

Start Your Journey

Te Timatanga o tō Huarahi



When it comes to deciding on the direction of your career, it can often feel like there's too many choices or even worse - no options that suit you! This booklet takes you on a journey of self-awareness and allows you to reflect and explore ideas before you decide. If you can create a clear picture of yourself, then you can work out your starting point.



Get Job Ready!

Kia takatū ki te mahi

TOI-OHOMAI

Institute of Technology

Student Support Services

Careers & Employability

1. Who are you?

Let's start by building a clear picture of who you are and your interests below:

Needs

What you must get from a job – the basics: earn enough money to provide food, water, housing, run a car, interactions with others, sense of whānau etc.

- 1.
- 2.
- 3.

Wants

What you'd really like. Promotion prospects, perks, training, flexibility etc.

- 1.
- 2.
- 3.

Motivations

What makes you jump out of bed in the morning? Is it learning new things, being in a team, making or designing something, leading a group, improving something, achieving a target?

- 1.
- 2.
- 3.

Values

What do you consider important in life? Generosity, whanaungatanga, honesty, loyalty, open mindedness, kaitiakitanga etc.

- 1.
- 2.
- 3.

Likes

In a work setting – culture, management style, responsibilities, physical work, working alone or in a team, being inside or outside, tasks etc.

- 1.
- 2.
- 3.

Dislikes

In a work setting – culture, management style, responsibilities, tasks, relaxed or pressured environment, irregular hours, shifts, sole charge, certain noise levels, travel etc.

- 1.
- 2.
- 3.

Strengths and skills

What could you bring to a workplace – what are you good at? Are you artistic, compassionate, determined, resilient, analytical, organised? Skills could be communication, negotiation, administration, creating, information gathering, planning etc.

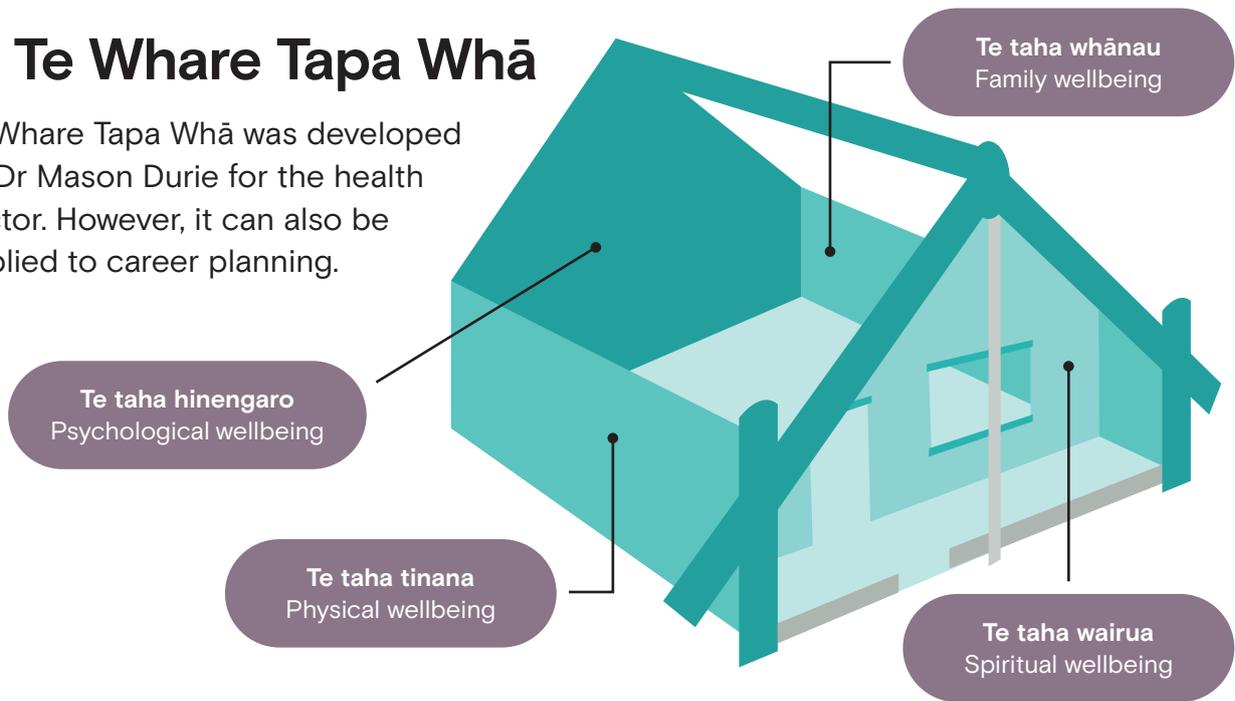
- 1.
- 2.
- 3.
- 4.
- 5.

Ideas and tips to research this more

- Look at job adverts.
- Search online industries or companies that you admire.
- Can you volunteer or get some work experience in an area that interests you?
- Do your hobbies give you any clues as to your strengths and skills?
- Ask your friends, whanau and tutors what they think would suit you.
- If money was no object – what would you do?

2. Te Whare Tapa Whā

Te Whare Tapa Whā was developed by Dr Mason Durie for the health sector. However, it can also be applied to career planning.



Think about how these four areas apply to you:

Spiritual wellbeing

What does balance look like to you?
How well is that working?

Psychological wellbeing

How would you describe your mindset now?
What feelings come to mind when thinking about your future?

Physical wellbeing

What do your physical resources look like?
e.g. Transport, equipment and space needed to study, phone, access to WIFI, childcare etc.
Are you healthy, do you have what you need around you to support your next steps?

Family wellbeing

When you think about your next steps,
how does your whānau fit in this picture?

3. Career Quest quiz

Complete a Career Quest quiz by your interests here:

careers.govt.nz/tools/careerquest/

4. Related courses

Find career-related courses at Toi Ohomai here:

toiohoma.ac.nz/study

5. Job roles for me

By now you may have a couple of ideas of job roles that would fit you:

Job role 1.

Complete this paragraph (3-4 lines): I'd love to be:

My perfect day at work would be:

Are qualifications needed?

What is the entry criteria?

Local and national job prospects?

Average salary:

Work environment:

Job role 2.

Complete this paragraph (3-4 lines): I'd love to be:

My perfect day at work would be:

Are qualifications needed?

What is the entry criteria?

Local and national job prospects?

Average salary:

Work environment:

6. Identify your next steps

- Find the right course
- Check the Toi Ohomai website for study options
- Contact the information Centre for enrolment details
- Ask to meet with a tutor
- Get a part-time job
- Explore volunteering
- Research and attend an industry event

Remember

Over the course of your working career you are likely to have a number of roles in a range of different sectors. You are not necessarily making a hard and fast decision today that lasts your lifetime!



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