Looking for a new teaching or leadership position?

If so, it is important to present yourself as well as possible. The information below is intended to assist you in preparing your application and for interview.

**CV Preparation**

Your curriculum vitae (CV) needs to show the potential employer the value you would bring to the advertised role. There is no right or wrong way to write a CV, but it should be:

* easy to read
* well organised
* convey the skills and experience you have relevant to the position you are applying for
* error free.

[[Click here]](https://www.akopanuku.tki.org.nz/assets/ResourceFiles/Tips-For-Writing-Your-Curriculum-Vitae.docx) to view tips for writing a successful CV

[[Click here]](https://www.akopanuku.tki.org.nz/assets/ResourceFiles/CV-template.docx) for a template example to assist you in preparing your CV.

**Covering Letter**

A covering letter should accompany every application you make. This is the first impression that an employer has of you, so it is important that it is clear concise, and engaging.

For more information on preparing your covering letter and examples of covering letter templates [[click here].](https://www.akopanuku.tki.org.nz/assets/ResourceFiles/writing-a-cover-letter.docx)

**The Interview**

Prepare well -Preparation for the interview is important as this is your opportunity to show that you are the best person for the position. The better prepared you are for your interview the more confident you will feel.

Before the interview it is also important that you familiarise yourself with the venue, travel time and select appropriate clothing.

Know yourself! Make sure you are familiar with all the information in your CV. Think about your strengths, weaknesses, skills, goals, professional aspirations, preferences, leadership style, subordinate style.

Know the position - Make yourself familiar with the job description and person specification. Think about what specific knowledge and experience you have that you could talk about in the interview.

**Whānau Support**

You will normally be offered the chance to bring whānau support to your interview. Similar to referees, whānau support members can give the panel a positive last impression of you. But the decision whether or not to bring whānau is entirely up to you. Some people feel more comfortable talking about themselves with the selection panel only; others derive their strength from their whānau.

The panel may ask your whānau support if they would like to add anything to support your interview. It is important that they also make sure the information they give is relevant to the competencies and qualities that the school is searching for.

Let these thoughts guide your decision about whānau support:

* Be selective when choosing whānau support.
* Prior to the interview, if possible, ask how the interview will be structured and how your whānau support can participate at the interview. Give your whānau support a brief overview of the process and the role you would like them to play in your interview.
* Let your whānau support read the job description prior to the interview so they know what the position involves – not all teaching roles are the same.
* Whānau support should avoid criticising the organisation, interview panel members or making political statements.
* Encourage them to be positive.
* Avoid inviting whānau who have applied for the same position.

**The Interview**

The format for the interview may include mihi, whakatau, hongi or other tikanga. If the position requires a fluent speaker of Māori, the interview may be conducted in Māori.

Prepare well for the interview and once at the interview, take the lead on matters of tikanga from the panel. You can choose to respond to any welcome/greeting yourself, or nominate one of your whānau to mihi on your behalf. Remember, a mihi is not a whaikōrero and it is important that your mihi is succinct and relevant to the occasion. Again, take the lead from the panel. This can be an opportunity for you to demonstrate your ability to speak Māori. It can also give you a chance to explain where you are from, who you are and what your interest in this position is.

**Interview Questions**

There are different types of interview questions that the interview panel may use. [[Click here]](https://www.akopanuku.tki.org.nz/assets/ResourceFiles/Examples-of-interview-questions.docx) to see the different types and examples of each.

**Interview Tips**

“Whāia te pae tawhiti kia tata, whāia te pae tata whakamaua kia tina” “Pursue the vision of the distant horizon, by achieving the goals at hand”

You are the best person to market yourself. So present yourself confidently and honestly. The whakataukī below provides guidance about how to behave in the application process. It doesn’t mean that you should not draw a prospective employer’s attention to the qualities and skills that you offer. However, doing it with humbleness, honesty and integrity will make a real difference. While the kumara does not say explicitly how sweet it is, it doesn’t hide its sweetness either. Rather its sweetness is the added value that shines forth in a way that it speaks for itself. Similarly, let your skills and value speak for themselves by providing plenty of thoughtful examples of your experience.

"Kāore te kūmara e kōrero mō tōna reka" (The kūmara does not say how sweet it is)

[[Click here]](https://www.akopanuku.tki.org.nz/assets/ResourceFiles/20-Quick-Interview-tips.docx) for further interview tips

**Completion of Interview**

At the end of the interview the panel will often ask if you have anything else about yourself that you think is relevant to share. Remember to make sure the information you give is relevant to the competencies in the job description and the qualities they have indicated in the person description. At the completion of the interview, ensure you know what the process will be following the interview and when you can expect hear back from the selection panel.

Kia kaha!