibukin korean kabwarabwaran am konabwai bwa e na kaineti nakon te mwakuri ae ko kan anaki iai, karaoi bwaai aikai:

1. Rinea te konabwai ae taekinaki n te katanoata ibukin te mwakuri anne.
2. Rinanoi katooto ke taai ae ko kabongana iai te konabwai aei.
3. Korea kabwarabwaran am konabwai ae kaineti nakon te katanoata ao n kaburako bwa te kabanea n tamaroa ngke ibuakoia raom.

Katoton Korean te kabwarabwara iaon te konabwai

1 Te rabakau ae kainanoaki ao taekinaki n te katanoata

Rarangai am iango, rabakaum ao rongorongon n te aro ae anai nano ao ni kakan ongora irouia ake a na warekia.

2 Te katoto

Rarangai taabo ke taai ae ko kabonga iai te konabwai aei.

- Ko mwakuri nte customer tieweti, ko bwati n kaekai titiraki rinanon te tareboon ao bon rinanon te kaitara ma aomata, kabwarabwaran waki rinanon te tieweti n te bangke. Iai taan kan buokaki (clients) ae aki kona n wareware ao iai ae eaki tau aia ingiriti.
- E kakauongo raoi nakon aia titiraki.
- E katea te reitaki ae tamaroa—n te aro bwa a na mwengaraoi taan kan buokaki ao n aki maku ke n mama.
- E bita aron ana reitaki nakon ae bebete te ota iai irouia taan kan buokaki. E kamatata n te ingiriti ae bebete.

3 Korean kabwarabwaran te konabwai

E kamatatai rongorongon te mwane nakoia aomata n te aro ae bebete rinanon te taetae n imatang ae bebete ao rinanon naba te reitaki ae a kai ota iai taan kan buokaki. Mwin te reitaki aei bon te oota irouia katitamwa (customers) ni bwaai aika taekinaki ao te kona n karaoi babaire aika raoiroi n ikotaki naba ma rikiraken te rau n nano irouia.

1

Te Konabwai

Atonga teuana te konabwai ae ko kukurei n kakabongana n tainako, ae korakoram naba.



2

Naiaron

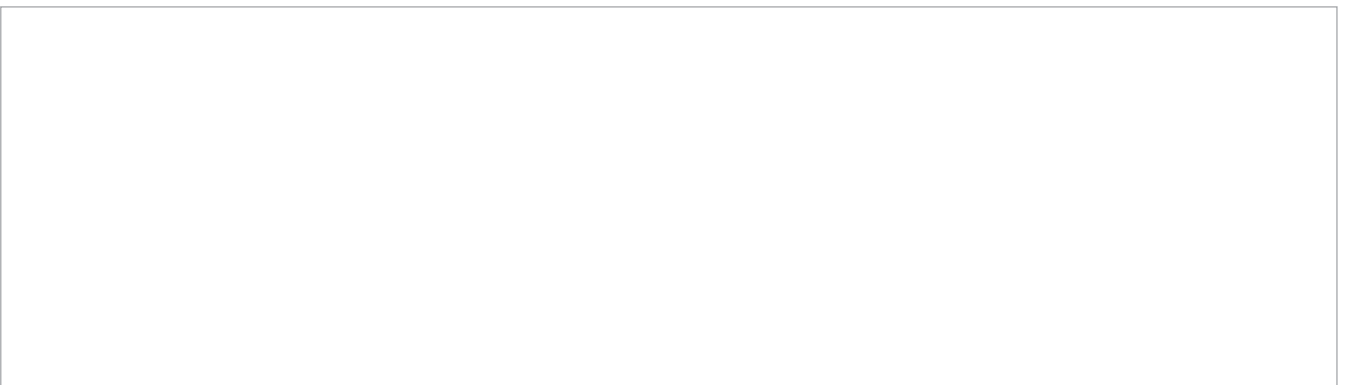
langoia bwa iaa ao ningai ae ko a tia n kabongana iai te konabwai aei.



3

Korean kabwarabwaran te konabwai

Korea kabwarabwaran kabonganakin te konabwai aei ao tera mwina are ko karekea.



Katoton am kekeiaki aika a kororaoui

Am kekeiaki aika ko a tia n tokanikai iai e angania tani kamwakuri kakoauan am konabwai ni mwakuri ao tamaroan arom n te mwakuri.

A riai:

- ni mataata
- n kaineta te mwakuri are ko ukoria
- boou.

Tokanikai ke bwaai aika ko a tia n kakoroi bukiia, aaki riai n nang bubura.

Karekei kakoauan am kekeiaki ake a kororaoui.

N aiaron:

- kinakin am beku bwa te kabanea n tamaroa
- katiaan mwakuri n te tai ae waekoa ke taai aika ko kaumakaki iai
- e reke 98% kinakin tamaroan am mwakuri mairouia katitamwa n aia kaotinano ibukin 2020.

Tera te kekeiaki ae ko kororaoui iai ao e aera e kakawaki? Tera raoui ae e reke ni kororaoin am kekeiaki anne? Kakaeta am tokanikai ae kaineta ma am konabwai aika rianako.

Te kekeiaki ae e kororaoui

E aera e kakawaki ao bukin tera? ko kamoamoai iai?

Baikara am konabwai ni mwakuri ake ko kabonganai?

Bannam ke kinaakim

Bannam ke tein kinakim bon te bwai are ko na katerea nakoia tani kamwakuri bwa ko okoro iai ma aomata nako.

Aio bon reken botan baikai:

1. Am konabwai, am tokanikai ke am kekeiaki aika koro bukia ao am tarena. Tera ae e rangi ni bebete karaoana iroum, tao te taetae ibuakon te koraki, te kamatebwai, te kakauongo ao te maroro ma aomata?
2. Tera ae kakaeaki iroun te tabo n mwakuri ae bootau ma korakoram – am konabwai, tamaroam, reitakim ma te tiim.
3. E kanga arom n boutoka te rikirake – tera ae e mamate nanom ni karaoia? Tera te bitaki ae e tamaroa ae ko na uotia nakon te nakoia anne/nakon te botaki ni mwakuri? Tera ae e kaungaa nanom?



Te Katoto: Bannan Areke ke Areke

1 Tera ae I mwaatai n karaoia?

- Te maroro ao te kakauongo nakoia aomata
- Te aki nakonnano n tain te rawawata
- Kabonganaan au tai n ae e riai
- Karekean katokan kanganga

2 Tera ae kakaeaki iroun te tabo n mwakuri?

- Te konabwai n itoman raoi ao te rabakau n tobwaia katitamwa
- Te kona ni kina te kanganga ao ni waekoa ni kakaea bwainaorakiana ae e riai
- Au mwatai i aon te nakoia ni manatia n te tabo ni kamwarake
- I mwakuri raoi n te tiim

3 Nna kanga n anga ae I konaa ni boutoka te rikirake?

- I mwatai ni kateimatoa tamaroan butin te mwakuri bwa a na kukurei ao man nikoraoi katitamwa n aia tai n amarake
- I bwati ni kaungaia kain te umanikuka bwa a na kabaiti butin bwai
- I kona ni kangaraoi kanganga aika a mwaiti n te tai ae e uarereke
- I mwakuri raoi ma te tiim ae kaunga ao ae bobonnano

N te mwakoro ae inano, katebenakoa bannam ke kinakim

1 Tera ae I mwaatai n karaoia?

2 Tera ae kakaeaki iroun te tabo n mwakuri?

3 Nna kanga n anga ae I konaa ni boutoka te rikirake?

2

Ukeran kawai nakon te kabwaia



Kamataata

Te mwakoro aio e tarai:

- anga ni kareke mwakuri
- te itoman ao mamaroro n tibwauai rongorongong ibukin te reitaki ma tan kamwakuri
- ukeran mwakuri aika a boou
- kataneiaj, kooti ao karakaan te rabakau ni konabwai ni mwakuri.

Katoto i aon te mwakuri aika Tani Ibuobuokini Tararua man te 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

Te tabo ae e na reke iai te mwakuri

Kakaean te mwakuri:

- n aia webutiaiti tabo ake a katanoatai mwawa ao botaki ni kateirake
- n ana webutaiti te tautaeka, kauntira ao kambwana
- i aon n te intanete ike a mamaroro iai te botanaomata
- inanon aia nutibeba ni kaongora rabwata aika a kinaki ao botaki ni mwakuri
- rinanon botaki ni kareke mwakuri
- mairouia raoraom ao am utu
- n tai ni kamataku i aon kareke nakoa ao mwakuri.

Nnen mwakuri ake a aki katanoaki

Tai tiatiana am kakae mwakuri nakon webutiaiti ke botaki ni kareke mwakuri. 70% kateirake nakon mwakuri a karaoaki irouia taan kamwakuri rinanon aia itoman ma aia reitaki.

30% mwakuri a katanoataaki

Aroia naake a kakae aia mwakuri ae a nano riki iai

- A kanakoi aia CV e ngae ngke a aki tuangaki
- A kanoai ao ni kanakoi booma nakon mwawa ni mwakuri ake a katanoataki n te intanete, n tabo ni maroro i aon te intanete ao nutibeba
- Kawarakia botaki ni kateirake nakon te makuri

70% te mwakete ibukin mwakuri a aki katanoataki

Aia anga taan kamwakuri ni kakaeia aia tia mwakuri

- Rinanon aia itoman ma aomata aika a kinaia inanon te botaki ni mwakuri ke raraoia
- Rinanoia nake a mwakuri irouia
- Rinanon tuoan kabwarabwarakiiia nake a kakaea aia makuri ake a katanoataia ni kabwarabwaraia n te intanete



Kakaea baikara mwakuri aika a kainnаноaki:

careers.govt.nz/jobs-database

Kanakoraoa arom n reitaki ma am itoman

Te reitaki rinanon te networking e kaunga katean te waki n itoman imarenam ma taan mwakuri ao raoraom ao karababan naba kinakim. Iai 70% mwakuri aika raba ngaia are moan te kakawaki bwa ko na bwati n network.

Te networking bon te reitaki ae ko na bwati iai n anga ke n buokia iai tabeman, teuana te katoto:

- karaoan te ikikina imarenaia raoraom aika aki kinaia
- tibwaakin rongorongon ke taian wareware
- te tauraoni n anga am tai.

Iangoia aomata aika ko kona n network ke n reitaki ma ngaia ao korei araia inano.

Aomata aika ko nang kinaia

Raraou ni mwakuri rimoa, taian manatia, raou n te reirei rimoa, au utu, raraou, raoraia raraou.

Karekeia riki am itoman mai irouia tabeman

Aomata aika ko aki kinaia raou ma ko a tia n kaitibo ma ngaia nte tai ae kimototo

Te katoto: taan reirei, taan anga maroro, raom n reirei, aomata aika ko kinaia rinanon reitaki n te kawa.

Reitaki ma am itoman iaon LinkedIn imuin kaitibomi

Aomata aika ko aki kinaia

Aomata aika a mwakuri n te tabo n mwakuri, rabwata ke kambwana ae ko nano iai.

Ririmuin mamaroro i aon te intanete, titiraki nako ao karekei am intawiu ma tabeman ni karababa am atatai ni kaineti ma te mwakuri are ko nano iai

Katea am itoman

Aomata aika ko kona n buokia

Katai mwakuri n anganano ke mwakuri aika a aki teimatoa ni karababa am itoman (network).

Ko na kanga ni karekeia am itoman

Am itoman e buokiko ni kariniko n te mwakete ni karekemwak uri are e aki katanoataki.

A mwaiti anga ni kareke itoman:

- tuangia raraom ao am utu bwa ko a kakaea am mwakuri
- iriri bobotaki ni kakibotu irouia botaki ni karikirake
- reitiko ma botaki nako i aon te intanete
- kaaina aia botaki tani mwakuri ake ti tebo ma nakoam are ko nano iai
- nako iri taian kamataku ibukin kamwakuri
- kakamanenannti n tatarebun nakon tabo ni mwakuri n ongora te mwawa
- kaoia ao moi kobe ma manatia ni kateirake
- mamaroro ni kareke rongorongom ma manatia.

Katamaroa raoi rongrongom ni mwaketeniko ae e kimototo

Rongorongom ni mwaketeniko ae e tangimwaka bon am anga ae e tawe ni katanoatako ma rongorongom nakoam mai i mwaina.

Rongrongom mwaketenakim

Ngkana iai ae e titirakiniki, "Ngaia, tera nakoam?" e na kanga am kaeka?

Tuua aika teniua ae ko na iangoi:

1. Am kaeka e na bane inanon 30 te tekan ke i aana riki.
2. Am konabwai ni mwakuri (tera bonganam ae e na reke iai ana raka te tia kamwakuri) a riai ni mataata.
3. Ko riai ni katebenakoi tabeua kouru.

Rongorongou ni mwaketenai

Arau bon:

Nakoau te:

Ai (mwaitin am ririki n nakoam anne):

N te tai aei ao I ukera te tabo ae e boou ibukin:

I rangi n nano ni kan mwakuri n te aeka ni mwakuri ae:



Nora careers.govt.nz i aon karekeiaia am itoman:

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

Katauraoko nakon te maroro ni kamataata

Te maroro ni kamataata bon am tai ni maroro ma te tia kamwakuri ni kamataatako taekan aia tabo ni mwakuri ma nake a kainnanaoia.

Aio am tai ni kunea bwa mwaitira aekan aia mwakuri ake ko kona ni karaoi ao n karekea otam n aekan konabwai aika e kainnanoi te tia kamwakuri. Tai kaota nanom ae ko nano n te mwakuri anne – ko maroro ma ngaia bwa ko aonga n atai rongorongon aia tabo n mwakuri.

1. Arom ni kawara ke n maroro ma te tia kammwakuri

Reitaki nakoia n te email ke n LinkedIn. Kabwarabwarako bwa antai ngkoe ao e aera ko kan maroro. Tabeman a ti kan maroro i aon te tarebon nakon are ko na itaramata ma ngaia.

2. Imwain ami maroro

Karaoa am ukebwai i aon te botaki ni mwakuri ke te waki ni mwakuri i mwain am tarebon. Katebenakoi am kukune ao kamatei raoi bwa ena bongana nakon am maroro. Titiraki i aon bwai aika a na buoka riki otam ni kaineti ma am kareke mwakuri ke nakoia n te botaki ni makuri aio.

3. Ngkana ko kaitibo ma ngaia

- Kunikainiko n ae tararaoi ao n riai ibukin te maroro.
- Karabwaia ni karekean am tai ma ngaia ni maroro.
- Kabwarabwarako teutana ao angania tabeua rongorongom ma tai rangi ni reianau.
- Titirakinia bwa e na abwakira aia tai ni maroro. Tai riaon te tai anne. Ngkana ko riaon am tai ao butia aia kariaia ngkana ko kona n reita am maroro.
- Bubuti ngkana ko kona ni koro i ao n tau i muin ami maroro.
- Ngkana e toki te maroro ao manga karabwaia riki ngkai a tia ni karekea aia tai ni maroro ma ngkoe.

4. Imuin te maroro

- Waetata koro i muin aia taeka ake a taekini n tain te maroro.
- Kanakoa am reta ni kakaitau i muin te maroro rinanon te imeeri ke LinkedIn.
- Kaongoia ngkana e a reke am mwakuri ke ngkana ko a tia ngkai ni manga kataa te mwakuri teuana bwa muin ami maroro.



Mataku: Intawiu ni kamataata: Arom n tokanikai

youtu.be/CXZDTDBLKRE

Te bubuti karekean te intawiu ni kamataata

Intawiu ni kamataata a kona ni buokiko n tomaiko ma taani kamwakuri ao ni kaotako bwa e nakoraoui te mwakuri anne ibukim ke e aki.

Katoton te bubuti ibukin te intawiu ni kamataata:

Ko na mauri, arau Areke Rantabu.

I wareka rongorongom i aon LinkedIn ao e bwaka nanou n am konabwai ae e rababa i aon kabutan tabo ni kamwarake aika a mwaiti. Iai au atatai ae 16 te ririki n te mwakuri n Manatia n tabo n Amwarake i Wellington.

I tangiria ni kan maroro ma ngkoe i aon am atatai.

E kona n reke au tai ni maroro ma ngkoe riki i aon aei? I ataia bwa ko rangi n tatabetabe ma ngkana e na kona n reke 20 am miniti ae e mwawa ao I nang ni kakaitau.

Ko rabwa
Areke

Titiraki n tain te intawiu ni kamataata

Aikai titiraki aika a kona ni kaira te maroro imarenaia aomata ibukin anga ni kareke mwakuri.

Tabem

- Ko kona ni kamataata riki Te Mwakuri aio (nte kaawa ae bubura - te city)?
- E kanga n reke tabem aei?
- Tera aron tein am mwakuri n tebongina?
- Iai te bwai ae a kona ni kubanako iai aomata n tein am mwakuri?
- Ngkana arona bwa ko kona n okirikaki ni bita kawain am kareke nakoa, ko na karaoia?
- Tera tein kabwarabwaran aron te aomata are e a tibwa kateirakeaki n au karinan ni mwakuri ae I ukoria?

Mwakuri ni karaobwai ao karikirake

- Tera ngkai aron butin tabo ni karaobwai ao karikirake i aon Nutiran? E rikirake ke e kerikaki?
- Baikara tein konabwai ni mwakuri aika a kakaei tani kamwakuri ibukin nakoa n te tabo ni karaobwai ao karikirake aio?
- A mwaiti aomata aika a kakaei aia mwakuri n te aeka ni mwakuri aio?
- Iai ae ko ataia riki ae e na tauraoui ni maroro ma ngai? Ko kona n reitai ma ngaia n te email?

Karikirakean am atatai

- Iai konabwai ni mwakuri ke nakoa aika a rangi ni kainnanaoaki ngkai?
- Iai am anga n ibuobuoki bwa tera arou n rinnako n itera ni mwakuri aikai?
- Baikara kataneiai aika a bongana karaoia?
- Baikara rabwakau ni mwakuri aika ko kakaei?
- Ko kona n kaota am iango bwa karaun n itoman ra ae I riai n karinai iai?

Karini am titiraki inano:

Ko tataraa te kataneiai ao te manga reirei

N am tai n kakaē, ko ataia bwa ko na manga kainanoa te kataneiai? Karakan am konabwai ni mwakuri ke manga reireim ibukin te nakoā ae e boou a buoka kai reken am mwakuri.

Te kataneiai e kaunga manga reken rabakau aika a boou, ibukin rikirakem n am mwakuri

Aanga n kataneiai e kona n irekerekē ma:

- kaewenakoakim ao buokakim
- te kataneiai iaon te mwakuri
- te reirei ae mwanenaki
- te nako n mwakuri n te aobiti teuana nte tai ae kimototo
- te reirei n te intanete ke rinanon micro credentials (kooti aika uarerekē).

Ngkana ko kan mwaing nakon te mwakuri ae e boou, ko na bae n kainanoa te kataneiai

Waaki n kataneiai:

- te reirei mai keraroa (distance learning)
- te reirei n te tai ae tiatianaki
- te reirei n te tai ae e aki tiatianaki.



Karekea rongorongon taian ibuobuoki ibukin te kataneiai:

- Te kataneiai ae taketenaki (Training) ao te mwane n buoka ibukin te kataneiai (Apprentice Fund). careers.govt.nz/articles/retrain-for-free-with-ttaf
- Nora: Fees Free: careers.govt.nz/courses/funding-study-and-training/fees-free
- Te Kataneiai ni Katenrinan Reirei: careers.govt.nz/articles/choose-a-vocation-for-a-better-future



Karakan am konabwai ni mwakuri

E mwakuri Tom n te kateitei



E ukebwaia bwa baikara karekebeba aika e kainnanoi ni karaka ana konabwai ni mwakuri



E a kaea te reirei ni kataneiai are e waki i aan te mwakuri n aburentiti



E a riki bwa te tia iti



E manga reirei ni kataneiai ibukin te nako a e boou

E mwakuri Maia n te kaneweaba



E katebenakoi mwakuri aika a kaineti ma ana konabwai ao rabakauna, ao n kakaie kooti ake a tauraoui man ana tabo n reirei



E kabaea arana n te kooti ibukin te neeti



E a riki bwa neetin te kaawa



Kakaie i kamatebwai ao kataneiai:

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

3

Katiaa am iango ao mwakuria



Kamataata

N te mwakoro aio ao ko na kunea:

- buokam ni kaekai katanoata ibukin mwawa ni mwakuri
- arom ni kanoai beba ibukin te kareke mwakuri i aon te intanete
- ibuobuoki ibukin korean am CV ao te reta ni kamataata
- te kainibaire ibukin te waki n kateirake
- arom ni katauraoi nakon te intawiu
- mwaneka ake i muina ibukin barongan am kainibaire.

“Tai barannano, teimatoa wakirake. Ane ko na boo ma tukan kawaim ao katokitokan butim. Ko riai n nanomatoa, kakaonimaki ao mwakuri korakora.”

David Letele (Brown Buttbean)
Te Tia Itau ao te Tia Reiakin
Takakaro aika a Beba

Kabotau am konabwai ni mwakuri ma taekan te mwakuri n te katanoata

Kakaea te katanoata ibukin te mwakuri ae ko nano iai ao iri mwaneka aika inano.

1

Wareka te katanoata ao mwakeni konabwai aika e nano iai te tia kammwakuri

N aiaron:

- te bwakuaku n te itoman n te koroboki ao te taetaenikawai
- te konabwai ni mwakuri ma aomata n te tiim
- matairiki ma n wananawana ni butin te waki ao n taobaraean kanganga
- te kona ni kabongana raoi te tai ibukin katiaan te tabe
- te ataibwai ao rabakau aika a onoti i nanon te mwakuri
- te mwatai ae e bubura ni mwakuri ma te kaombiuta
- te kona ni mwakuri raoi i aan aro aika a kakorakai
- te ungannano ao te kona n karioi iango aika a boou
- te tieweti nakoia katitamwa ae e rianako tamaroana.

2

Karaoa naba aekan aio nakon kabwarabwaran te mwakuri ke te aomata (ngkana iai)

Ikai are a na karinaki riki iai rongorongon baika e kainnanoi naba te tia kamwakuri nakon te mwakuri aio.

3

Nora careers.govt.nz

Kabongana te baoki ni kakae ni kakaea te mwakuri. Te kabwarabwara i aon te mwakuri e kaota nakoim tein konabwai ni mwakuri, beba n reirei ao mwatai ake a tangiraki ibukin te mwakuri. Aio e kona ni ibuobuoki ni katebenakoi konabwai ni mwakuri riki tabeua.

E a riai ngkai n tabwanin rongorongon karinanin konabwai ni mwakuri, aroaro ao mwatai aika a kainnаноaki nakon te nakoia are e katanoataki.



Taeka n ibuobuoki: Tai raraoma ngkana a aki bane n reke iroum konabwai ni kabane ake a karinanaki

Kanakoia am beba ni bubuti ni kareke mwakuri ngkana a reke iroum angiin taian konabwai ni mwakuri ake a katanoataki.

4**Ukera rongorongon te botaki ni mwakuri anne**

- Kakaei rongorongon te botaki ni mwakuri aio, ana karaobwai ao tiewati, boto ni iango ao tera riki ae e na karababa otam ao am kikina. Ko kona ni karaoa aio man noran aia webutiaiti ke man am maroro ma aomata aika ko kinaia.
- Man am kakae ao korei tabeua taeka aika a kakawaki man baikanne. langoi taeka aikanne ngkai ko motika nanom aron korean am reta ao am CV.

5**Karinani am konabwai ni mwakuri ao mwataim aika a botau ma te mwakuri aio**

- Karinani rabakaum ni mwakuri ao mwaataimake a botau ma konabwai ake a katanoataki. Karinani konabwami ni mwakuri aika a kona ni kamwakuraki.
- langoia bwa e na kanga ni botau aron am iango n te mwakuri ma am kouru ma aika n te tabo ni mwakuri anne.

6**Bobotii am kakoaua n konabwaim ni mwakuri ao mwataim ake ko na kaota iai aron botaum nakon te mwakuri**

Karinani rongrongon am kototo ike ko tia iai ni kabonganai am konabwai ni mwakuri aika n aiaron aika a katanoataki ibukin te mwakuri anne. Karinani taekan nakoraoin am kekeiaki n te mwakuri ake ko a tia ni kinaki iai ao a kaota raoi iai aron kabonganaan konabwaim ni mwakuri aikai.

Ko a tauraoi ngkai ni korea am CV ao am reta ni kamataata ake a kaineti raoi ma baike e kainnanoi te tia kamwakuri ibukin te nakoia anne.



Baika a koaua:
A rangi n tabetabe
taan kammwakuri

Am CV ao am reta ni kamataata a riai kanoaia ni botau ma baike a kainnoia ibukin te mwakuri anne.

Tai kabongana am CV ao am reta ni kamataata aio ibukin kakaeam am mwakuri riki ake tabeua. Ko kai reke riki nakon te intawiu ngkana ko taketena kanoan am reta ni bubuti ni kan mwakuri nakon taekan te nakoia are ko nano iai.

Aron korean am reta ni bubuti te kan mwakuri

Korea am reta ni kan mwakuri bwa a na kainetii mwakuri ake a botau ma konabwaim ni mwakuri ao am beeba.

- Anganiko am tai ae tau ibukin korean am reta ni kani mwakuri.
- Taraia raoi bwa am imeeri atureti e nakoraoi ibukin te reitaki ma tani kamwakuri.
- Iri raoi kaetieti ni kanoa am booma ni kareke mwakuri.
- Kakaetae ae e na tuoam CV ao reta ni kamatata ni kabotaua ma te booma ni kareke mwakuri.
- Korea aran te nakoa are ko bubuti nako iai bwa atun am imeeri.
- Taraia raoi bwa iai aram ao am tareboon nambwa n te imeeri.
- Kanakoa am CV n te PDF ae ko kanimwa ma am imeeri.
- Arana te PDF aio n aram i mwain ae ko kanakoa ibuakon am reta.

Aio katoton te imeeri are ko na kanakoa bwa mwakoron am reta ni bubuti te kan mwakuri:

Nakon: HR@anywhere.co.nz

Atuna: Ana reta ni bubuti te kan mwakuri Areke Rantabu ibukin te Manatia n te tabo n amwarake ae Wubsay

Nakon _____ (aran te aomata)

Re: Te Nakoa ni Manatia n Wubsay Kamwarake

E rangin anaki nanoua bwa nna kano ate mwakuri aei Mwataiu n kabuti tabo n amwarake n te maan ae 16 te ririki, ea tia n kaewenakoai n anganai konabwai aika tamaroao taian rabakau. N au reta ni kamatata ao au CV, ao I a kaota bukin ae I taku bwa I rangi n tau n te nakoa ae te manatia n n te Wubsay restaurant ao arou ni kabonganai konabwaiu ibukimi.

Taiaoka nora au CV ao au reta ni kamatata ibukin te nakoa ane e oti i eta are e katanoataik iaon Seek n 20 May 2021. Au kantaninga bwa N na waekoa n ongora mai iroum.

Ngai
Areke Rantabu
Tareboon 033 333 333
areker@gmail.com



Taeka n ibuobuoki:

Karekea ao kawakina kabwarabwaran te Mwakuri (Job Description) n am kaombiuta:

Kawakinna bwa e na buokiko n tautau muin am reta ni bubuti te mwakuri ao an katauraoiko nakon te intawiu.



Taeka n ibuobuoki:

Ngkana akea am kaombiuta ma am intanete

Nakon te tabo n tangoboki n am aono ao karaoa iai am kakaetae n te intanete ao ni kanoai ao ni kanakoi am booma ni kareke makuri.

Bannam ke kinaki (profile)

langoa am online profile ke bannam n te online bwa am CV.

Ko kona ni karaoa kabwarabwaram i aon ana webutiaiti te tabo ni mwakuri teuana, te Work and Income, oin am webutiaiti ke n LinkedIn. Tani kamwakuri ao tan kareke mwakuri a aki toki n taratarai kabwarabwaia aomata n te intanete ni karekeia aia tani mwakuri.

E raka i aon 540 te mirion aomata ake iai kabwarabaraia i aon LinkedIn – te karaun n itoman i aon te intanete are e katerei mwataim ao n reitiko ma aia botaki taani mwakuri ao bitineti.

LinkedIn e mena mwakurina imarenan te CV i aon te intanete ao Facebook.

Karaoa kabwarabwaram i aon te intanete bwa e na mwakuri ibukim:

- Katerei am konabwai aika ko kan katerei mai moa.
- Karinani mwataim, am reirei ao am konabwai ni mwakuri.
- Karini naba angan te reitaki ma ngkoe ao am tabo.
- Kabongana tamnein ubum are e ota raoi ao ma ni kantara.
- Kabonganai taeka aika a kakawaki ni kaotarai am konabwai n atun am kabawarabwara.
- Tuoi am tibeering ao kairuan am koroboki.
- Kabonganaitaian email aika a tararaoi n aron maia.johnson@website.com.
- Taraia bwa am username e taraa raoi
- Kakaonimaki bibita kabwarabwaram anne ngkana iai bitakin rongorongom."
- Reitiko ma aomata – kaoia aomata bwa a na kaota aia boutoka nakon kabwarabwaram anne ke koroboki nakoia aomata.
- langoa am kibuntaeka ibukin am konabwai ao tera aron katanoatakim.



Karekei riki rongorongom ikai: Aron ae ko na tebenako n tamaroam iaon LinkedIn

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

Baika a riai n te CV

Karaoa am CV bwa rongorongon kinakim ae e na kimototo, tangiraoui ao ni kakaongora.

1

I mwain ae ko wakina koreana

- Karaua iangoi konabwaim ao mwataim ni mwakuri ake ko a tia n kakaraoui aika a kaineti ma te katanoata ao kabwarabwaran te mwakuri. Tai mwanninga baike ko kakaraoui i tinanikun am tai ni mwakuri. Anga katoto ike ko kona.
- Taratarai CV ni katoto ao kareke iango mai iai i aon teina, taeka aika kabonganaki, ao anga ni katanoatako aika a nikoraoui ibukin maketenam.

2

Iangoia bwa aongkoa ngkoe te tia kamwakuri

Ko anganaki ti 10 te tekan n imanonoa te tia kamwakuri bwa e na wareka am CV. E na korakora riki ana katikitiki am CV ngkana a teretere baike e kakaei te tia kamwakuri. Kakimototoa am CV ao ti kaoti am konabwai ao mwataim ni mwakuri ake a kainanoaki.

Teniua titiraki aika a kakawaki aika ko na titirakiniko:

1. Ngkana iai ae e katawe n nora au CV, a na kangai, "E tara ni kakaongora te CV aio"?

Tani kamwakuri a rinanoi ao ni bootikui CV aika a ibetaotao ni karokoa ae ai ti teniman ke uoman. A na katikaki nanoia riki nakon CV aika a mataata ao ni barongaki raoui nakon aika a rangi n anaana ma n mangaongao tarakia.

2. Ngkana awareka am CV, a na kona n iango ni kangai "Te aomata aio iai ana konabwai ni mwakuri aika ti kainano"?

Tani kamwakuri a kakaea te aomata ae e na botau ma kabwarabwaran te nakoia. Biti ao taketena am CV bwa e na katerei baike a botau ma te nakoia are ko a tia n kororeta ibukina.

3. Ngkana a tia n botikui CV, a na kona ni kangai "Te aomata aio e riai te maroro ma ngaia"?

Tani kamwakuri a iangoia bwa tera ae ko kona n angania. Angania aomata te kona ni kinako ao man ataia bwa tera te bwai ae ko kona ni karaoia ae e rangi n tamaroa.

3

Kakaea ae e na tirinanoa am CV

Karekea temanna ae e na rinanoa am CV bwa e na mataata, e barongaki raoui ao akea buren ana tibering ao ana kuramwa.

Rineakia tani kakoaua aika a tamaroa

Tani kamwakuri a na bae n tangiriia uoman tani kakoaua, mai inano, ni karekea rongorongon mwakurim bwa ko tau ibukia ke ko aki.

Rinea taan kakoauai aika a tamaroa kinakia ao man bwakuaku n nakoia, aika a kona n taekin am mwakuri ao arom ni mwakuri, ao ni bebete anga n reitaki ma ngaia. Kaongoia bwa a na ataia moa.



Nora ara bwai
ni Karao CV

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



Karekei rongorongon: tein
taian CV aika kaineti ma kareke
mwakuri aika kaokoro

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

Tarakin raoi am CV (bwa e bon eti)

Kabongana te bwai n tutuo aei bwa eaonga n rianako tarakin am CV iroun te tia kammwakuri.

- Aram ao am tareboon ke am atureti a matata i moa
- Te koroboki e na roro ao n bane n titebo teia ao n kona n warekaki (buburan te man ae 11 ke 12)
- E kabongai rongorongo aika bongana – kabwarabwaran te mwakuri ao te katanoata bwa am kainibaire
- Bannam ke rongorongom e kaineti nakon are kantaningaki
- Atu n taeka a bane n eti ao titebo mania
- Konabwai a kaineti ma mwataim ao kibuntaeka man te mwakuri are katanoataki
- Kabonganana katannakoan ingo rinanon taian (bullet points)
- Am mwakuri ae ko a tibwa kitanna moa
- E na mena mai moa am bebwa n reirei are te kabanea n bubura ke n rietata
- A na aki ikotaki mwakoron te reta aika kaokoro
- Kabwabwaki taeka ao tai kakimototoi
- A na eti te tibering ao te kuramwa
- A na kanakoaki taian tamnei ke taibora
- Taraia am tia kakoaua bwa e bon eti aia nambwa ke aia email
- E na rin naba taekan bwaai ae ko kakaraoi itinanikun te mwakuri (hobbies)
- Te CV e na aki riaon 2-3 te iternibaa
- Butia ae ko onimakinna bwa rinanon am CV ao n anga katamaroa



Bwaai aika koaua: Tera te applicant tracking system (ke te ATS)?

Ngkana ko tia n karina am reta ibukin te mwakuri, am CV e rin inanon te bwai ae aranaki bwa te ATS. Te bwai aio e karinani taian CVs ao reta n kabwarabwara man te kabanea n Tamaroa rikaki. Te manatia nte kateirake e rinei kibuntaeka n aron aran te mwakuri, taian konabwai ao te ATS ngkanne ea kakaei naba aikai ibuakon taian bebwa ake a karinaki.

Aio bukina e rang kakawaki bwa am CV e korei taekan konabwai ke taeka ake a mwaneweaki nte katanoata.

Korea ke manga rinanon am CV

Taeka n ibuobuoki

Korea aram ao te anga n reitaki ma ngkoe mai i eta ao kamatai raoi.

- Korea nambwan iteraniba mai i nano.
- Katerei raoi atun am koroboki. Kabonganai man ni koroboki aika a tanemwaka, titebo aia tiaiti, a kara, ao n toka iaon te mainaina.

Te boto n iango n te mwakoro aei bon katikan nanon te tia wareware. Ngkana e aki katikitiki, ao a na aki kona n reita aia wareware.

- Kabonganai taeka raoi ake a kabonganaki n te katanoata ni kabwarabwaran konabwai ni mwakuri.

Te mwakoro aio e anga kakoaua bwa ko tau nakon te nako aei.

- Ko tangira te tia kammwakuri bwa e na iango ni kangai 'Te aomata aio e kona ni karaoa te mwakuri ao I tangiria bwa e na karaoa'.
- Tiiku i aon taabe aika a kakawaki. Katerei anga ake ko a tia ni buoka te kambwana bwa e na butiraioi.
- Ngkana e ananau rongorongon muin am mwakuri, ao ti kaotii am mwakuri aika ko a tibwa tia ni mwakuri iai ke aika a botau ma are e kainanoaki.

Tein te CV ae e bebete karaoana ma katotongan kanoana

Areke Rantabu

1234 Chelsea Road, Lower Hutt, 5010

Email: areker@hmail.com

Tareboon: 033 333 333

LinkedIn: linkedin.com/in/areker3333

Am kabwarabwara

Te manatia nte restaurant ae mwaatai ao n tamaroa aron ara reitaki konabwai n te katitamwa tieweti E taua nanona ni katauraioi tieweti aika rianako ibukia katitamwa Te tia taobarai kanganga ae rianako tamaroan ana mwakuri. E kaungaia taan mwakuri bwa a na mwakuri n baiti ao n katauraioi amwarake aika rianako raoiroia. Te mwatai n nori bwaai aika uarereke aika na kona n katamaroa wakin te mwakuri ae bubura Te tia katoamau te tiim.

Karinanin rabakau ao mwatain te mwakuri

Rabakau n te hospitality (mwakuri nte outero ao taabo n amwarake)

- Kabutan tabo n kuka aika tau buburaia ao kaewenakoia taan mwakuri n te maan ae 16 te ririki
- Barongan bwain kabutan nako te umwa ni kuka inanon ana tai n mwakuri bwa te senior chef (tia kuka) n aron tarakin ao kaboakin kaako, kataumwane ao kainakin taabo n amwarake
- Tuoan ao katamaroan mwangan nako te katitamwa tieweti rinanon kateimatoan tamaroan te amwarake, ao karekean aia kaoti katitamwa ma taan mwakuri

Te konabwai n reitaki ma aomata

- Te mwaatai n katei reitaki aika tamaroa ma aomata ao te reitaki ae Tamaroa ma kain ana tiim ao katitamwa

Taobarakin kanganga ao korakai

- Te kona ni kina te kanganga ao ni waekoa ni kakaea bwainaorakiana ae e riai

Te konabwai n mwakuri ma aomata

- Kaungaia tabeman bwa a na mwakuri n baiti ao n karaoi mwakuri aika Tamaroa ao n mwakuri raoi n te tiim

Rongorongon am mwakuri

Manatia n te tabo n amwarake

2015 – 2021

Cafe LaFairy, Wellington

- Tabeu taran butin te mwakuri, kataneiai ao kateirake ibukia 20 tani kuka ao tani katio
- Tuoakin nakoraoin te mwakuri ao kaekan tangitangia katitamwa
- Kataumwane, tararuai ao otan kako ibukin te tabo n kamwarake
- Rikiraken te karekemwane n te mwaiti ae 25% ni katoa bong inanon teuana te ririki
- Kakerikakin bibitakiia tani mwakuri n te mwaiti ae 30% man 2017

Rongorongon am mwakuri (reitana)

Manatia n te tabo n amwarake

2005 – 2015

Freepav Cafe

- Kairia 8 tani kuka ao tani katio
- Tararua te kataumwane, kaako ao kabwakamwane ibukin te tabo n kamwarake
- Katea te reirei ni kataneiai ibukia tani mwakuri are e a karikirakea reken te kukurei irouia katitamwa nakon 98% man 2006-2015
- Karaoa wakinan te tutuo i aon butin te mwakuri are e a kanakoraoa ara tai n anga te tieweti n 25%

Rongorongon am reirei

NZ Diploma in Hospitality Management

2010

Te Service IQ, Wellington

Mamaten nanom

- Te biri
- Kirikiti

Taan kakoaua ibukim

Anga araia tan kakoaua ngkana a kainnanaoaki

Ke

Moana Ngata

Te Tia Bwaibwai n te tabo ni Amwarake
Café LaFairy Wellington
Tareboon: 044 444 4444
Email: mngata@hmail.com

Nish Ahuja

Te Tia Bwaibwai n te tabo ni Kabuki
Freepav Cafe Wellington
Tareboon: 055 555 5555
Email: nisha@hmail.com

Taeka n ibuobuoki

Aikai angan barongan te mwakoro aio:

- Aran te mwakuri e na raka turuna, i aana aran te kambwana ao ao tabem iai.
- Am mwakuri ae ko a tibwa kitanna moa.

Te mwakoro ra ae e nako moa – rongorongon am mwakuri ke reirei? langoia bwa e nga te mwakoro maibuakoia ae koa tibwa tia ni karaoia ao ae e botau ma te mwakuri ae ko kakaea.

Te mwakoro aio e anganiko am tai ni kabwarabwarako bwa te aekara ngkoe i tinanikun nakoam.

- Ko kona ni karini waki aika e mamate nanom iai, bwai aika a kakukureiko ao mwakuri n ibuobuoki ke n anganano ke mwakuri n te kawa.
- Kabonganai kanikina ake kanoanikati ni karinani.

Taani kamwakuri a bon riai n tuangko moa ngkana a nang reitaki ma am tia kakoaua. Angin te tai ao a na bon ti kan reitaki ma am taan kakoaua ngkana a tia ni maroro ma ngkoe.

- Ngkana ko aki karini araia am tia kakoaua n am CV ao taraia bwa ko na tauraoi n anga araia ngkana e kainnanaoia te tia kamwakuri.
- Rineia am tia kakoaua raoi. Tuangia bwa tera te mwakuri ae ko a tia ni bubuti nako iai bwa a aonga ni katauraioia – te bwai are a taekin ibukim a riai n botau ma te nako.

Am reta ni kamataata

Baika ko na kairii

Kawai n reitaki ma ngkoe

Koroboki, n teina aio:

- aram ae e bwaniin
- am atureti
- am imeeri atureti
- am tareboon nambwa
- am LinkedIn atureti.

Bongin namwakaina ma te ririki

Karina bongin te namwakaina are ko kanakoa iai am reta.

Anga n reitaki ma ngaia

Koroboki, n teina aio:

- aran te aomata
- aran nakoia
- aia botaki ni mwakuri ao atureti.

Aran te aomata are ko na reitaki ma ngaia

Korea aran te aomata anne ngkana ko kona. Reitaki ma te botaki ni mwakuri ni karekea arana. Ngkana Ko aki kona ni kunea arana, korea "Nakon te manatia ni kateirake".

Tera bukin korean te reta

- Ibukin atun am reta korea aran te nakoia ao nambwa ni kanikina ibukina ngkana iai.
- Kaotia ae ko kororeta ibukin te nakoia ane i eta ao ko ongo ia rongorongona.

E aera ko kan mwakuri n te nakoia anne ao tera am atatai ibukin te botaki ni mwakuri aio

- Kaunga nanom Kaotia bwa ko a tia n karaua n iangoa te nakoia aei ao bukin tera ko kan mwakuri iai.
- Korei am taeka ni kimarimaria te botaki ni mwakuri, n aron kinakia ae e tamaroa, raoiroin aia mwakuri ma aia karaobwai.
- Uringnga a kan ongo bwa tera ae ko kona ni karaoia ibukia ma tiaki te bae a na karaoia ibukim.

Katoton teina

Areke Rantabu
1234 Chelsea Road
Lower Hutt 5010
Email: areker@hmail.com
Tareboon: 033 333 333
LinkedIn: linkedin.com/in/areker3333

25 Meei 2021

Jane Smith
HR Manager
Wubsay Franchises
PO Box 1234
Wellington, 6011

Mauri Jane

Re: Manatia Wubsay Kamwarake

I a korea au reta aio ni kaineti ma te nakoia ni Manatia n Wubsay Kamwarake Uerington n aron are e katanoataaki i aon Seek. Taiaoka noora au CV ae I kairia ni boutoka au reta ni kani mwakuri.

E bwaka nanou n ana waki n kammwakuri Wubsay Kamwarake aika a boboto iaon bwainakin te kokoaua ao tamaroan te mwakuri ibukin te katitamwa tieweti. I aki toki ni kakaraoa ae tamaroa riki i aon au konna nakoia katitamwa, ao n tarau au tiim bwa e na anga te amwarake ao te tieweti ae rianako tamaroana.

E rababa au atatai ao au konabwai ni mwakuri ni manatia n tabo ni kamwarake aika a rangi ni kinaki aika Cafe LaFairy ao Freepav, Uerington. N au tai ni mwakuri n taabo aikai ao I kairi tiim n te umwanikuka ma tani katio mai i moa n te aro are a na rauaki man nanoraio ara katitamwa.

Tabeu naba karaoan te kataumwane, tararuan kaako, kataneiai ao kateirake.

Inanon au tai n Cafe LaFairy ao e noraki te raka ae 25% ao e kerikaki mwaitia tani mwakuri ake a kitana te mwakuri n te mwaiti ae 30%.

E korakora nanou ni kateimatoa karekean te rabakau ao waki ni katamaroa ao ngai kain Aia Botaki Tani Kamwarake i Nutiran ao aia Botaki Manatia n Tabo ni Kamwarake. I tatangiria n atai baika a riki inanon te botaki ni mwakuri n kaneweaba aio ao I iriri bowi ni katoa uoua te wiki.

I rangi n ingainga nakon reken au mwakuri ma Wubsay ao I kakoaua bwa N na bon karekea te tamaroa ae e raka i nanon ami tiim ao n rinnako ma te mwengaraio inanon wakin mwakurin ami tiim.

Ko rabwa ngkai ko rinanoa au reta ni bubuti te mwakuri. Au kantaninga bwa N na waekoa n ongora mai iroum.

Ngai
Areke Rantabu

Baika ko na kairii

Tera uotam nakon te nakoa

- Kamataatako bwa ko kanga ni botau raoi ma baike a tangiraki ibukin te nakoa.
- Katerei am konabwai aika a reke man am kamatebwai, kataneiai, man karaoan mwakuri ao rabakau ao atatai aika a kainnanaoaki ibukin te nakoa anne.
- Karin am konabwai, am kouru, baika a kakukureiko ao ni kaungako.

Kamotana

- Karabwaia ibukin rinanoakin am bubuti.

Am tiaina ni kamotia

- E riai n tangiraioi motikan am reta, e na aki tang n riao karinerinena ao e na aki manga rangi n tang n aki ako. Korea aram ao am kabanea n ara ao tiaina i aon aram, ngkana ko aki kanakoa i aonrain.

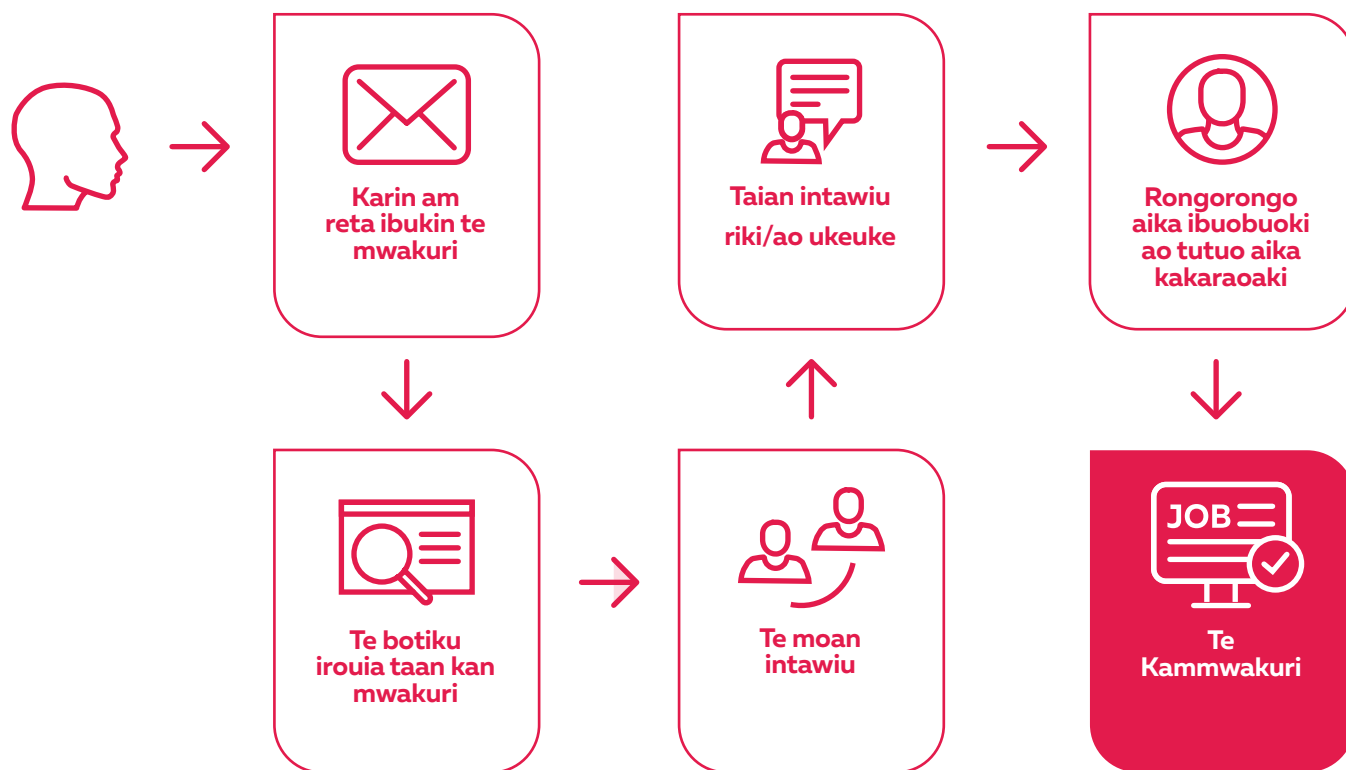


Noora ara CV ao katoton ara reta ni kamataata:

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

Te waki n kateirake

Aio aron te waki n kateirake: Engae n anne ao tabetai e kona n aki ira rai aei te waki n kateirake ao n aki naba iri kawai aika tenea aikai.



Karinnanin taian Intawiu

Ngkana ko reke nakon te intawiu ao nanona bwa te tia kamwakuri e a tia ana iango bwa iai iroum te konabwai ni mwakuri ibukin te nako. Te intawiu e anganiko am tai ni kaotiko nakon te tia kamwakuri bwa ko tau ao ko na butiraoui ni mwakuri n aia tiim.



Te intawiu ni kaitara ni maroro

N te intawiu are ko itaramata ni maroro iai ma te tia kateirake, ko a bon tirinanoaki naba man te tai are ko rinnako iai ao a toka matan am tia kamwakuri iaom.

- Ngkana ko kabwarabwarako nakon te tia kaira te intawiu, tarai raoi matana, moangare ao atong am moan ara ao am kauoua.
- Uringa tein rabwatam – bwa e na kaineti ma bwaai ae ko taekin.
- Taraia bwa ena tararaoui onea nakon te mwakuri ae ko kan rineaki nako iai.



Te intawiu n te witeo

N te intawiu nte video, bwaai aika nakobuaka a bon ootara naba n aki kona n karabaki ao n kona n kabwaka am bwi.

- Taraia bwa a na butiraoui am mitin – kina raoi te buroukuraem ae ko na kabongana ma aron kabonganana, karekea am intanete ae e butiraoui n aki tokitoki ao tiatina raoi am kaombiuta ke kanimwa uaeana nakon te iti.
- E nang ni kakawaki naba ikai taraakim. Te camera e aki tatangirii karan kunnikai aika a roro, mainaina ke a mwaiti korobannaia ma karaia – e nakoraoui te kara ae buruun taari.
- Rinea am background ae bebete tarakina ao kanakoui bwaai inanon te ruu ake a kona n kakiriwea te matakou/ongora.



Te intawiu ae te ukeuke

Tabesua botaki ni mwakuri a tangiria bwa ko na karaoa te ukeuke ae e tainaki n aron te numera ke te koroboki.

- Kakaiei katoton beba n ukeuke aikai i aon te intanete n kataneiaiko.
- Kaotia nakon te tia intawiuniko ngkana iai am kanganga ae ko na aki kona iai ni karaoui ukeuke aika a tainaki.
- Wareki kaetieti raoi. Bairea raoi te bwai ae ko na karaoua n te tai ae ko anganaki.
- Titiraki ngkana iai te bwai ae ko aki ota iai.
- Manga rinanon riki am beba n ukeuke ngkana ko a bane.

Katauraioiko nakon te intawiu

Te katauraioi moan baan te kakawaki ao ena katamaroa am intawiu ao n mwaketeniko naba n tain te intawiu raoi.

Kabongana te karinan n tutuo aio ni katauraioiko raoi.

1 Kakaea rongorongon te kambwana ke te botaki ni mwakuri

Ibukin?

- Bwa ko aonga n oota raoi ngkana ko kaekai titiraki.
- Ko kona n tuanga te tia kaira te intawiu bwa ko ataa aron aia mwakuri.
- E na buokiko naba n kaotako bwa ana waki te kambwana anne ma ana koranikaeti a botau ma nanom ke aki.
- E na kona naba n anganiko iangoan titiraki aika ko kona n titirakina te tia kaira te intawiu.

Ni kanga?

- Nakon aia webutiaiti ngkana iai.
- Karinani bwaai aika ko kan atai n aron rongorongon te kateiboo.
- Iangoi am itoman. Iai ae ko kina ae e a tia n mwakuri ikanne?
- Ngkana iai ae ko ataia ae e mwakuri n te kambwana n aekan aio, maroro ma ngaia bwa tera oin aia mwakuri.

2 Manga rinanon riki kabwarabwaran te mwakuri, am CV ao am reta ni kamataata, kataneiaiko kaekai titirakin te intawiu ao katauraioi naba oin am titiraki

Ibukin?

- Kabonganai taekan te katanoata i aon te mwakuri ao iangoia bwa baikara titiraki ake e na kona n titirakiniko te tia kamwakuri.
- Katebenakoi konabwai ni mwakuri ake ko na kan katerei n tain te intawiu ao kamatatako raoi bwa a na kanga am konabwai aikai ni kabonganaki n te nakoa anne.
- Ni banen te intawiu ko kona n tuangaki bwa iai am titiraki ke akea.

Ni kanga?

- Iangoia bwa aongkoa ngkoe te tia kamwakuri. Baikara am titiraki ake ko na titirakini? Titiraki aika a okioki a karinanaki mai bukin te boki aio ao iaon careers.govt.nz.
- Korei kaekan titiraki aikanne bwa buokam ni karekei am katoto aika a tamaroa.
- Kataneiaiko kaekai titiraki ni kanenea bwanam ao karekea raom ae e na buokiko n am katataneiai. Ke rawea bwanam ao manga ongora nako iai. Tuoi am kaeka bwa a matata ao a aki tebetebe, ao bwanam e kaunganano.
- Karinanii am titiraki aika ko kan tabeki ibukin te mwakuri ao te botaki ni mwakuri.

3 Barongai oneam aika ko na bwaini ao baireia bwa ko na kanga ni mwananga ni kaea te intawiu

Ibukin?

- Ngkana ko rimui nakon te intawiu, e na angan te tia kamwakuri te nanomaroa iroum ae e aki raoiroi.
- Te ienikuri e karekea te nakonnano ao aio e kona naba n rota nakoraoin am intawiu.

Ni kanga?

- Rinea oneam ae e tararaoi, e itiaki e katiraaki raoi ao n tau nakon te intawiu.
- Kakaesa bwa e na karaoaki ia am intawiu ao noria bwa ko na kanga n roko ikanne.
- Ngkana ko na kaea te bwati ke te turein, karaua raoi tuoi taia. Kangaraoa te mwananga n moantaai bwa muina iai baika a na kairemweko aika a aki kantaningaki.
- Ngkana ko kona, ao karaoa mwanangam ni kataneiaiko tebongina i mwain te intawui bwa ko aonga n ataa te tabo ao maanim ni kaea ikekei.

4 Kaotako raoi aron wakinan te intawiu

Ibukin?

- Tabeua waki n rineaia tani mwakuri a kabongana karaoan te ukeuke, te anga marooro ni kamatata i aon boto n iango mairoun te tia intawiunaki, ke tani intawiunaki n te kurubu ke aekan ukeuke riki tabeua.
- E raoiroi bwa ko na ataia bwa e na kairaki te intawiu iroun temanna te aomata ke aomata aika a mwaiti (arana ae ataki iai te panel).

Ni kanga?

- Ngkana ko tuai n anganaki rongorongon te intawiu ao reitaki ma te botaki ni mwakuri, titirakinia bwa e kanga aron te intawiu aei.
- Ngkana ko a intawiunaki irouia aomata aika a mwaiti ao reitiko ma ngaia n tatabemania. Kaineta am kaeka nakon are tabeka te titiraki ao n aki mwaninga taekaia nake tabeman.

Te intawiu



Ko a tekeraoi, ko nang intawiu! Aikai taeka n ibuobuoki tabeua aika a na buokiko nakon te tokanikai.

- Kakauongo raoi nakon titiraki ao kabongana te titiraki teuana ma teuana bwa am anga ni kaoti am konabwai.
- Te tua ae bwabwainaki bwa am kaeka e na aki kimototo i aan 30 te tekan ao n aki riaon uoua te miniti. Kakimototoa am kaeka ao ni kainetia nakon te titiraki.
- Kainabwabu teutana i mwain ae ko kaeka ngkana ko aki ota. Ko kona ni kangai, "O, te titiraki ae e tamaroa – anganai bwa N na iangoia moa." Ngkana ko aki ota n te titiraki ko kona ni kangai "Ko kona n tabeka am titiraki anne te angana riki teuana?"
- Iai tuan te intawiu ae e aranaki bwa te 40-60: te tia intawiu e taetae 40% n tain te intawiu ao ngkoe ko taetae 60%.

Titiraki ni kaukuki ao aron kaekakiia

E na bae n iai te titiraki ni kaukuki n aron aika i nano.

<ol style="list-style-type: none">1. Tera ae e uotiko n nakomai n te bong aei?2. E aera ko kororeta ni kan mwakuri n te nakoia aio?3. Tera ae ko kona n anganira?4. Tera man kanoan waam ae e botau ma te nakoia aei?	<p>Te titiraki aio e anganiko am tai bwa ko na kaota wanawanam, otam ao am atatai ibukin te mwakuri/nakoia anne.</p> <p>Karini bwai aikai n am kaeka:</p> <ul style="list-style-type: none">• tera ae ko noria n te nakoia aio• n am iango tera ae e kainnanaoki ibukin te nako aio• tabeua rongorongom ao am konabwai• am kabanea ni kibu n taeka ni katuruturui am iango i aon baikana teniua aikanne.
<ol style="list-style-type: none">5. Kaongoraeei taekam.6. Baikara am kouru?	<ul style="list-style-type: none">• langoia bwa tera anuam ae e riai n atatai te tia kamwakuri ao am kouru ni kaineti ma te nakoia anne. Taekin tabeua am konabwai ao reiti ma te nakoia.

N tokin te intawiu

Katauraoi titiraki aika ko tangirii bwa a na kaekai tani karaoa te intawiu. A kona n tia ni kaekaki n tain te intawiu. Ko kona ngkane ni kangai "iai au titiraki tabeua ma kanga kam a tia ni rinanoi n tain te intawiu."

- Kamatoa ingaingam ao ungan nanom ibukin te nakoia/mwakuri anne.
- Kakaea bwa baikara mwaneka ake a na rinanoaki imuin te intawiu.
- Kauringko bwa ko na kanakoia am kaitau n te email nakoia taan kaira te intawiu.
- Taraia raoi bwa a na tia n reke irouia tani intawiu araia am tia kakooua ma anga n reitaki nakoia.

Aekan tein intawiu aika a bwabwainaki

Iai karinanin taian intawiu ae a kaokoro naba tein aia titiraki.

- **Eaki rekereke ma aroarom:** aio are e aki kaineti ma aroarom. Te taratara ikai e kainetaki anuam, am kouru, ungan nanom ao korakorom ma mamaram ake a ribotinaki.
- **Aroarom:** aio are e ukebwaiaki bwa tera arom ni kaitarai bwaai aika a riki nakoim n te tabo n mwakuri.

Titirakin te intawiu ma anuam ake tiaki aroarom

Korakoram

Baikara korakoram?

Taekini korakoram aika a kaineti ma te nakoa, ngkana ko kona, ao reitii ma te nakoa ae ko kani mwakuri iai.

Mamara

Baikara mamaram?

Te titiraki aio bon anganakim kinakim raoi ao aron tauraoim n onea anuam nakon taian bitaki ao tauraoim ni karakaa am atatai. Taekinna bwa tera arom are ko a tia ni kinako iai ao baikara bitaki ake ko karaoi.

Aanga ni kaeka te titiraki aio:

- "Rimoo..."
- "I a kinaa bwa..."
- "I a tia n ataia bwa..."

Kareke iango

Inanon nimaua te ririki n nako ao baikara mwakuri aika ko a tia ni kakoroi nanoia? Ko kanga ni kakoroi nanoia?

Karao babaire

Baikara waki ni karao babaire aika ko a tia ni kunei bwa a bongana?

Ngkana iai am mwakuri ae e rangi ni kakawaki ae ko na katiaa i aon te tai, ko na kanga ni bairea am tai bwa ko aonga n tokanikai?

Ko kanga ni bairea/tararua am tai?

Te nanomwaka

E na kanga aron norakim I bon iroum nimaua te ririki ma ngkai?

Taraia bwa am kaeka a na kaineti ma te mwakuri ae ko kan anaki iai ao nakon te tabo n mwakuri ae ko kain riki bwa kaaina ngke.

Titiraki aika ko kona n tabeki n tokin te intawiu

- Tera aron te moan kamataata, te kikina ao kataneiai aika N na rinanoi ni moan teirakeu n taua te nakoa?
- Antai ae N na ribooti nakoina n te nakoa aio?
- Tera te kabanea ni kangaanga ni kakaewenako ae N na boo ma ngaia n te nakoa aio?
- E na iai ana ibuobuoki te kambwana ibukin reitan te reirei?
- E na iai anga ni karikirakea te muiokoaki ao karababan mwatai ni mwakuri n te kambwana?

Intawiu i aon te aroaro – te kawai ae te STAR

Te STAR (Situation (te bwai are e riki), Task (tabem), Action (mwakuriana), Result (rekena) bon te kawai ae e kabonganaki ibukin kaekaan titiraki i aon aroarom.

Titiraki i aon aroarom (behavioural), ke i aon baika a riki (situational) a bon kainetaki ma arom ni kaitarai kakaewenako n am mwakuri n taai aika a nako. Te kawai aio e kabonganaki irouia taan kammwakuri ibukin ukeran aroia ake a intawiunaki. Te katoto:

“Tuangai te tai ae tangitang am katitamwa ibukin kanana. E kanga arom ni katoka te kanganga ane? Tera ae e riki n tokina?”

S

Bwaai aika riki (Situation)

Anga am kamata i aon te bwai are e riki

Iai au katitamwa ae tangitang bwa e a riao mwain kanana ao e a rangi ni maan n tatanninga. A bon rang un kioina ngkai a rimwi nakon tabeia riki teuana.

T

Tabem (Task)

Kabwarabwara tabem are ko kantaningaki bwa ko na katia

N nakoau ae te manatia ao tabeu bwa N na maroro ma te katitamwa ni kataia ni katoka te kanganga.

A

Mwakuri (Action)

Kabwarabwarai mwakuri ake ko karaoi ake a katoka te kanganga

Te moan bwai bon te ongora aia tangitang ao n titiraki ni kaotaa raoi te kanganga ao n taraia bwa akea te bwai ae nna aki ota iai. I a kabwarabure ao man titirakinia ngkana e tau aia tai ibukin kukanakin onean muin kanaia ke a tangira kaokan aia mwane.

R

Tera ae reke imuina (Result)

Kabwarabwara bwa tera ae e reke i muin karaon am mwakuri akanne

Te bwai ae e otinako i muina bwa a rangi ni kukurei katitamwa bwa a namakinna ae a ongoraeaki ao ni kaomataki tangitangia.

A butimaea kaokan aia mwane ao I taorimwia ma te maroro ma te tia mwakuri are tabena. E taku te katitamwa bwa ena teimatoa n kakawara te tabo n amwarake ao aio are a bon karaoia imuina.

“Are nanona bwa...”

“Are rekena bwa...”

“Bwa e aonga n ae...”

“Te kabwaia mai iai bon...”

“Ti tokanikai ibukina bwa...”

“Ara raka bwa...”

Titiraki i aon aroarom ni kabongana te STAR



Kabongana te kawai ae te STAR ni kaekai titiraki aikai ni katauraoko nakon te intawiu.

- Kabwarabwara te tai are ko bita iai arom n reitaki bwa e na botau ma te aomata are ko a aitara ma ngaia.
- Anganai te katoto n te tai ae iai am kanganga n rereitaki iai ma raom temanna ni mwakuri. E kanga arom ni kaeta te kanganga anne? Tera ae e reke n tokina?
- Aekakira ribooti ke beeban bubuti ni karikirake aika ko a tia ni karaoi? Ko kanga n ataia bwa a karaoaki i aon taia ao akea kairuaia?
- Kabwarabwara te tai are ko a rotaki iai ni mwaitin am mwakuri ao katabeam. E kanga arom ni kaeta te kanganga anne?
- Karakina te tai are ko taobara iai te aki boraoi ni iango.
- Karakina te tai are ko waekoa ni bitiko ni ira te bitaki.
- Anganai te katoto ae kaineti ma am katitamwa tieweti ae tamaroa.
- Kabwarabwara te tai ae e aki kukurei iai iroum te katitamwa. Ko kanga ni kaeta anne? Tera ae e reke n tokina?
- Karakina te tai are ko a baronga iai am tai bwa ko aonga ni katiaa am mwakuri. Ko kanga ni kaeta anne?
- Anganai te katoto n arom n katoka te kanganga.
- Tuangai te bwai ae e riki are a tia ni rangi ni kakaewenakoko raoi. Ko kanga ni kaitaraa te kakaewenako anne? Baikara okoron am kawai aikanne ma aomata tabeman?
- Anganai te katoto n te tai ae ko mwakuri iai n te tiim ni katiaa te mwakuri/karikirake teuana?



Noora: Arom ni karaoa te intawiu ae e nakoraoi ibukin te mwakuri man te tabo ae e raroa

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

Imuin te intawiu

Tekeraoi bwa ea tia am interview! Aikai bwaai tabeua ae ko na karaoi imuina

- Karabinoa bwa e uara te intawiu Tera ae nakoraoi? Ter ae kona riki n kanakoraoaki?
- Korei titiraki ake a tabekaki - iai ae ko tangiria ni kamatei aron kaekakii?
- Ngkana ea maan te tai ae ko riai n tia n ongo muin te intawiu ma akea te bwai ae ko a tia n ongo, reitaki ma te tia kammwakuri. Ngkana ko aki reke n te mwakuri ane, titiraki muin am kekeiaki bwa buokam ni kakaeam am mwakuri.

Ngkana e reke iroum te mwakuri

E korakora te nano bwa ko nang bon butimwaia naba. Ma moan te kakawaki bwa ko na karaua n iangoa raoi am babaire ao n maroroakina boom ma bwaai riki tabeua aika a riai n reke iroum. Iangoia riki bwa e bon eti te mwakuri ane ibukim.

Titirakina te tia kammwakuri:

- boom
- te tai ae a tangiriko bwa ko na teirake iai
- te tai ae a tangira iai tian am babaire
- ngkana iai bwaai riki aika a kainanoaki n aron te tutuo irouia bureitiman ke te tai ae ko na taratara moa iai.

Wareka raoi kanoan te boraraoi n te kammwakuri, ao butia temanna ae ko onimakinna bwa ena manga tarai.

Ko kona n karekea te ibuobuoki ae akea boona iaon boraraoi n taian kammwakuri man:

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

E materaoi te maroro ibukin kabuburan riki boom, kamwaitan am motirawa ke te kataneiai, imwain ae ko butimaea te boraraoi ibukin te mwakuri. Ibukin rongorongon te maroro iaon aikai, nora: **[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)**

Ngkana e aki reke iroum te mwakuri

E kona n kanganga karinan ae ko aki butimwaeaki. Ngkana ko kakaea am mwakuri, iai bwaai aika mena inanon am konaa ao iai ae aaki. Ko aki kona n bita ana babaire te tia kammwakuri, ke antai riki ae kan anaki naba nakon te mwakuri aei. Ma ko kona n kataia n bita aron am intawiu nakon taai aika na roko.

Tanrikaki tara te intawiu ao taua bwin:

- am katauraoi
- am reitaki ao arom n maroro ma taan kaira te intawiu
- aron am kaeka nakon titiraki
- te katauraoi ao te kaoti bwai.

Butimwaaai bwaai aika nakoraoi Tarai itera ake aaki nang nakoraoi ao bairei bwaai aika ko na mwakuri riki iaomia. Katamaroai baikai imwain am intawiu are imuina ao nori ara ibuobuoki iaon taekan te intawiu nakon te mwakuri n iteranibaa 41-47.

Tekeraoi am intawiu are imuian!

Katean am kainibaire

Ti a bane n botii ao n katea ara kainibaire ibukin te mwakuri.

E katebenakoi mwakuri aika a na kona ni karaoaki.

Tera?	Ni kanga?	E na tia nakon ningai?
Kakamwakuri aika a kimototo tain karaoaia		
Karekea te boutoka ao taeka n ibuobuoki ngkana ko kainnanoi.	<ul style="list-style-type: none">Nakoia am utu ao raraom ibukin boutokaakim.langoa buokam n te mwane ngkana e riāi.Anganiko am tai n iangoi itera ma anga nako aika ko kona ni karaoi.	Bongin namwakaina
Karaoa am CV ao kabwarabwaram ma am konabwai ae e kaineti ma te mwakuri.	<ul style="list-style-type: none">Kabonganai iango man te boki aio ao man careers.govt.nz ibukin karaoan am CV ao kabwarabwaram i aon LinkedIn.Karekei aia iango n ibuobuoki am manatia ke am manatia mai mwaina ke rabwata ni kakaei mwakuri ke am keiti manatia.	Bongin namwakaina
Kabonganai am itoman (networks).	<ul style="list-style-type: none">Kinai ao kaei bobotaki aika a kaainaki irouia aomata aika a atatai ke taian kurubu ni maroro aika a bongana ibukim.Reitaki ma rabwata ni kakaei mwakuri n am aono.	Bongin namwakaina
Kakaea au mwakuri ae e aki teimaan bwa buokan kaitaraan kabanemwane.	<ul style="list-style-type: none">Kabonganai am reitaki (networks).Kanakoi am reta ni kan mwakuri nakon mwakuri aika a katanoataki i aonrain.	Bongin namwakaina
Tuoi au akaunti i aon te intanete.	<ul style="list-style-type: none">Google aram.Bitā norakim i aon te intanete (n Facebook ao Instagram), bwa a na ti noria ake ko bon taku ma tiaki aomata ni kabane.	Bongin namwakaina
Ukeran anga nakon te kabwaia.	<ul style="list-style-type: none">langoia bwa ko na kataneiai ibukin te nakoa ae e boou.Ukebwai ni kakaei reirei i aon am mwakuri aika a na karaka am konabwai ao ni kabubura riki am beba.Noria ngkana a kona n reke reirei aika akea booia nakoim n aron aikai, Fees Free ao Targeted Training ao Apprentice Fund.Katai mwakuri n anganano n aki kabooaki ke mwakuri aika a aki teimatoa ibukin karababaan am reitaki (network).	Bongin namwakaina
Kakamwakuri aika a ananau-tau taia		
Teimatoa kanakoi am reta ni kan mwakuri nakon mwakuri aika a mwawa.	<ul style="list-style-type: none">Teimatoa bibita am CV ni kaineta te mwakuri.Kabonganai am reitaki n te mwakuri ao n te LinkedIn.Kanakoi am reta ni kan mwakuri i aonrain.	Bongin namwakaina
Kakamwakuri aika a na maan taia		
Karekea am mwakuri ae e teimatoa.	<ul style="list-style-type: none">Manga reirei ibukin te nakoa ae e boou ke karaka konabwaim nakon ae ngkai.Tuoa sorted.org.nz ibukin ibuobuoki ni karaoan te kainibaire i aon te mwane.Kateimatoai am reitaki ma kain am karaun n itoman.	Bongin namwakaina

Okira te nakoā ni karekemwane man kakoroan nanon am kainibaire ni kakamwakuri

Tera?	Ni kanga?	E na tia nakon ningai?
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Kakamwakuri aika a kimototo tain karaoaia

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Kakamwakuri aika a ananau-tau taia

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Kakamwakuri aika a na maan taia

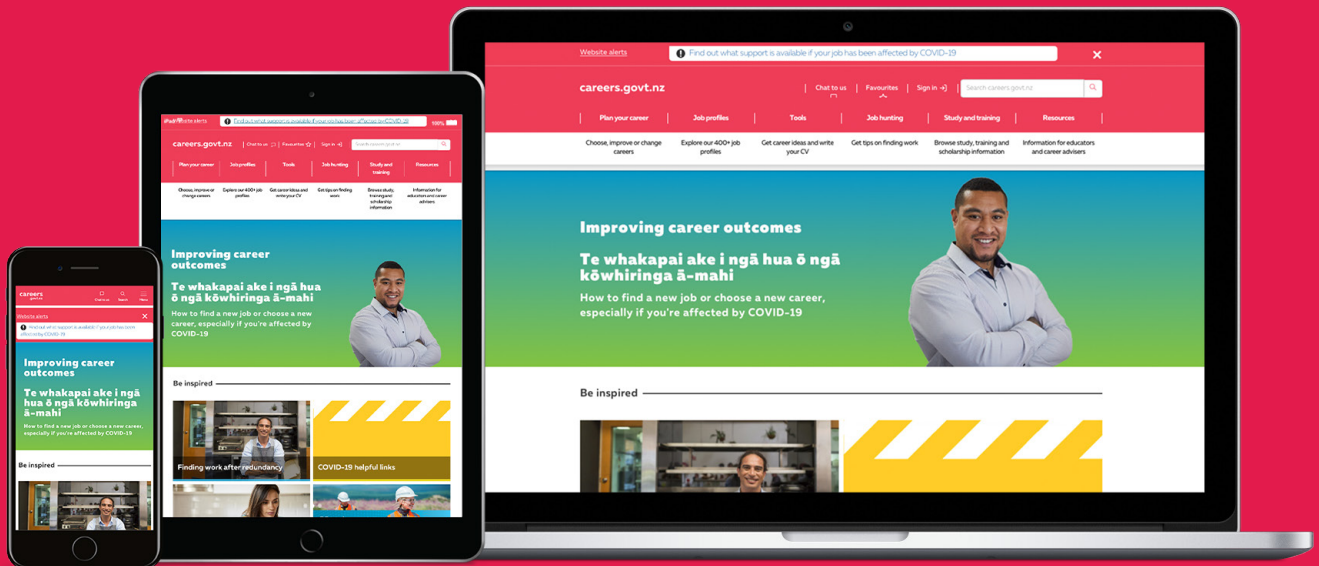
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Rongorongo riki tabeua

Nako nora ara webutiaiti careers.govt.nz



Bwaika a na buoka am reitaki

Kakaei mwakuri aika a boou ao taratarai aekan mwakuri riki tabeua

Rongorongo ao taeka n ibuobuoki

Reireiniko aron kanakoan am reta ni bubuti te kakae mwakuri ao ni kakaboua am CV

Kabwaninan rongorongo

Kakaei riki taekan kooti ibukin karakaan rabakaum ao ni manga kataneiai ibukin te mwakuri teuana



Ko na tekeraoi, e a bane ngkai iroum Ana Bokinikaeti te tia Kareke Nako!

Kawakinna irarikim ao kakanoaia ni kabooua kanoana ngkai ko tabe ni mwakuriia kawain am koranikaeti ni kakamwakuri. Ko na tekeraoi n ukeran nakoam!

He waka eke noa

Ti bane n katiteuanaki ngkai

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