



GETTING TO WORK

A checklist for international students seeking work in New Zealand

Kia ora! Welcome

This checklist is designed to help you prepare to get work in New Zealand during and after your study.

The first thing you must do is make sure you have a visa that allows you to work in New Zealand. If you need help with this you can ask the support people at your tertiary education provider and check the Immigration website www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa.

Once you have your working visa arrangements sorted, use the checklist.

Read through each section of the checklist and think about what you have already done. You may find that there are some things on the list that you have already completed. Mark these as complete, unless you want to do more work on them.

Then, read through the checklist again and decide on the areas you need to work on.

If your tertiary institution has support people to help international students, make contact with them to see how they can help you.

Each section includes space for you to write down what you plan to do to get better prepared. There are also suggestions for resources that will help you. You may also have ideas about other things you can do to complete each item.

Make your plan for what you will do, then go ahead and do it. When you've finished one section, mark off that you have completed it, and move on to the next one.

Ready? Let's go!

Your personal plan and career goals

What you need	Your plan - what you will do to get this	Date completed
A personal plan and some goals to help you search for work with purpose		
A list of the skills you like to use		
A list of your interests and values - what is important to you?		
A list of the industries and roles you are interested in		
To work on your 'personal brand'		

Resources to help you with your personal plan and career goals

- ▼ Talk to advisors from your education/training provider
- ▼ Work with a career advisor
- ▼ Attend workshops if these are available in your area

For your plan

- ▼ www.careers.govt.nz/plan-your-career/start-to-plan-or-change-your-career/
- ▼ www.headspace.org.au/young-people/how-to-make-a-career-plan-template/

For listing your skills

- ▼ International students project resource: Your skills

To find out more about industries and roles in New Zealand

- ▼ www.newzealandnow.govt.nz/work-in-nz/finding-work/getting-job-ready

For your personal brand

- ▼ International students project resource: Personal brand and online presence

A support network

What you need	Your plan - what you will do to get this	Date completed
A mentor/guide - someone who will keep you focused on your job search		
A support crew - friends who you can talk to about what you are doing		
Get involved with migrant community networks, if these exist where you live		
Career advice professionals - link with the people who can support you with your job search		

Resources to help you with developing your support network

For finding a mentor/guide

- ▼ Talk to advisors from your education/training provider – they may have suggestions
- ▼ Review the information at these links
 - ▼ <https://social.hays.com/2018/05/10/find-career-mentor/>
 - ▼ www.quicksprout.com/connect-with-mentors/

For your support crew

- ▼ International students resource: Your support crew

Migrant community networks in your area

- ▼ www.newcomers.co.nz
- ▼ www.newzealandnow.govt.nz/regions-nz/taranaki/information-advice
- ▼ www.newzealandnow.govt.nz/regions-nz/whanganui-manawatu

Career advisors

- ▼ Check with your training/education provider – they may have advisers who can help you
- ▼ Web search using the words ‘career advice’ and your regional area

Your job seeking toolkit

What you need	Your plan - what you will do to get this	Date completed
A list of your skills with evidence of how you have developed these		
A CV appropriate for New Zealand, know how to adjust it		
To be able to write a good cover letter		
A LinkedIn profile that you keep updated		
Have an International qualifications assessment (if relevant)		
Understand the informal (unadvertised) job market in New Zealand		
Do your own research before meeting people or going to job interviews		
Practice job interview and networking skills		
Two or three New Zealand based referees		

Resources to help you with your job seeking toolkit

General

- ▼ Many organisations arrange workshops/training to help you prepare CVs and cover letters, and practice your job interview skills. For example, Massey students can get this support from the Massey Career Centre.
- ▼ Talk to advisors from your education/training provider
- ▼ Work with a career advisor
- ▼ Attend workshops if these are available in your area.
- ▼ Find out about WorkConnect www.careers.govt.nz/work-connect/
They run online workshops and may run face to face workshops in your area if there is demand.
- ▼ Careers New Zealand offer this useful ebook which you can download and use www.careers.govt.nz/job-hunting/finding-work/job-hunters-ebook/
- ▼ International students resource: The job hunting process

For listing your skills

- ▼ International students resource: Your skills

For developing your CV and cover letter

- ▼ International students resource: Preparing a CV and cover letter
- ▼ www.careers.govt.nz/job-hunting/new-to-new-zealand/tips-for-creating-a-nz-style-cv/
- ▼ www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-write-a-cover-letter/
- ▼ www.newzealandnow.govt.nz/work-in-nz/finding-work/cv-tips

A LinkedIn profile that you keep updated

- ▼ International students resource: Personal brand and online presence
- ▼ www.careers.govt.nz/articles/how-to-stand-out-on-linkedin

Other options for online profiles

- ▼ www.careers.govt.nz/job-hunting/cvs-and-cover-letters/how-to-make-an-online-job-hunting-profile

International qualifications assessment

- ▼ www.newzealandnow.govt.nz/work-in-nz/finding-work/qualifications-and-occupational-registration
- ▼ www.nzqa.govt.nz/qualifications-standards/international-qualifications/international-qualification-assessment-iqa/

Understand the informal (unadvertised) job market in New Zealand

- ▼ www.careers.govt.nz/job-hunting/new-to-new-zealand/researching-job-opportunities-in-new-zealand/
- ▼ www.careers.govt.nz/articles/the-hidden-job-market/
- ▼ www.successfulresumes.co.nz/new_zealand/networking.pdf

Do your own research before meeting people or going to job interviews

- ▼ www.careers.govt.nz/job-hunting/finding-work/10-steps-to-job-hunting/#cID_481
- ▼ www.careers.govt.nz/job-hunting/interviews/getting-ready-for-an-interview/

Practice job interview skills

- ▼ www.newzealandnow.govt.nz/work-in-nz/finding-work/job-interviews
- ▼ www.careers.govt.nz/job-hunting/new-to-new-zealand/job-interviews-in-new-zealand/

Referees

- ▼ International students resource: Finding referees
- ▼ www.careers.govt.nz/articles/how-to-choose-good-referees-when-job-hunting/

To develop your English language skills and develop your network

What you need	Your plan - what you will do to get this	Date completed
Attend work focussed networking events		
Participate in groups with English speaking /local people in your community		
Learn about New Zealand slang and jargon and practice using it.		

Resources to help you with developing English language skills and your network

- ▼ International students resource: Develop your English language skills

Work focussed networking

- ▼ www.successfulresumes.co.nz/new_zealand/networking.pdf
- ▼ www.topresume.com/career-advice/importance-of-networking-for-career-success
- ▼ Go to any career-related events held by your tertiary education provider

To find out about business networking events in your area

- ▼ Manawatu - www.ceda.nz
- ▼ Taranaki - www.venture.taranaki.info
- ▼ Whanganui - www.whanganuiandpartners.nz

Meeting people

- ▼ www.newzealandnow.govt.nz/living-in-nz/tips-for-settling-in/meeting-people
- ▼ You could:
 - ▼ Play your sport with an English speaking team
 - ▼ Join an English speaking performing arts group (e.g. choir, band, theatre)
 - ▼ Join a speaking or debating group
 - ▼ Volunteer to help on local committees, with clubs, or to do activities with English speaking people

To find local sports groups

- ▼ www.sporttaranaki.org.nz/
- ▼ www.sportmanawatu.org.nz/
- ▼ www.sportwhanganui.co.nz/

New Zealand slang and jargon

- ▼ International students resource: Slang, jargon and communicating in the New Zealand workplace
- ▼ www.naumainz.studyinnewzealand.govt.nz/help-and-advice/culture-and-lifestyle/speaking-new-zealand-english

Gain work experience

What you need	Your plan - what you will do to get this	Date completed
Get a job for the 20 hours while on your student visa		
Do volunteer work (e.g. environmental group, community group, sports club committee, religious group)		
Explore internship opportunities		
Use work placement opportunities if these are offered by your provider		

Resources to help with gain work experience

- ▼ Ensure that you have a visa that allows you to legally gain work experience (if you will be paid).
- ▼ Regularly access any job portals that your education provider operates, to look for all forms of work experience.
- ▼ Ask people in your networks for help with finding work experience opportunities.
- ▼ International students resource: How work experience can help you get a job

Develop your understanding of Māori culture

What you need	Your plan - what you will do to get this	Date completed
Know about the Treaty of Waitangi and how you can answer questions about it in job interviews.		
Be aware of Māori cultural practices that are followed in workplaces in New Zealand		

Resources to help you develop your understanding of Māori culture

- ▼ International students resource: The Treaty of Waitangi in New Zealand
- ▼ Talk to Māori advisers at your tertiary institution, or who you meet through your network

For when you get a job

What you need	Your plan - what you will do to get this	Date completed
Ensure you understand the minimum terms and conditions that should be in an employment agreement in New Zealand		
Prepare yourself to communicate well with others in your New Zealand workplace		

Resources to help you

Employment terms and conditions (sign up for free online learning modules)

- ▼ www.employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees/

Prepare yourself to communicate well

- ▼ International students resource: Slang, jargon and communicating in the New Zealand workplace
- ▼ www.newzealandnow.govt.nz/work-in-nz/nz-way-of-working
- ▼ www.newzealandnow.govt.nz/resources/working-in-construction
- ▼ www.newzealandnow.govt.nz/resources/working-in-dairy-farming
- ▼ www.newzealandnow.govt.nz/resources/working-in-hospitality