

# Looking for work in *New Zealand*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical factsheets to support you in your job hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on New-Zealand:

## Work permits in New Zealand

- To live in New Zealand, you have to apply for residence. This can be done from overseas. There are three main categories of residence application: general skills, business, and family.
- The first two categories use a point system to assess applications.
- People who wish to settle permanently in New Zealand must obtain a permanent entry authority.
- Contact the New Zealand embassy in your home country for more information.

## The application procedure in New Zealand

- About 70% of job vacancies in New Zealand are never advertised.
- 'Cold calling' and networking are good ways of finding a job.
- Many people are prepared to help in your search for a job. However, remember you are networking for information rather than for employment.

## Writing a resume in New Zealand

- In New Zealand a CV is called a resume.
- The key focus of your resume should be to persuade the employer to invite you for an interview. Therefore, your resume is a marketing tool, which should be adapted to the market in which you intend to use it.
- There is no set format for a resume in New Zealand, but include your personal details, qualifications, work experience, interests and other achievements.
- Use power words and action verbs in your letter and resume.

## The application letter in New Zealand

- In New Zealand, your application letter should be short, focused and typewritten on standard white A4 paper.
- In your last paragraph you are expected to be assertive, but not too pushy.
- Always try to send your letter to an individual. It is considered impersonal and uninteresting to address your letter to 'Dear Sir/Madam'. Therefore write 'Dear Mr X/Ms X'.
- Complete all the questions in an application form.

- Do's**
- Use power word and action verbs in you letter and resume.
  - Complete all the questions in an application form.
  - Be prepared for psychological tests during the application process.
  - Look interested – ask questions.
  - Provide examples to prove your achievements.
  - Ask if you don't understand the question.

Power words and action verbs	
Accomplished	Improved
Achieved	Negotiated
Carried out	Realised
Finalised	Represented
Guided	Structured
Handled	Succeeded in

- Don'ts**
- Sit until invited in an application interview.
  - Go over the top – stay calm and stick to the facts.
  - Put anything besides the truth in your resume, even if there is an ocean in between, your future employer will find out the truth eventually.
  - Criticise former employers.
  - Light a cigarette without asking; smoking is not permitted in most buildings in New Zealand.

## Management culture in New Zealand

- New Zealand is a rather classless society with flat organisational structures, without the presence of hierarchy.
- Business planning is usually carried out three to five years in advance.
- Overall, business people tend to be pragmatic, efficient and quality focused.
- It is common to start a business meeting with some small talk, e.g., sport, weather, etc.
- Quality and punctuality are two key areas to ensure an easy-going negotiation process.
- Pushing in front of people in a queue is considered extremely impolite.

This information is based on the Looking for work in New Zealand guide (ISBN 90-5896-0315), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in New Zealand guide tells you everything you need to know. If you want to order or more information about our services, have a look at [www.labourmobility.com](http://www.labourmobility.com).



Good luck with your application in New Zealand!