



Tohi-gahua ma e Tau Tagata Kumi-gahua

Tau manatu mitaki mo e tau gahua
ke maeke a koe ke liu gahua



Fakaalofa atu mo e mamata mai ke he Tohi-gahua ma e Tau Tagata Kumi-gahua.

Tokologa e tau tagata ne fakaoti e tau gahua ha ko e COVID-19. Ko e tau magaaho hikihiki fano mo e nakai iloa e tonu.

Ko e haana tuai ni a ia ke logona e okaoka mo e tupetupe e loto.

Ko mautolu hanai ke lagomatai kia koe ke laka atu, mo e fakatonu e tau gahua ke lagomatai a koe ke he haau a tau lakaaga mo e puhala ki mua.

To fakakite e mautolu e tau makaka ne loto e tau pule gahua ki ai mo e tau aga foou ke tohi aki e CV, tohi ole gahua mo e tau initaviu.

He waka eke noa

Kau au loa a tautolu ke he fekau nai

Talahauaga ke he Tertiary Education Commission Te Amorangi Mātauranga Matua

Foaki e mautolu e tau puhala mo e tau fakailoaaga ke omoi e tau tagata oti ke fifili e tau gahua mo e tau fakaakoaga ke he loa he tau momoui.

Fakatupe mo e omoi e mautolu e tau puhala pulotu mo e tau gahua ke fakatumau e tau tagata Niu Silani ke moua iloilo mo e makaka ma e tau momoui kua kautū hololoa.

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Tau lakaaga ne 8 ke maeke ia koe ke holo ki mua

Ko e mena uka tuai ni ka fakaoti e gahua haau. Ko e eke gahua ke lagomatai a koe ke pule ke he fekau, mo e tuku hifo ai haau a tupetupe.

Hanai 8 e lakaaga ke lagomatai a koe ke holo ki mua:

1. Kumi lagomatai atu ka manako ki ai

Ko e haana tuai ni a ia ke logona e loto lolole mo e tupetupe ka fakaoti e gahua. Tutala ke he magafaoa mo e tau kapitiga poke kumi hataki atu ke he tau matakau tuga e:

- depression.org.nz
- mentalhealth.org.nz
- youthline.co.nz

2. Fakatokatoka tuai e fakaaoga tupe haau

Kumi ko e heigoa e lagomatai ke moua mai he faahi Gahua mo e Moua Tupe (WINZ) workandincome.govt.nz | 0800 559 009. Tutala ke he faahi toka tupe (pege) haau ka fai tupe kaitalofa a koe ke taute taha fakatokaaga. Kumi hatakiaga ke leveki aki e tupe moua ka fakaoti e gahua ke he sorted.org.nz | 0800 345 123

3. Iloa ni e koe a koe

Fifili ko e heigoa haau ke taute foki – liga manako a koe he gahua tuga fakamua, kumi gahua kehe, hiki e faahi gahua, liu fakaako, ako makaka atu foki poke kumi e gahua foou. Fifili e tau makaka mo e tau mena moua haau mo e mahuiga fefē ma e makete gahua ai nei.

4. Kumikumi e tau puhala ha ha i ai mo e fakamahani ke matutaki atu

Kumikumi e tau gahua uho ai nei mo e fakatautonu fefē e tau makaka haau ke he tau gahua ia. Fifili poke lata nakai ke liu-fakaako ke he taha faga gahua foou. Kumi e tau puhala ke fakamatutaki atu. Matutaki atu ke he tau pule gahua mo e tau tagata he kupega gahua haau ke kumi gahua.

5. Taute e tau CV mo e tau fakakiteaga gahua onolaini

Fakaako ke taute mo e fakafoou e CV haau ke fakatautonu ke he tau fakakiteaga he tau gahua. Matutaki atu ke he tau aisini moua tagata gahua. Taute e fakailoaga gahua haau ke he tau kupegahila tuga e LinkedIn.

6. Fakameā e tau tutala faka-sosiolo metia haau

Kua fakaaoga he tau pule gahua e sosiolo kumi tagata gahua ti taute ke mata mitaki e sosiolo metia haau.

7. Ole ke kumi gahua poke fakaako gahua

Kumi gahua fakakū ke moua taha tupe, poke fakaako ke lagaki e makaka poke hiki e gahua.

8. Fakataitai ke taute initaviu/fakatutala huhū

Fakaako e tau puhala initaviu foou mo e fakataitai atu ki ai. Kumi taha taute mitaki ke tui ka fano ke initaviu.

Lagomataiaga ma e loto malolō haau

Kua hiki mafiti he gagao COVID-19 e lalolagi ha tautolu mo e tau aga he moui, gahua mo e fefeua.

Kaeke kua tupetupe mo e matakutaku a koe, nakai ni ko koe hokoia. He magaaaho kehe nai, ko e aga tuai ni ke tupetupe ke he haau a tino malolō, gahua, magafaoa mo e tau fakaholehele, mo e heigoa ka tupu ai foki. Mahuiga ni ke fai mena ke taute kaeke kua fakaagitau mo e okaoka e haau a loto. Ka manako lagomatai, haia loga e tau puhala lagomatai ke kumi ki ai.



Kua manako ke tutala?

Ko e 1737 e taha levekiaga ai fai totogi ma e tau tagata Niu Silani kua tupetupe, lololole, fakaagitau poke fia tutala ke he taha. Maeke a koe ke vilo poke tekisi ai totogi he 24/7.

Tau kupega hila/uepesaite mo e tau telefoni mahuiga

- Unite against COVID-19: [covid19.govt.nz](https://www.covid19.govt.nz) | 0800 779 997
- Ministry of Health: [health.govt.nz](https://www.health.govt.nz) | 0800 855 066
- Mental Health Foundation of NZ: [mentalhealth.org.nz](https://www.mentalhealth.org.nz) | 0800 543 354
- Depression: [depression.org.nz](https://www.depression.org.nz) | 0800 111 757
- Anxiety NZ Trust: [anxiety.org.nz](https://www.anxiety.org.nz) | 0800 269 4389
- All Right?: [allright.org.nz](https://www.allright.org.nz)
- Youthline: [youthline.co.nz](https://www.youthline.co.nz) | 0800 376 633

Tau epe (apps) mo e tau fakaholoaga e-therapy onolaini

- Beating the Blues: [beatingtheblues.co.nz](https://www.beatingtheblues.co.nz)
- Clearhead: [clearhead.org.nz](https://www.clearhead.org.nz)
- Just a Thought: [justathought.co.nz](https://www.justathought.co.nz)
- Melon Health: [melonhealth.com](https://www.melonhealth.com)
- Mentemia: [mentemia.com](https://www.mentemia.com)
- My Journal: [myjournal.depression.org.nz](https://www.myjournal.depression.org.nz)

Puhala kumi gahua

Ke aoga e kumi gahua kua lata ia koe ke fakatoka e puhala ke fakataitaia e tau gahua kehekehe mo e atihake haau ni a puhala fakatagata.

Hanai e tau mena kua lata ke taute ke kumi aki e gahua.

Tuaga fakatagata

- Ko e tuaga fakatagata haau ko e tau makaka, lotomatala mo e tau mahaniaga haau ke foaki age ke he tau pule gahua.
- Maama e tuaga uho he tau makaka nai ma e makete gahua ai nei.



Kumikumi ke he tau puhala ha i ai

- Kikite ke he tau tohitala, kupega fakakite gahua, careers.govt.nz ke kitia ko e heigoa e tau gahua mahuiga ai nei.
- Kumikumi e tau gahua foou mo e tau kumi makaka foki poke tau ako-gahua foou.
- Kumikumi ke he tau pu gahua ne kua lata mo e tau makaka gahua mo e mahaniaga haau.
- Kumikumi e tau kupega fakatagata mo e fakagahua haau.



Fakafetuiaga onolaini

- Fakamau e higoa ke he tau kupega fakailoa gahua.
- Taute taha fakailoaaga ke he LinkedIn.
- Taute e CV tititolo mo e tohi fakahoa ma e tau ole gahua takitaha.
- Fakapuke fakamitaki e tau ole gahua onolaini.



Tauteuteaga fakatagata

- Tauteute fakamahihihiki fakamitaki.
- Fakatutala mo e vagahau fakamitaki ke he tau magaaho ka initaviu ai.
- Matutaki ke vagahau he initaviu kua holo mitaki.



Kumiaga he gahua

Fakatai ke he fakatokaaga kumi gahua



Fakafeleveia atu ia Aleki Vaiola

Tuaga fakatagata

- Mahaniaga lahi ko e takitaki ke he fale kai he 15 e tau.
- Tau makaka tekenikolo ke takitaki leveki, pule koloa, tunu kai, fakameā, fakatau, fakatupe, totou tupe, fakafua, leveki he mitaki, fakafetui tagata, fakatokatoka, fakagahua.
- Tau makaka fakagahua ke fakaohoho, takitaki, leveki manatu tagata, fakatonu vihivihi, fakatoka gahua, kitekite fakamakutu.

Kumikumi ke he tau puhala ha i ai

- Kua fitā he kumikumi ke he tau puhala gahua ke he Seek, Trade Me Jobs mo e uepesaite he careers.govt.nz.
- Fakatatai he tau kupu uho he tau fakailoaga gahua ke he tau makaka – kae ua popole ka ai katoa oti e tau makaka.
- Tohi e higoa he taha aisini kumi tagata, matutaki ke he tau fono-onolaini mo e tau ako-gahua mo e tau toloaga kumi gahua.

Fakafetuiaga onolaini

- Kua Kukolo (Googled) a ia mo e hiki haana tau puipuiaga he falu he tau matutakiaga sosiolo metia.
- Kua hiki foki haana CV mo e tohi ma e tau gahua takitaha.
- Kua iloa ke fakapuke e tohi ole gahua mo e age ke totou fifili he tau kapitiga.
- Iloa ke tohi ke he imeli e tohi fakahoa.
- Kua taute e tau fakailoaga kumi gahua onolaini ke he tau tohi gahua fakafetui tagata mo e he LinkedIn.

Tauteuteaga fakatagata

- Kua kumikumi lagomatai fakatau mena tui ke he Faahi Gahua mo e Moua Tupe (WINZ).
- Kua fai mena tui meā kua fakatoka ma e initaviu.
- Lotomatala ke fakatoka mo e taute e tutalaaga initaviu kumi tala.
- Maama e tau huhū initaviu – kua totou tuai e tau fakailoaga he careers.govt.nz.
- Kua kumi e ha malu a tau tala ke he tau initaviu gahua mamao ke he careers.govt.nz.
- Fakafano e imeli fakaaue he oti e initaviu.
- Fakafano tumau e tau tohi ole – nakai taha ni he magaaho.
- Nakai fakaatukehe ka nakai moua e gahua poke ai tali mai – ko e laka ni ki mua.

Taute e taha fakatokaaga kumi gahua

Fakakite e falu mena taute fakatonu mo e maeke ke moua.

Heigoa?

Fefē?

A fē?

Tau mena taute ma e magaaho kū

Kumi lagomatai mo e hatakiaga ka manako ki ai.

- Kumi lagomatai ke he magafaoa mo e tau kapitiga.
- Kumi lagomatai tupe kaeke kua manako.
- Fakatoka e magaaho ke fifili e tau fekau haau.

Aho

Atihake e CV fakatonu mo e fakailoaaga kia koe.

- Fakaaoga e tau talahauaga he tohi-gahua nai mo e mai he kupega hila careers.govt.nz ke taute aki e CV mo e fakailoaaga he LinkedIn.
- Kumi liu-talimai ke he takitaki gahua poke falu takitaki fakamua, aisini moua tagata, poke takitaki gahua haau.

Aho

Matutaki ke he taha kupega matakau tagata gahua.

- Kumi mo e matutaki ke he tau kautaha tagata gahua mo e tau matakau Meetup.
- Matutaki ke he tau matakau fakagahua he matakavi haau.

Aho

Kumi taha gahua fakakū mo totoji e tau kaitalofa.

- Fakaaoga e tau kupega/matutakiaga.
- Tohi ole ke he tau gahua fakailoa onolaini.

Aho

Fakakia e haaku sosiolo metia.

- Kukolo e higoa haau.
- Taute e tau sosiolo metia haau (Fofogapepa mo e Inisitakuleme) ke puipui/pulaevete.

Aho

Kumikumi ke he tau puhala ha i ai.

- Fifili poke lata nakai ke liu-fakaako faga gahua fooo.
- Kumikumi e tau fakaakoaga ma e faahi gahua haau ke atihake makaka mo e moua fakamailoga atu foki.
- Fakakia e ataina haau ke he Fees Free mo e Ako-Gahua Tonu mo e Fakatupe Apulenetisi (TTAF).

Aho

Tau mena taute ma e vahā-kū

Matutaki tumau ke fakafano e tau ole gahua.

- Fakafoou e tau CV fakatautonu.
- Fakaaoga e haau a fakailoaaga he tau kupega mo e LinkedIn.
- Tau ole gahua onolaini.

Aho

Tau faka-gahua ma e vahā-loa

Kumi e gahua kua mau tumau

- Liu ako-gahua poke atihake he tau makaka
- Kitekite ke he business.govt.nz e hatakiaga ma e fakatū pisinisi.
- Kitekite ke he sorted.org.nz ma e hatakiaga fakatokatoka tupe.
- Fakatumau e tau fakafetuiaga/matutakiaga.

Anoiha

Aho

Liu ke gahua ka fakamooli e fakatokaaga gahua haau

Heigoa?

Fefē?

A fē?

Tau mena taute ma e magaaho kū

Magaaho nai

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Tau mena taute ma e vahā-kū

Magaaho nai, a pogipogi mo e anoiha

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Tau faka-gahua ma e vahā-loa

Anoiha

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1

Iloa ni e koe a koe



Kamataaga

Ko e veveheaga nai kua fakaatā a koe ke kumikumi ko hai a koe mo e heigoa haau ke foaki ma e tau pule gahua.

To maama ni kia koe haau a tau makaka, tau mena moua mo e tuaga uho ke he gahuaaga.

Iloa e tau makaka haau

Moua mai e tau makaka ke he gahua haau mo e tau mahaniaga he moui. Ko e potaaga he tau makaka haau ke fakakite aki e tuaga fakatagata haau.

Kaeke ke hiki e gahua kua tonu ni ke maama e potaaga makaka haau ke maeke ia koe ke fakaaoga ke he ha gahua foou.

Tau makaka ne kumi mau ki ai e tau pule gahua:

1. **Tau makaka tekenikolo** – tau makaka pauaki ma e tau gahua tuga e nosi, atihake gahua komopiuta poke tohi fakaholo peleō mamafa kua mahuiga ai nei.
2. **Manako gahua poke tau makaka tagata** – tau makaka maeke ke uta e koe ke he ha gahua tuga e kumiaga tali, ke takitaki mo e levekiaga tagata.



Finatu ke he
careers.govt.nz

Ko e tau makaka uho 10 ne manako e tau pule gahua ki ai

Fuafua e tau makaka uho mo e tau makaukau haau ka fakapuke e tau mena nā i lalo. Maeke ke fakaaoga e tau mena mai he gahua poke i fafo.

Tau fakakiteaga he magaaho ne fakaaoga ai e au e makaka ia

1. Tau aga fakagahua

- Mahani fakamooli
- Fakatonutonu e tau mena taute ni haau he gahua
- Gahua mitaki tumau ke he tau mena kua taute ai
- Gahua kua mua ue atu mo e maopoopo

2. Tau makaka ke fakatutala

- Fakatutalaaga kua maama mo e aga fakatautonu ke he tau tagata mai he tau aga mo e tau tutuaga kehekehe
- Fakakite mo e mouaga he tau liu-talimai kua aoga
- Fakafetui fakatonutonu ke he tau fonoaga
- Fakakitekiteaga he tau manatu

3. Malolō mo e manako lahi

- Kua fakakite e fia iloa mena ke he kautaha mo e tau gahua kua taute ai
- Maamaaga ke he faahi gahua ia
- Fakakite he manako haau ke foaki e 100% ma e gahua

4. Manamanatuaga hokulo mo e fakatautonu

- Fakaputu mo e kumikumi ke he tau talahauaga mai he tau faahi kehekehe
- Kitiaaga he tau hagahaga mo e fakatatāaga ke maama e fakatino lahi
- Maeke ke maama e tau manatu kehekehe

5. Kumiaga he tali

- Fakaaoga e manamanatuaga mitaki mo e tonu ke moua e tau fakaotiaga
- Fakaaoga he tau mena mooli mo e huhū fakatonu ke fifili e tau mena kua vihu
- Taute e tau fifiliaga tonu fakamatapatu ke he tau mena kua iloa/moua

Tau fakakiteaga he magaaho ne fakaaoga ai e au e makaka ia

6. Kau-auloa

- Fakakatoa he tau gahua he matakau ke he tutalaaga mo e fakatokaaga
- Gahua he tau fekau ne maeke e falu he matakau ke lagomatai ki ai
- Tufatufaaga he lotomatala mo e makaka mo e falu

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7. Tau makaka fakafetuiaga tagata

- Kua maeke ke gahua mo e tau tagata kehekehe, tuga ke he tau aga fakamotu, tagata mo e tau he moui
- Fakatautonu e tau aga kehekehe mo e tau manatu he falu mo e tali atu fakamitaki mo e fakatautonu
- Maamaaga ke he tau mena nakai fa kitia/fakakite
- Maeke ke fifili fakatonu ke he tau mena tutupu

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8. Tau makaka ke tohitohi

- Fakaaoga he tau kupu kua hako, fakatokaaga, mo e kalama
- Iloa ke fakahako ni e haau a tau gahua
- Fakaaoga he puhala tonu mo e tohiaga, kua lata ma e tau tagata ha i ai

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9. Takitakiaga ni haau

- Taute ni he haau a tau gahua mo e kumi lagomatai kaeke kua lata
- Kumi tumau he tau puhala ke fakatumau e akomena
- Malolō e loto ke fakatautonu e tau mena kua vihu
- Fuafua fakatai he gahua mo e moui

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10. Lotomatala mo e loto malolō

- Lakaaga ki luga he gahua haau ke lagomatai e falu, ti lauia ai e tau gahua nakai ha he tohi gahua haau
- Tomua ke gahua – kae nakai fekau ke moua e tau amaamanakiaga
- Makaukau ke gahua – fakaaoga e loto manamanatu ke kumi he tau tali
- Kamata e hikiaga mo e lagaki e tuaga uho he fa fakaaoga e tau puhala foou

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Haau a tau makaka mo e tau aga mitaki ne 5 ki luga

Tutala mo e magafaoa mo e tau kapitiga haau ke lagomatai a koe ke iloa e tau makaka mo e tau aga mitaki haau.

1

2

3

4

5

Tau fakataitai he tau mena moua haau

Ko e tau mena moua ke fakakite ai e tau makaka mo e puhala gahua haau ke he tau pule gahua.

Kua lata ke pehē ai:

- Fakatonu
- lata tonu ma e gahua haau ne fae kumi ki ai
- taha fakataitaiaga foou.

Fakakite e fakamooliaga he tau mena moua haau.

Fakatai ke he:

- Tagata gahua mitaki he Mahina
- moua e 98% gahua mitaki he fifili he tau tagata ma e katoa he tau 2019.

Ko e heigoa e palepale ne moua ti ko e mahuiga he hā? Ko e heigoa haau ne moua ai? Fakatai la mo e tau makaka mo e tuaga mitaki (5 ki luga) haau.

Palepale/mena moua

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Ko e mahuiga he ha mo e ko e ha ne matalahi ai a koe he palepale nai?

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Tau makaka fefē ne fakaaoga e koe?

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Ko e mena uho haau

Ko e mena uho haau ko e mena ke foaki e koe ke he tau pule gahua kua kehe mai he falu.

Ko e lafilafiaga he:

1. Tau makaka, tau mena moua mo e tau taleni haau. Heigoa ne mukamuka kia koe, tuga e, vagahau he fonoaga, akomena, fanogonogo mo e tutala ke he tau tagata?
2. Heigoa he pule gahua ne kumi ki ai – tau makaka fakatonu, uho gahua, gahua auloa.
3. Puhala ke omoi e koe – heigoa haau ne manako loto ki ai? Ko e heigoa ke taute fakakehe e koe e ma e gahua/kautaha ia? Heigoa ne fakaaohooho a koe?



Fakataitai

Fakataitai ke he mena uho ha Aleki kua matapatu ke he tau makaka mo e mahaniaga.

1

Heigoa haaku ne mitaki ai

- Tutala mo e fanogonogo ke he tau tagata
- Fakatonu ka fai mena fakatupetupe
- Fakaaoga fakamitaki e tau magaaho
- Taute he tau mena kua vihu

2

Heigoa ne kumi e pule gahua ki ai

- Tau makaka ke matutaki/fakatutala mo e leveki tagata
- Mafiti ke kitia e tau mena kua vihu mo e mafiti ke fakahako mo e tonu
- Tau mahaniaga fakatakitaki he falekai
- Gahua mitaki auloa ma e matakau

3

Lagomatai fefē au ki ai

- Mitaki he fakaaohooho he kau he peito ke fakamafiti
- Maeke ke taute e tau mena loga ke he magaaho ku
- Fakatupu e tau matutakiaga ke he matakau mo e tau tagata
- Malolō e levekiaga ke maeke e tau tagata ke moua e mahaniaga fiafia ke he kaiaga

Ke he vehā na i lalo fakakite e mena uho haau.

<p>1</p> <p>Heigoa haaku ne mitaki ai</p>	<p>2</p> <p>Heigoa ne kumi e pule gahua ki ai</p>	<p>3</p> <p>Lagomatai fefē au ki ai</p>
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Talahauaga ke he mena uho haau

Ha kua fifili tuai e koe e mena haau ke foaki, fakataitai ke tohi e taha talahauaga ku hagamoo ke he mena uho haau.



Fakataitai

Gahua ma e tau tagata mo e makaka he omoi e kau gahua ke talaga mena kai mitaki. Fiafia ke fakaohoohe e kau gahua, kumiaga he tali, mo e taute mena kai mitaki. Ko e amanakiaga mo e fiafia haaku ke taute e mahaniaga homo atu ma e ha mautolu a tau tagata kai.

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2

Kumikumi ke he tau puhala ha i ai



Kamataaga

Kitekite e faahi nai ke he:

- tau puhala kumi gahua
- tau fakafetuiaga mo e tau initaviu fakailoaga ke matutaki mo e tau pule gahua
- kumikumi ke he tau faga gahua foou
- ako-gahua, tau fakaakoaga mo e ako-makaka foou.

Fakakiteaga he gahua Hagai Leveki Malolō Tino (Health Care Assistant) haia he careers.govt.nz

Health Care Assistant
Kaiāwhina Tapuhi/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
\$19-\$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
1-2 years of training usually required.

Industry
Health

Vocational Pathways [More](#)

- Social and community services

Kumi gahua ki fē

Kumi gahua:

- ke he tau fakailoaaga gahua mo e tau kupega kumi tagata
- ke he tau kupega hila he fakatufono, kanosila mo e tau kautaha faahi gahua
- ke he tau sosiolo metia
- ke he tau tohi senolo tagata mo e tau faahi gahua
- ke he tau aisini kumi tagata gahua
- ke he tau kapitiga mo e magafaoa
- ke he tau toloaga mo e tau fakafetuiaga gahua.

Ko e makete gahua fufū/galo

Aua fakamahao e kumi gahua haau ke he tau kupega hila poke aisini foaki gahua. 70% he tau gahua foaki he tau pule gahua he ha lalu tau kupega mo e tau matutakiaga ni.

30% e tau gahua fakakite

Tau puhala ne manako e tau tagata ke kumi gahua ai

- Fakafano atu noa ni e tau CV
- Ole gahua ke he tau gahua fakailoa he tau kupega hila, sosiolo metia poke tau niusipepa
- Kumi atu ke he tau aisini foaki gahua

70% he makete gahua galo

Tau puhala ne fakaaoga he tau pule gahua ke kumi tagata gahua fooo

- Ke he tau matutakiaga mo e tau tagata mahani he gahuaaga poke fakatagata
- Ke he tau tagata ne fae gahua ai nei
- Kumi ke he tau fakailoaaga tagata onolaini



Kumi atu ko e heigoa e tau gahua mahuiga:

careers.govt.nz/jobs-database

Kia eke mo tagata uho fakamatutaki tagata

70% he tau gahua ne nakai fakakite ti mahuiga ni ke ako ke matutaki atu.
Tau tagata ke matutaki mo koe:

Tau tagata ne iloa lahi e au

Tau tagata gahua mai fakamua,
tau takitaki, kau aoga, magafaoa,
kapitiga, kapitiga he kapitiga.

**Ole ke fakailoa
mo e ke fakafetui**

Tau tagata ai mahani lahi mo au
poke falu ne feleveia fakakū ne
maeke ke lagomatai

Tuga a nai: tau faiaoga, tagata
fakamatala, tau akomena, tau
tagata feleveia mo au he tau
toloaga fakamaaga.

**Fakafetui
onolaini ke
he LinkedIn
fakavave ka
oti e ha fono**

Tau tagata
nakai iloa e au

Tau tagata he tau
gahua ne loto au ki ai,
kautaha poke faahi
gahua.

**Matutaki ke he tau
tutala onolaini,
huhū atu mo
e taute e tau
initaviu
fakailoaaga**

**Ko e kupega
haau anoia**

Tau tagata ke
lagomatai e au

Fakataitai ke gahua
noa poke he magaaho
ku ke fakalaulahi e tau
matutakiaga haau.

Tau puhala fakafetui poke ke matutaki

Ko e kupega fakafetui ke omoi a koe ke he makete gahua galo.

Loga e tau puhala ke matutaki atu:

- talaage ke he tau kapitiga mo e magafaoa ko e kumi gahua a koe
- fano ke he tau toloaga mo e tau fakatatāaga he tau faahi gahua
- fakafetui mo e tau kautaha gahua ke he sosiolo metia
- hu atu ke he taha kautaha he tau tagata gahua he faahi gahua haau
- fano ke he tau fakakiteaga poke tau fakatatāaga gahua
- vilo atu noa ni ke he tau kautaha ke huhū gahua ki ai
- ole e takitaki HR ke o ke inu kofe
- taute e taha initaviu fakailoaaga mo e taha takitaki.

Taute fakamitaki e tohi makete fakailoa haau

Ko e tohi ke makete poke fakakite ko e puhala mafiti ke fakailoa e tau mahaniaga haau mo e tau mena ne loto a koe ke gahua ai.

Taute fakamitaki e tohi makete fakailoa haau

Ka huhū taha, "Ti, ko e heigoa haau ne taute?" ko e heigoa hau a tali?

Tolu e mena ke muihua ki ai:

1. Ko e tali haau lata ni ke 30 sekone he loa poke tote hifo.
2. Ko e tau makaka haau (poke omoi fefē e koe e pule gahua) kua lata ke fakakite fakamitaki.
3. Kua lata ke fakakite e falu he haau a tau amanakiaga.

Tohi makete/fakailoa haau

Ko e higoa haaku ko:

Ko au ko e:

Ko au (tau he gahua):

Ko au ai nei ha ne fae kumi puhala gahua foou ke:

Manako lahi au ke moua gahua ke he faahi:



Kumi ke he careers.govt.nz e hatakiaga ma e fakafetuiaga:

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

Mau amanaki ke taute he initaviu fakailoaaga

Ko e initaviu fakailoaaga ko e magaaho ke tutala mo e pule gahua ke he kautaha haana mo e ko hai ne loto a lautolu ke fakagahua.

Magaaho hanai haau ke kumi atu e tau faga gahua kehekehe ne maeke a koe ke taute mo e maama e tau makaka ne lata ke gahua mo e pule gahua.

1. Fakatoka e magaaho ke tutala

Falu a tagata manako ke tutala ke he telefoni kae nakai feleveia faka-tagata. Mautali mo e tau huhū haau he neke manako a ia ke tutala ni he magaaho ka vilo ai a koe.

2. Fakafeleveia atu fefē kia lautolu

Tohi ole atu he imeli poke LinkedIn. Fakakite age ko hai a koe mo e manako haau ke feleveia.

3. Fakamua to fakahoko e fono poke tutala ke he telefoni

Kumikumi fakamua a koe ke iloa mena ke he kautaha mo e faahi gahua ia. Kumi ke iloa mena lahi ke maeke ia koe ke fakaaoga mitaki e fonoaga haau mo e tau tagata. Huhu fakatonu ke maeke a koe ke iloa mena atu foki ke he tau puhala mo e tau gahua he kautaha.

4. Magaaho ka fono ai a koe mo lautolu

- Tauteute fakamitaki ke lata mo e fonoaga.
- Fakaaue kia lautolu ha kua fakaatā e tau magaaho ke fono ai.
- Fakakite e taha mena tote haggao kia koe mo e hau a koe i fe kae ua makutu koa.
- Huhu age ko e fiha e loa he fakatutalaaga mo lautolu. Fono ke he magaaho kua fakatoka. Kaeke ke molea e taimi fakatoka, ti ole age poke maeke nakai ke fakaloo atu.
- Huhu ko e mitaki nakai ke tohi e tau fakatutalaaga.
- Ka oti, ti liu fakaaue age kia lautolu he foaki e magaaho ke tutala ai mo koe.

5. Ka oti ai e fono

- Ka oti ai e fono, tohi hifo e tau mena ne talahau ai e lautolu.
- Fakafano e tohi fakaaue ka mole e fakatutalaaga mo koe, ke he tau puhala imeli poke LinkedIn.
- Imeli atu kia lautolu ka moua e gahua haau poke hiki ke he taha faga-gahua foou he lagakina mai he fonoaga.



Kitekite e: Tau initaviu kumiaga tala: Ko e kautū fefē

youtu.be/CXZDTDBLKRE

Manako ke he initaviu fakailoaaga

Ko e tau initaviu fakailoaaga ke lagomatai a koe ke matutaki mo e tau pule gahua mo e kumi kua lata nakai e gahua mo koe.

Ko e fakatatā LinkedIn imeli poke ole ke initaviu fakailoaaga:

Fakaalofa atu, ko au ko Aleki Vaiola.

Ne totou e au e fakailoaaga LinkedIn haau mo e kitia kua lahi mahaki e mahaniaga haau ke he fakaholoaga he tau fale kai mafiti. Ne 15 e tau haaku ne gahua fakamahani ko e Takitaki Falekai he tau falekai i Ueligitoni.

Manako au ke tutala mo koe ke he haau a tau mahaniaga.

Maeke nakai au ke fakatutala hokulo mo koe ke he mena nai? Iloa e au lavelave a koe ti fakaaue lahi kaeke kua atā ke tutala ke 20 minisi he taha magaaho.

Monuina
Aleki

Tau huhū initaviu fakailoaaga

Ha nai e tau huhū ke kamata aki e tutalaaga he tau tagata ke he tau gahua mo e tau puhala ha i ai.

Ko e gahua

- Maeke nakai a koe ke fai tala foki ke he _____ faahi gahua i _____ (maaga lahi)?
- Moua fefē e koe e gahua e haau?
- Fefē e fakaholoaga he aho gahua haau?
- Fai mena nakai ke fakaofu aki e tau tagata ke he gahua haau?
- Ka maeke a koe ke liu hiki taha mena he puhala gahua haau, to hiki nakai?
- Ko e heigoa e talahauaga ke he tagata foou kua fakagahua ai he gahua tuga haaku?

Faahi Gahua

- Heigoa ne fae tupu ai ke he tau faahi gahua i Niu Silani? Ko e tupu fakahaga poke kua to hifo ki lalo?
- Heigoa e tau faga makaka mahuiga ne fae kumi ki ai e tau pule gahua he tau gahua/faahu?
- Iloa nakai e koe tokologa nakai e tau tagata ne fae kumi gahua ke he matakavi nai?
- Iloa nakai e koe ha tagata ne fia manako ke fakatutala foki mo au? Manako nakai a koe ke kamata fakafeleveia atu ke he imeli?

Atihakeaga fakatagata

- Fai makaka gahua poke ha faga gahua nakai kua kū ai?
- Fai hatakiaga nakai a koe ke maeke au ke hū atu ke he faahi ia?
- Heigoa e tau akoaga gahua kua aoga?
- Heigoa e tau mahaniaga gahua haau ne fae kumi?
- Ko e tau kupega fē ka fakaohoho e koe au ke matutaki ki ai?

Lafi e tau huhū haau ni ki lalo na:

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Hiki atu e tau makaka haau ke he gahua foou

Ko e fakaoti he gahua ko e mena fakaofu mo e mamafa ai ke kumi tupe mo totogi e tau kaitalofa.

Ko e amanakiaga haau he magaaho kū ke ono ke he haau a tau makaka mo e kumikumiaga ke he tau gahua ke maeke a koe ke liu gahua vave.

Liga ko e magaaho mitaki foki ke fifili e tau manako mo e tau mena uho haau. Neke ko e magaaho tonu foki ke liu pota e tau makaka haau mo e hiki e hala he fenoga.

Ko e falu huhū ke huhū ni kia koe:

1 Heigoa e tau amanakiaga haaku ma e vahā loa? Heigoa ne kitia e au ma haaku he taha e tau poke lima e tau ki mua?

2 Fai mena nakai au ne kua leva e manako ke taute?

3 Mitaki atu nakai au ke liu-ako makaka ma e gahua tuai poke akomena ma e gahua foou?

4 Fai gahua nakai he vahā-kū ke lagomatai au ke moua e gahua ne manako pauaki ki ai?

5 Ko hai ke tutala au ki ai ke he tau puhala moua gahua?

Ko e ako makaka foki poke liu akomena ma e gahua foou

Ko e liu ako makaka poke liu akomena ke lagaki e tuaga haau ke moua gahua.

Haia e tau puhala fakaako gahua, mai he tau fakaakoaga kukū tuga e tau makaka lafilafi ke hoko ke he tau apulenetisi mo e tau tikulī.



Ako makaka atu foki

Gahua talaga mena a Tom



Ne kumikumi a ia ke he tau fakamailoga kua lata ke ako makaka atu foki



Ne taute a ia he taha fakaakoaga apulenetisi



Ti kamata a ia ke he gahua hila



Liu akomena/ako-gahua

Ne gahua a Maia he faahi tali fenoga



Ne kumikumi a ia ke he tau fakaakoaga he aoga pulotu politeke



Ne hū atu a ia ke he fakaakoaga nosi



Ti kamata a ia ke gahua nosi ma e matakavi



Kumi atu e tau puhala fakaakoaga mo e ako-gahua he:
careers.govt.nz/plan-your-career/find-out-about-study-and-training-options

3

Fifili mo e fakagahua



Kamataaga

To moua e koe ke he veveheaga nai:

- e taha takitakiaga ke tali aki e fakailoaaga gahua
- ko e ole fefē ke he tau gahua onolaini
- e tau manatu ke taute aki e CV mo e tohi fakahoa
- ko e tauteute/mautali fefē ma e tau initaviu
- e tau lakaaga haau ke atihake aki e taha fakatokaaga gahua.

“Aua taofi tuai, kia tumau ke omoi atu ki mua. To feleveia a koe mo e tau pa-puhalatu mo e tau polopolo taofi mafiti. Kua lata ni ke fakauka, fakatumau mo e gahua fakamalolō.”

David Letele (Brown Buttabean)
Toa Humomi mo e Faiaoga
ma e Moui

Fakatatai atu e tau makaka haau ke he tau fakakiteaga gahua

Kumi taha fakailoaga gahua ne loto a koe ki ai ti muihua ke he tau lakaaga na i lalo.

1

Totou e fakailoaga ti valivali e tau makaka uho mo e tau aga-mitaki ne kumi e pule gahua ki ai

Fakatai ke he:

- malolō he tohitohi mo e puhala vagahau
- tagata kau-auloa poke he matakau
- fakafifili mo e kumiaga he tali
- fakatokatoka he tau magaaho
- tau makaukau sipelisi mo e tekenikolo
- lotomatala lahi ke fakaaoga he komopiuta
- maeke ke gahua mitaki ki lalo he peehiaga
- makaukau mo e fakaohooho
- mitaki lahi e fakafetuiaga tagata.

2

Taute pihia ke he tau fakailoaga gahua poke tagata (kaeke kua fai)

To moua mai he mena nai e falu talahauaga foki ne kua manako e pule gahua ki ai ma e gahua nai.

3

Finatu ke he careers.govt.nz

Fakaaoga e puha kumi ke moua aki e gahua. Ko e fakailoaga gahua ke kitia e koe e vahega he tau makaka, tau fakamailoga, mo e mahaniaga kua tonuhia ma e gahua nai. Maeke he tau mena nai ke fakakite atu e falu makaka foki.

Kua lata ia koe mogonai ke fai potaaga he tau makaka, tau aga mitaki mo e mahaniaga kua lata ma e gahua kua fakakite ai.



Manatu: Ua tupetupe ka nakai ha ia koe e tau makaka oti kua tohi ai

Tohi ole ke he gahua kaeke kua ha ia koe e loga he tau makaka kua fakakite ai ke he fakakiteaga gahua.

4**Kumikumi ke he kautaha gahua**

- Kumi tala ke he kautaha mo e tau koloa uho poke gahua, ko e manatu uho poke ha mena foki ke maeke ia koe ke iloa atu kia lautolu. Maeke ia koe ke kumi he uepesaite ha lautolu poke tutala kia lautolu ne mahani mo koe.
- Tohi hifo falu kupu kua uho mo e falu laini mai he tau mena ia. Toka ke he loto kae fififli e koe e tau mena ke fakaaoga he tohi fakahoa mo e CV haau.

5**Fakanumela e tau makaka haau ne lata mo e gahua nai**

- Tau makaka tekenikolo mo e tau mahaniaga ne tatai mo e tau makaka ke he fakakiteaga. Tohi taha lisi he tau makaka moua gahua haau.
- Manamanatu ko e tatai fefē e tau mena uho mo e amanakiaga gahua haau ke he kautaha.

6**Fakaputu e tau fakamooliaga mo e tau fakataitaiaga ko e fakatonu fefē e tau makaka mo e mahaniaga haau ke he gahua**

Taute taha tohi fakanumela he tau fakataitai ko e fakaaoga fefē e koe e tau makaka kua lata ma e gahua kua fakakite. Tohi e tau mena moua ne fakakite mitaki e fakaaoga haau he tau makaka ia.

Kua lata tuai a koe ke tohi e CV fakatonu mo e tohi fakahoa ne kua fakamahino ke he taha gahua kua lata mo e tau manako he pule gahua.

**Talatonu:**

Lavelave e
tau pule gahua

Ko e CV mo e tohi fakahoa haau kua lata ke fakakite maali e fakatatai haau ke he tau manako ha lautolu.

Ua fakaaoga e CV mo e tohi fakahoa agaia ma e tau ole gahua kehekehe. Une hake e mouaaga haau he initaviu ka fakamahino e ole haau ke he gahua ni kua ole atu ki ai.

Taute fefē e ole gahua

Ole ke he tau gahua ne tatai lahi mo e tau makaka mo e tau fakamailoga haau.

- Taute tuai e ole haau ke fai magaaho atā.
- Tohi fakamitaki e atulese imeli ke tuga e tagata gahua poke faka-pisinisi.
- Muitua fakamakutu ke he tau takitakiaga ole gahua.
- Ole taha ke totou mo e fakatatai e CV haau mo e tohi fakahoa ke he pepa ole gahua.
- Tohi ke he mataulu he imeli haau e higoa he pu-gahua ne tohi ole atu a koe ki ai.
- Fakatonu kua tohi e higoa haau mo e numela telefoni ke he imeli.
- Fakafano e CV haau fakatautau ko e tohi PDF.
- Fakaaoga e higoa haau ke he higoa he CV to fakafano atu.

Ko e fakataitaiaga imeli ko e taha vala ia he ole gahua haau:

Kia: HR@anywhere.co.nz

Mataulu: Tohi ole ha Aleki Vaiola ke he gahua Takitaki Falekai Wubsay

Kia _____ (higoa he tagata)

Ko e: Pu-gahua Takitaki Falekai Wubsay

Kua gahua takitaki au he tau falekai ke he 15 tau kua mole, ti moua e tau makaka homo atu mo e lotomatala he maga he hala. Haia he tohi fakahoa mo e CV kua fakakite ai ko au ko e tagata kua lata tonu ma e gahua takitaki he <higoa he matakau> mo e maeke fefē ia au ke fakaaoga e tau makaka mo e mahaniaga ke gahua ma haau.

Fakamolemole kikite ke he haaku CV mo e tohi fakahoa ke he pu gahua na kua fakakite ai ke he Seek he 20 ia Me 2020.

Amanaki au ke logona mai ia koe.

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



Manatu: Ole ke moua mo e taofi e talahauaga ke he gahua (JD)

Taofi mo lagomatai ke iloa e tau tohi ole haau mo e amaamanaki ke he initaviu.



Manatu: Ka nakai fai komopiuta mo e matutakiaga ke he initanete a koe

Finatu ke he fale tohi tata haau poke seneta he maaga ke kumikumi mo e fakahū e ole gahua haau.

Tau manatu ma e tauteaga he fakailoaaga kumi gahua

Ka taute a koe he fakailoaaga kumi gahua onolaini kua mahuiga ni ke fakataitai ni ko e CV.

Maeke a koe ke taute e fakakiteaga ke he hapi he kautaha, kupega he faahi Gahua mo e Moua Tupe (WINZ), poke he haau ni a kupega poke LinkedIn. Ko e tau pule gahua mo e tau kumi-tagata ne fae kumi tumau he tau fakailoaaga ke moua tagata gahua foou.

Molea e 540 miliona tagata kua fai fakailoaaga he LinkedIn – ko e kupega sosiolo metia ne fakakite e tau mahaniaga haau mo e matutaki a koe mo e tau matakau gahua mo e tau pisinisi.

Ko e LinkedIn kua tu ko e vahālotō he CV mo e lau Fesipuka.

Fakaaoga e fakailoaaga onolaini haau ke gahua ma au:

- Fakakite fakamaali e tau makaka haau ke he mataulu he fakailoaaga haau.
- Tohi e tau mahaniaga, fakaakoaga, mo e tau makaka haau.
- Tuku ai foki e tau puhala matutakiaga mo e nofoaga haau.
- Poki e taha ata haau ne tuga e tagata gahua mitaki.
- Tohi e tau mena uho kia koe he laini mataulu haau.
- Fakahako e tau kupu mo e falu mena foki.
- Fakaaoga e atulese imeli mitaki tuga e maia.johnson@website.com.
- Ka lata ke fakaaoga e taha higoa (username) ti taute fakamitaki poke fakapolofesenolo.
- Fakafoou poke tau lagaki tumau e fakailoaaga haau.
- Fakafetui mo e falu – uiina e tau tagata ke talia (like) e fakailoaaga haau poke tohi ke he tau tagata.



Kumi foki: Ko e fakakite mitaki fefē ke he LinkedIn
careers.govt.nz/articles/how-to-stand-out-on-linkedin

Tau mena tonuhia ma e CV

Taute e CV haau ko e fakakiteaga ku, mitaki mo e fuluola kia koe.

1

Kae to kamata a koe ke tohi

- Tohi hifo e tau makaka mo e mahaniaga ne tatai mo e talahauaga gahua mo e fakakiteaga. Ua nimo e tau mena taute haau ki fafo he gahua. Fakakite e tau fakataitai ka maeke ia koe.
- Kitekite ke he tau fakataitai CV ke moua manatu ke he fakatokaaga, vagahau mo e puhala mitaki ke fakakite/makete a koe.

2

Tuku a koe ke he tuaga he pule gahua

Ko e 10 sekone haau ke fakaohoho e pule gahua ke totou oti e CV haau. Mua atu e mitaki he CV haau ka fakamailoga e koe e tau mena ne manako e pule gahua ki ai. Fakakū e CV mo e fakakite ni he tau gahua mo e mahaniaga kua lata.

Tolu e huhū mahuiga ke huhū ni e koe kia koe:

1. **Ka ono mafiti e tagata ke he CV haaku, to pehē nakai 'Mitaki ha ia e CV nai'?**
To fifili he tau pule gahua mo e utakehe e loga he tau CV kae toka ni e ua poke tolu he tau tagata. To fakatautonu mitaki e CV kua maama, mitaki-e-fakakiteaga ke he taha ne loa, mo e nakai maopopo.
2. **Ka totou e lautolu e CV katoa haau, to pehē nakai 'Fai makaka e tagata nai ne lata mo tautolu'?**
Ko e kumi e tau pule gahua ke he tagata kua tatai mo e tau fakailoaaga ke he gahua. Fakatonu mo e fakamahino e CV haau ke fakakite maali e tau mena kua lata mo e gahua kua ole ki ai.
3. **Ka fifili e lautolu e tau CV he toko fiha, to pehē nakai, 'Kua lata ni ke feleveia mo e tagata nai'?**
Manako e tau pule gahua ke he tau mena kua maeke ia koe ke foaki ma lautolu. Fakakite ke he tau tagata ko hai a koe mo e heigoa haau a tau mena kua maeke ke taute.

3

Ole ke he falu ke totou e CV haau

Mua atu ke age e CV haau ke he taha tagata ke fakakia ke kitia kua maama mooli, kua fakatoka mitaki mo e nakai fai kupu mo e laini kua hepe ai.



Fakakia ke he ha mautolu a puhala taute CV:

careers.govt.nz/tools/cv-builder

Fifiliaga he tau tagata fakatonutonu mitaki

Loto e tau pule gahua ke tukuage e koe ke tote ko e ua e fakatonutonu – tau tagata ke hea e lautolu hagaa ke he tau mahaniaga mo e kua lata nakai a koe mo e ha lautolu a kautaha.

Fifili e tau fakatonutonu mahani mooli mo e tu-gahua, maeke ke tala ke he haau a gahua mo e puhala gahua haau, mo e mukamuka he moua. Manatu ke matutaki fakamua a koe ki a lautolu ia.



Tau fifiliaga homo atu:

Ko e takitaki gahua haau, takitaki matakau, supavaisa poke CEO



Tau fifiliaga mitaki:

Taha takitaki fekau-gahua, tagata fakafetui, po ko hai ni ne fa fakatonu a koe ki ai



Tau fifiliaga tokolalo

Taha fakaako pelē, takitaki maaga, tagata fakafetui poke faiaoga

Tohi poke liu kikite e CV

Tau manatu

Tohi e higoa mo e tau matutakiaga haau fakamitaki i luga. (Nakai lata ke tohi i luga he tau lau tohi oti.)

- Tohi e tau numela i lalo he tau lau-pepa tohi.
- Tohi fakamaama fakamitaki e tau mataulu. Fakaaoga e matalahi, lahi, lanu, vahā tea, mo e falu foki, ke taute aki.

Ko e kakano he veveheaga nai ke fakataki e manatu he tagata totou. Ka nakai, to ai loto a lautolu ke tototu atu foki.

- Fakaaoga e tau kupu ne fakaaoga ai ke he fakailoaaga fakakite he gahua.
- Ko e fakataitai nai ko e tohi ke he taha ni he tau makaka. Lata ia koe ke lafi ki ai e falu makaka foki, tuga e makaka ke fakatutala kumiaga he tali, levekiaga tagata mo e gahua-auloa.

Ko e kakano he veveheaga nai ke foaki e fakamooliaga kia koe mo e mahaniaga ke taute e gahua.

- Manako a koe ke he pule gahua ke pehē 'Maeke e tagata nai ke taute e gahua ti loto au ke taute e ia'.
- Fakatonu ke he tau gahua uho. Fakakite tonu e tau puhala ne lagomatai e koe e kamupanī ke mitaki ai.
- Ka loa lahi e matohiaga gahua haau, ti fakakite ni e tau mena foou poke tau gahua kua tonu.

Ko e CV fakatatā mukamuka mo e tau fakataitai mataulu kupu

Aleki Vaiola

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Imeli: alekiv@gmail.com

Telefoni: 033 333 333

LinkedIn: linkedin.com/in/alekiv3333

Tau makaka uho mo e tau makaukau

Tau makaka ke takitaki

- 15 e tau he mahaniaga ke takitaki mo e fakaako he kau gahua he tau fale vahālotu tunu kai
- Fakatautonu mitaki e tau fekau mo e mautali neke fai lekua
- Lotomatala ke fakafetui mafiti mo e fakamahani mo e tau tagata kehekehe

Matohiaga gahua

Takitaki he Falekai

2015 – 2020

Fale kai ko e Cafe LaFairy, Ueligitoni

- Takitakiaga he tau laini levekiaga, fakaako-gahua mo e fakagahua he 20 e tagata falekai mo e he foloa
- Taute e tau fifiliaga ma e mitaki mo e fakatautonu e tau mena he tau tagata kai
- Fakatupe, leveki mo e fakatau e tau koloa kai ma e fale kai
- Lagaki hake e tau tupe moua ke 25% he taha tau
- Tuku hifo e fakaoti tagata gahua ke 30% tali mai he 2017

Matohianga gahua (matutaki)

Takitaki he Falekai

2005 – 2015

Freepav Cafe

- Takitaki he 8 e tagata gahua falekai mo e he foloa
- Leveki he tau tupe, tau koloa mo e tau puhala totohi mena ma e falekai
- Fakatū e fakaakoaga tagata gahua ne lagaki e fiafia he tau tagata kai ke he 98% he 2006–2015 he vahā tau
- Kamata e tau puhala levekiaga he mitaki ne lagaki hake e tau magaaho gahua ke 25%

Matohianga fakaakoaga

NZ Diploma in Hospitality Management

2010

Service IQ, Ueligitoni

Tau mena ne fiafia ki ai

- Tafepoi
- Kilikiki

Tau tagata fakatonutonu

Tau tagata fakatonutonu kua ole ki ai

Poke

Moana Ngata

Maukoloa Falekai

Fale kai ko e Cafe LaFairy, Ueligitoni

Telefoni: 044 444 4444

Imeli: mngata@hmail.com

Nish Ahuja

Maukoloa Falekai

Freepav Cafe, Ueligitoni

Telefoni: 055 555 5555

Imeli: nisha@hmail.com

Tau manatu

Tau puhala fakatokaaga he veveheaga nai kua putoia:

- Higoa he gahua ke fakamata uli, mui mai ki lalo e kamupanī mo e tau gahua.
- Tohi fakamua e gahua fakahiku haau.

Veveheaga fē fakamua – matohianga gahua haau poke matohianga fakaakoaga? Manamanatu ko e veveheaga fe ne hau fakamui mo e mahuiga ke he gahua ne kumi a koe ki ai.

Ko e veveheaga fifili nai kua tuku atu kia koe e magaaho ke tutala ke he tau mena haau ki fafo he gahua.

- Maeke ke fakalauia e tau manako, mena taute, gahua noa poke gahua ma e maaga.
- Fakaaoga e tau poini pitepite.

Kua lata ke fakakite he tau pule gahua e mogo ke matutaki ai ke he tau fakatonutonu haau. Fa mahani ke hea atu kia lautolu ka oti e feleveiaaga mo koe.

- Ka nakai fai fakatonutonu ne tohi e koe he CV haau, ti fakatonu kua maeke ia koe ke tukuage e fekau ia ke he pule gahua he magaaho ka kumi atu ai.
- Fifili fakamitaki e tau fakatonutonu haau. Fakakite age e gahua ka ole a koe ki ai, ke maeke a lautolu ke tauteute – e tau mena ke talahau mo e fakatonu hagaao kia koe ke he gahua.

Tohi fakahoa haau

Heigoa ke lafi ki ai

Tau puhala matutaki kia koe

Tohi, fakapapahi pehē:

- higoa katoa haau
- Kaina/nofoaga haau
- atulese imeli haau
- tau numela telefoni haau
- atulese LinkedIn haau.

Aho

Tohi hifo e aho ne fakafano ai e tohi haau.

Tau matutakiaga ha lautolu

Tohi, fakapapahi pehē:

- higoa he tagata
- higoa he gahua haana
- ko e kautaha/kamupani ha lautolu mo e tokaaga.

Tagata ke matutaki ki ai

Fakaaoga e higoa he tagata ka lata ai. Matutaki ke he Kautaha mo e huhū atu. Ka nakai moua e koe e higoa ti tohi "Dear hiring manager".

Ko e kakano he tohi

- Tohi katoa e higoa he gahua mo e ha numela ko e mataulu.
- Fakakite ko e ole a koe ke he gahua ia mo e iloa/logona mai fe e koe e gahua.

Ko e ha ne manako ai a koe ke he gahua nai ma e kautaha mo e heigoa haau ne iloa ke he kautaha

- Fakakite e fiafia mo e manamanatuaga haau ke he gahua mo e ko e ha ne manako ai a koe ke gahua ma lautolu.
- Talahau e tau mena mitaki ke he kautaha, tuga e, tuaga iloa, tau puhala gahua mo e tau fua-moua mai ai.
- Manatu ko e heigoa haau ke taute ma lautolu, nakai ko e ha lautolu ka taute ma haau.

Fakataitaiaga

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LinkedIn: linkedin.com/in/alekiv3333

25 ia Me 2020

Jane Smith
HR Takitaki/Manager
Tau Gahuaaga Wubsay
PO Box 1234
Wellington, 6011

Fakaalofa atu ma Jane

Ko e: Takitaki Falekai he Wubsay

Ko e tohi ole atu au ke he gahua Takitaki Falekai he Wubsay he maaga lahi ko Ueligitoni tuga he tohi fakakite he Seek. Fakamolemole hanā e CV haaku kua fakatautau atu ke omoi aki e haaku tohi ole.

Ko e tau mena uho kia Wubsay ko e fakamooli, tuaga mitaki mo e fakafetuiaga tagata kua mitaki lahi kia au. Fa lakafia maila tumau au ka gahua mo e tau tagata, ke fakatonu kua foaki he kau haaku kia lautolu e tau kai mitaki mo e fakafetuiaga homo atu.

Lahi mahaki e mahaniaga gahua haaku ko e Takitaki Gahua he tau falekai tu-tokoluga ko Cafe LaFairy mo Freepav, i Ueligitoni. Ke he tau gahua ua na, ne takitaki e au e tau kau-gahua tunukai mo e falu ne gahua ki mua ke foaki e tau fakafetuiaga kai homo atu ma e tau tagata. Ne gahua foki au ko e levekiaga tupe, leveki koloa, fakaako tagata gahua mo e fakagahua tagata.

Ke he gahua haaku he Cafe LaFairy, ne tahake e au e tau tupe moua ke he 25% mo e taofi e hiki tagata gahua ke he 30%.

Fakamooli au ke he tau akomena kua tumau mo e atihake mo e ko e taha hukui he Restaurant Association of NZ mo e Restaurant Manager Association. Fiafia au ke muiua ke he tau atihakeaga he faahi gahua fakafetuiaga tagata mo e finatu ke he tau fono he tau faahi tapu takia.

Kua fiafia lahi au ke he matutakiaga nai mo Wubsay mo e talitonu au to lagaki ua e au e tuaga uho mo e matutaki tonuhia ke he tau aga mo e mahani he matakau.

Fakaaue ha kua kikite ke he haaku a ole. Amanaki au ke logona mai ia koe.

Haau a fakamooli
Aleki Vaiola

Heigoa ke lafi ki ai

Heigoa ke foaki e koe ke he gahua

- Fakakite fakamitaki e tau tonuhia haau ke he tau mena ma e gahua.
- Fakakite e tau makaka malolō mo e tekenikolo, mahaniaga mo e lotomatala kua lata mo e gahua.
- Tau makaka ikiiki, amanakiaga fakatagata, fiafia mo e makaukau.

Fakaotiaki

- Kaeke ko e ole a koe ke he gahua, ti fakaaue kia lautolu ha kua fakatautonu haau a ole.
- Kaeke ko e tohi a koe ke moua taha magaaho ke tutala ke he ole haau, ti fakakite e tau manako haau ke matutaki age ke he hea telefoni.

Fakamavehe atu

- Fakatonu e haau a fakamavehe atu, ua fakamamao poke fakatata lahi. Tohi e tau higoa fakamua mo e fakamui haau ti saina i luga kae nakai saina kaeke ko e ole onoilaini.



Kikite ke he fakataitai tohi fakahoa ha mautolu:

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

Tau faga-puhala initaviu kehekehe

Ka moua e koe e initaviu kua manamanatu tuai e pule gahua kua fai makaka a koe ke taute e gahua. Ko e initaviu ko e magaaho haau ke fakakite ko e matutaki mitaki fefē a koe ke he matakau he pule gahua.



Ko e initaviu mata ke he mata

Ko e initaviu mata ke he mata, to kamata ni e fifiliaga kia koe he magaaho ka onomata ai e pule gahua fakataitai haau kia koe.

Magaaho ka fakafeleveia e koe e (tau) tagata initaviu:

- Ono atu ke he tau mata, mamali mo e fakaaoga e tau higoa fakamua mo e fakaoti haau.
- Manatu e tau hagahaga tino haau – tau mena ka vagahau e koe ke fakaatā mai he tino haau. Fakataitai atu: Ka pehē a koe mitaki a koe ke he tau puhala foou kae tui e tau lima mo e tau hui, to nakai ligaliga talia he faoa e vagahau haau.

Mahuiga lahi foki e tau tauteuteaga – kikite fakatonu ko e tau mena haau ne tui kua hagahaga mitaki ma e gahua haau ne kua ole atu ki ai.



Ko e initaviu he vitio

Ko e mena uho ke manatu ke he initaviu he vitiō ko e tau mena hohā mai i tua to logona lahi mo e nakai mitaki ma haau.

- Taute fakamitaki e faahi tekenikolo ke mau – iloa e polokalame ke fakaaoga mo e tau mena taute, moua e tutakiaga initanete malolō ti kikite kua puke lahi e maka poke palaki ke he hila e komopiuta haau.
- Mahuiga ke mitaki foki e tauteuteaga haau. Nakai mitaki e pokiata ke he tau lanu uli, tea poke tau nikiniki loga, ti ua tui ha mena lanu pihia – lanu moana ne mitaki lahi.
- Kikite e mena mukamuka ki tua – ua toka ha fakaata poke fakatino – ti utakehe e tau mena fakalavelave he poko, tuga e tau manu, fanau poke tau kapitiga.



Ko e kamatamata initaviu

Ko e falu kautaha ne loto ke tali e tau huhū, tuga e numela poke tohitohi.

- Kumi e tau kamatamata onolaini ke tali fakataitai.
- Fakakite fakamua atu ke he initaviu ka fai kafo a koe ne nakai maeke ai ke tali huhū taimi pihia.
- Totou fakamitaki e tau fakailoaaga. Fakatokatoka e tau mena haau ka taute he magaaho.
- Huhū atu ka nakai maama ia koe ha mena.
- Liu totou e tau gahua haau ka oti.

Mau amanaki ke he initaviu

Mahuiga ni ke mautali mo e to mitaki ni ma haau ke he tau puhala gahua mo e fakakite/makete ai a koe.

Fakaaoga e lisi/tau mena nai ke fakamooli kua mautali mitaki a koe.

1 Kumikumi atu hagai ke he kamupani poke kautaha

Mo hā?

- Ka iloa e koe e tau gahua ne taute he kautaha, to malolō e loto haau ke tali ha lautolu a tau huhū.
- To fiafia/manamanatu lahi e tagata ne fae initaviu ia koe ka fakakite e koe kua fai mena lahi a koe ne iloa kia lautolu.
- To lagomatai foki a koe ke fifili ko e tatai nakai e tau mena uho mo e tau fakaholoaga he kamupani mo e haau.
- Neke maeke ia koe ke moua falu huhū ke tukuage ke he pule gahua.

Fefē?

- Kumi ke he kupega hila/uepesaite he kamupani kaeke kua fai.
- Tohi hifo e tau mena haau ne loto ke iloa hagai ke he kautaha tuga e tau totogi.
- Manamanatu ke he haau a tau kupega hila/fakafetuiaga. Iloa nakai e koe taha ne gahua he kautaha ia?
- Ka iloa e koe taha ne gahua pihia he taha kautaha tatai, tutala ki ai ke he tau gahua ha lautolu.

2 Liu kitekite kehe fakailoaga he gahua, CV mo e tohi fakahoa haau, fakataitai ke tali e tau huhū initaviu poke taute ni haau?

Mo hā?

- Fakaaoga e fakailoaga gahua ke fakataitai e tau huhū he Pule Gahua ka huhū kia koe.
- Fakakite fakatonu e tau makaka haau ne loto ke fakamahino he initaviu mo e iloa e tau puhala ke fakaaoga e tau makaka haau he gahua ia.
- Liga to huhū atu kia koe he fakaotiaga he initaviu poke fai mena nakai a koe ne manako ke huhū.

Fefē?

- Fakatai, ko koe ko e pule gahua. Tau huhū fefē kua lata ke huhū ai? Maeke a koe ke fakaaoga e tau huhū mahani, haia ki tua he tohi gahua nai mo e he careers.govt.nz.
- Tohi e tau tali ke he tau huhū ke lagomatai aki a koe ke moua falu huhū mitaki.
- Fakataitai ke fakaleo e tau tali huhū mo e ole ke he taha ke lagomatai a koe. Poke tapaki e tau tali haau ti liu ta fakatoka ke logona e koe. Fakakia e tau tali haau kua maama mo e logona mitaki, mo e leo malolō. Falu a magaaho ka hopoate a taua, ti mafiti e leo tutala.
- Tohi e tau huhū haau ne manako ke huhū hagai ke he gahua poke kautaha.

Mau amanaki ke he initaviu (kua matutaki)

3 Fakatoka e mena tui haau mo e puhala ke finatu ai ke he initaviu

Mo hā?

- Ka mule a koe ke he initaviu, ti nakai mitaki e feleveiaaga fakamua ia ke he pule gahua.
- Ko e fakatepetepe ke tupu ai e tupetupe kia koe mo e to fakakelea aki foki e initaviu haau.

Fefē?

- Fifili e mena tui kua mitaki, meā, kua auli mo e lata tonu ma e initaviu fakalilifu.
- Kumi ko fē ke taute ai e initaviu haau mo e ko e fano fefē a koe ki ai.
- Ka lata ke heke he pasi poke tuleni, ti mailoga kua iloa e koe e tau magaaho. Fakaatā taha magaaho neke fai mena ke tupu ti tomui a koe.
- Ka maeke mo e fai magaaho, ti fano ke fakatai he taha aho to hoko e initaviu ke iloa e koe e tau mena ke taute mo e leva fefē ke finatu ki ai.

4 Mailoga mitaki kua maama ia koe e puhala he fakaholoaga he initaviu

Mo hā?

- Falu a puhala fifili, ha i ai e tau kamatamata, taute e taha fakakiteaga, tutala ke he tau matakau poke falu mena foki.
- Mitaki ke iloa mua ko e initaviu a koe he taha e tagata poke matakau penolo he toko fiha e tagata.

Fefē?

- Ka nakai la moua a koe he ha fakailoaaga ke he puhala initaviu, ti matutaki atu ke he kautaha ke huhū ke he pule gahua e tau mena ke lata mo e initaviu.
- Ka initaviu he penolo a koe, ti fakafeleveia atu ke he tau tagata initaviu oti he penolo. Fakatonu e tau tali takitaha ke he tagata ne huhū atu, kae toka manatu ke he falu foki haia he penolo.

Ko e initaviu



Fakaaue lahi, kua moua tuai e koe e initaviu!

Ha nai e falu manatu ke lagomatai aki a koe ke maeke ke kautū.

- Fanogonogo fakamitaki ke logona e huhū mo e tali e huhū takitaha tuga ko e fakakiteaga he haau a tau aga malolo.
- Ko e takitakiaga manatu ke vagahau ke molea e 30 sekone kae nakai molea e ua e minisi he loa he tali. Fakakukū e tau tali mo e fakamahino ni ke he huhū.
- Fakatali fakakū to tali atu ka nakai maama ia koe e huhū. To pehē a koe, "Oi, mitaki e huhū – toka la ke manamanatu au ki ai." Ka nakai maama ia koe e huhū, ti ole atu pehē, "Fakamolemole liu la ke huhū mai he taha puhala foki?"
- Ko e hatakiaga 40-60 ma e tau initaviu: tutala e tagata takitaki initaviu ke he 40 pasene he initaviu, kae tutala a koe ke he 60 pasene.

Tau huhū fakamua mo e ko e tali fefē e koe

To liga fai huhū ke hafagi aki fakamua ke tuga e taha he tau huhū na i lalo.

<ol style="list-style-type: none"> 1. Ko e hau ke ha a koe he aho nai? 2. Ko e ha ne ole ai a koe ke he gahua nai? 3. Ko e heigoa haau ke foaki mai? 4. Ko e heigoa haau ne kua lata tonu ai mo e gahua nai? 	<p>Ko e huhū nai ke maeke a koe ke fakakite e haau a lotomatala, kitiaaga mo e maamaaga ke he gahua. Tokutoku e tau mena nai ke he haau a tali:</p> <ul style="list-style-type: none"> • kitiaaga haau he gahua • ko e heigoa kua lata mo e gahua he kitia e koe • falu mena hagai kua koe mo e haau a tau malolo • taha potaaga he tau mena nai ne tolu.
<ol style="list-style-type: none"> 5. Talamai la kia au ko hai a koe. 6. Heigoa e tau amanakiaga uho haau? 	<ul style="list-style-type: none"> • Manamanatu ke he tau mena ne manako e pule gahua ke iloa kia koe mo e tau amanakiaga haau ma e gahua nai. Tutala ke he tau malolō haau mo e matutakiaga ke he gahua.

Ke he fakaotiaga he initaviu

Taute e falu huhū ne manako a koe ke tali atu he pule gahua. Neke tali he magaaho ne taute ai e initaviu. Ti maeke ia koe mogo ia ke pehē atu, "Mena fai huhū au ka kua fitā ni he tali tuai e koe he initaviu."

- Fakamooli atu e manako mo e manatu fiafia haau ke he gahua.
- Kumi ko e heigoa e tau lakaaga ne toe ke he fekau ke mole e initaviu.
- Manatu ke fakafano e imeli fakaaue ke he tau tagata initaviu he oti e initaviu haau.
- Fakatonu kua moua he tau tagata initaviu e tau higoa he tau tagata fakatonutonu haau.

Tau puhala initaviu fa mahani

Ha i ai fiha e puhala initaviu mo e tau huhū kua kehekehe fakatote ma e tau faga initaviu takitaha.

- **Ma e tau mahani:** ko e fakatautonu fefē e koe e falu mena fa tutupu ke he gahuaaga.
- **Nakai ma e tau mahani:** fakatonu ke he tau aga haau, amanakiaga, tau fakaohooho mo e haau a tau malolō mo e tau lololele.

Initaviu ma e mahani – ko e puhala he STAR

Ko e STAR e taha puhala ke tali aki e tau huhū ma e tau mahani.

Ko e tau huhū ma e mahani poke mena tupu kua fakamahino ke he tau malolō haau i tuai he taha feua pihia. Ko e puhala nai kua fakaaoga he tau pule gahua ke fuafua aki e tau mahaniaga mo e tau mahani. Ko e taha fakataitaia hanai:

“Talahau la taha magaaho ne nakai fiafia e taha ke he tau mena kai ha lautolu. Heigoa haau ne taute he magaaho ia? Fefē e fakaotiaga?”

S

Lekua ne tupu (Situation)

Fakakite e lekua/mena ne tupu

Taha e kasitoma haaku ne ai fiafia ke he kai ha lautolu he moho lahi mo e leva to moua. Ne ita foki a lautolu, ha kua mule ke oatu ke he taha fekau foki.

T

Fekau (Task)

Talahau la ko e heigoa e fekau haau ne fakatoka ke taute

Ha ko au e takitaki, ko au ne fakatutala e tagata mo e lali ke fakatautonu e lekua ha lautolu.

A

Puhala-gahua (Action)

Fakakite e tau mena/gahua ne taute e koe ke moua e tonu ke he fekau

Ko e mena fakamua ke fanogonogo fakamitaki kia lautolu mo e huhū ke iloa e tonu he lekua mo e neke fai mena ne nakai iloa e au. Ne ole fakamolemole au ki ai mo e huhū ko e fai magaaho nakai ke age foki e taha kai poke liuaki age ni e tupe.

R

Fakaotiaga (Result)

Fakakite e fakaotiaga ha ko e tau puhala-gahua haau

“Ko e fakahiku ni...”

“Kua moua mai ai...”

“Ti kua...”

“Ko e mena mitaki...”

“Moua e mautolu ha kua...”

“Ko e mena ne mitaki...”

Ko e fakaotiaga kua fiafia lahi e kasitoma ha kua fanogonogo mo e fakatautonu kia ia. Ne liu totogi age e tupe ha lautolu mo e tutala foki au mo e tagata gahua haaku. Pehē a lautolu to liliu age foki a lautolu ke he falekai ti fakamooli ai.

Tau huhū Initaviu ma e mahani ne fakaaoga e STAR



Fakaaoga e puhala he STAR, ke tali aki e tau huhū na ke lagomatai a koe ke mautali ma e initaviu haau.

- Talahau la e taha mena tupu ne kua hiki e koe haau a puhala fakatutala ke lata mo e taha tagata kua fakafetui mo koe.
- Fakakite mai la taha magaaho ne kua nakai mukamuka e fakatutalaaga haau ke he taha tagata gahua. Ko e heigoa ne taute e koe he magaaho na? Heigoa e fakaotiaga?
- Ko e tau faga hatakiaga poke tau pulega fefē ne kua taute e koe? Fakamooli fefē e koe kua lata ma e magaaho mo e tonu e tau mena ia?
- Fakakite mai la taha mena tupu ne kua tupetupe ai a koe. Ko e heigoa ne taute e koe he magaaho na?
- Talamai la e taha mena tupu ne fakatautonu a koe ke he taha fetokoaga.
- Talamai la e taha magaaho ne hiki fakamafiti ai a koe ke lata mo e fekau.
- Fakakite mai la e taha mena ne foaki e koe e tau levekiaga tagata mitaki.
- Talahau la e taha magaaho ne nakai fiafia e taha tagata kia koe. Fakatautonu fefē e koe? Heigoa e fakaotiaga?
- Talamai la e magaaho ne liu fakatoka e tau magaaho haau ke maeke ke taute oti e tau gahua. Liu fakatoka fefē e tau mena haau?
- Fakakite mai la e taha fakataitai he taute fefē e koe e tau lekua.
- Talahau la e taha lekua tupu ne kua vihu/paleko lahi kia koe? Fakatautonu fefē e koe e lekua ia? Ko e kehe fefē haau a puhala fakatautonu mai he falu?
- Fakakite mai la e taha magaaho ne matutaki a koe ke he taha gahua auloa/matakau?



Kitekite ke he:

Puhala ke taute e initaviu mitaki mai he mafoa

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

Tau huhū initaviu nakai haggao ke he mahani

Ko e heigoa e tau malolō haau?

Tutala ke he tau malolō tonuhia ma e gahua nai mo e, ka maeke a koe, ti fakapiki atu ke he gahua kua ole a koe ki ai.

Heigoa e tau mena kua lololole ai a koe?

Ko e huhū nai ke he kitiaaga kia koe ni mo e mukamuka haau ke hiki mo e akomena. Tutala ke he tau mena ne iloa e koe ia koe ni mo e tau mena ne kua hiki e koe.

Tau puhala ke tali aki e huhū nai:

- "Mai fakamua..."
- "Tau mena kua mailoga e au..."
- "Kua iloa e au ko e..."

Fakaohoohoaga

Ke he lima tau kua mole, ko e heigoa haau a tau mena mahuiga lahi ne kua moua? Kua fakakautu fefē e koe e tau fekau/mena nai?

Fakatokatokaaga

Heigoa e tau puhala fakatokatoka ne aoga lahi he kitia e koe?

Kaeke kua fai fekau mahuiga ke taute poke ke fakaoti, fakatokatoka fefē e tau gahua haau ke fakamooli kua maeke e tau mena oti?

Taute fefē e tau fakatokatokaaga poke fakaholoaga ke he tau magaaho?

Manako-loto

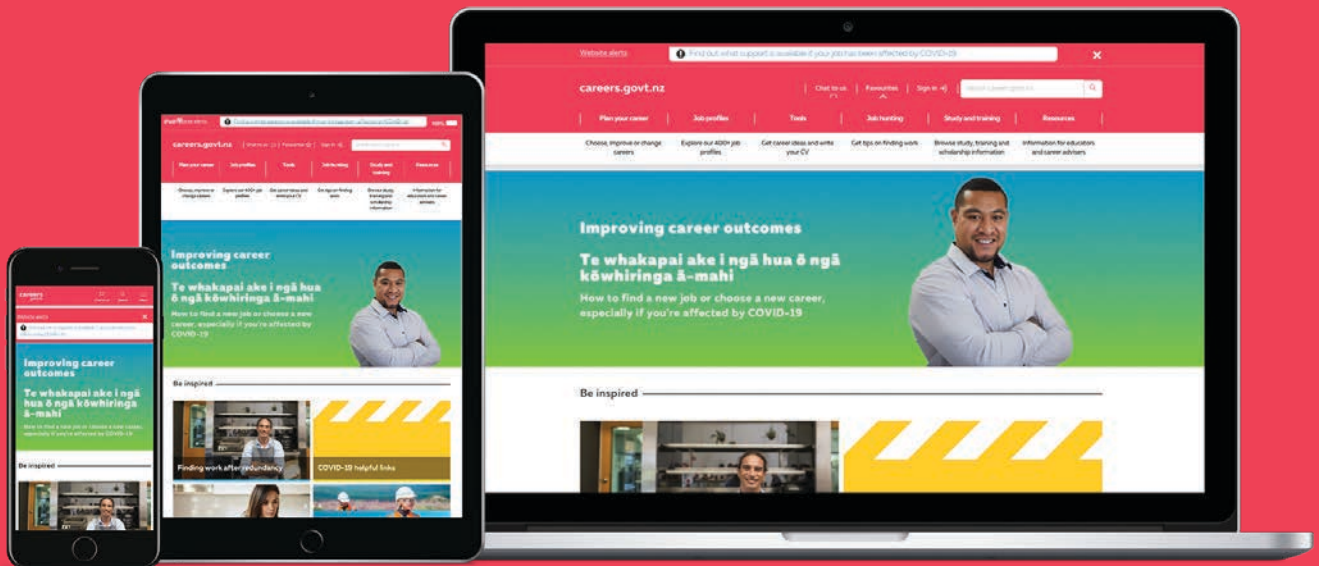
Fefē e kitiaaga haau kia koe he lima e tau i mua?

Tau huhū ke huhū e koe he fakaotiaga he initaviu

- Ko e heigoa e fakaholoaga ke kamata, fakamahani poke akomena ma haaku ka kamata ke he gahua?
- Ko hai haaku ke fakatonu au ki ai he gahua nai?
- Ko e heigoa e paleko lahi kia au ke he gahua nai?
- To lagomatai nakai he kamupanī e tau fakaakoaga ki mua?
- Fai puhala nakai ke lafi gahua mo e fakalaulahi atu e tau mahaniaga ke he kamupanī?

Falu fakailoaaga foki

Finatu ke he ha malu kupega careers.govt.nz



Tau puhala fakatautonu

Kumi e tau gahua foou mo e kumikumi e tau puhala gahua

Tau fakailoaaga mo e tau fakatonuaga

Fakaako ke ole gahua mo e fakafoou mau e CV haau

Tau fakailoaaga kua katoatoa

Kumikumi foki ke he tau fakaakoaga ke liu lafi-makaka poke liu ako-gahua



Fakaaue lahi, kua hoko tuai a koe ke he fakaotiaga he Tohi-gahua ma e Tau Tagata Kumi-gahua!

Lagaki fakafoou tumau mo e toka fakatata kae gahua a koe ke he fakatokaaga gahua haau. Kia monuina e kumiaga gahua haau!

He waka eke noa

Kau auloa a tautolu ke he fekau nai

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