

CAREERQUEST

TEACHER GUIDE - MĀ TE KAIAKO

Help users explore their interests and discover career possibilities

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What is CareerQuest?

CareerQuest is a job matching tool designed to provide career suggestions and promote career conversations.

CareerQuest helps people discover jobs through an online questionnaire. It analyses people's interest in different types of work and matches these interests to more than 400 job profiles on careers.govt.nz.

CareerQuest helps users:

- see how jobs match their interests
- find out more about each job
- filter their results by industry and qualification level
- create a list of favourite jobs
- save and share their results.
- [Try out CareerQuest](#)

For the best experience, users should sign in or create an account with us so they can:

- keep track of their results
- build a favourites list
- share their results.

Information on how to create an account is at the end of this guide.

Job aspects

Users' interest in different job aspects

CareerQuest looks at combinations of different aspects that make up a job, such as working outdoors or working with children, and filters results according to users' interest in these aspects.

A person may really like some aspects of a job, be OK with others, or have some things they'd prefer not to do at all.

For example, carpentry includes working with buildings, working with your hands, working outdoors and doing physical work. If a person likes all these things, carpenter is likely to be listed in their results.

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of 78

How interested are you in work that involves **plants, trees or landscapes?**



Users' answers

Answers to each question are compared with each job in our database. Results are generated from each user's own choices and are not related to other people's responses.

Job rankings

Combinations of aspects

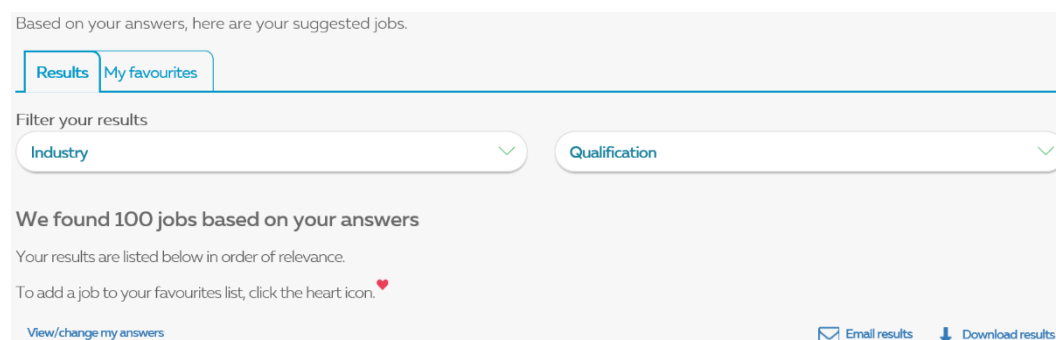
Jobs are ranked by the combination of work aspects linked to each job, and the strength of interest a person has in these aspects.

For example:

- an interest in sport, recreation and teaching people will suggest the job of outdoor recreation guide/instructor
- an interest in air transport but no interest in customer service will eliminate flight attendant from job results.

The job rankings are not designed to say a person is better suited to the top job than a job further down the list. The jobs are ranked by being linked to more or less job aspects the user finds interesting.

Several jobs may also have a similar number of interest matches. For example, the first 20 jobs in the results may all have an equal number of interest matches.



Based on your answers, here are your suggested jobs.

Results My favourites

Filter your results

Industry Qualification

We found 100 jobs based on your answers

Your results are listed below in order of relevance.

To add a job to your favourites list, click the heart icon. ♥

[View/change my answers](#) [Email results](#) [Download results](#)

Neutral responses

Keeping options open

The neutral option is included for people who are unsure how they feel about some work aspects.

If someone is unsure, make sure they know the neutral option is a valid choice. Selecting neutral rather than no interest will keep interest areas open. Picking no interest will filter out jobs that feature this aspect of work.

For example, if a user responds neutral to farming animals and is interested in physical activity and working outdoors, they are still likely to get farming jobs suggested to them.



No interest Neutral Fairly interested Very interested

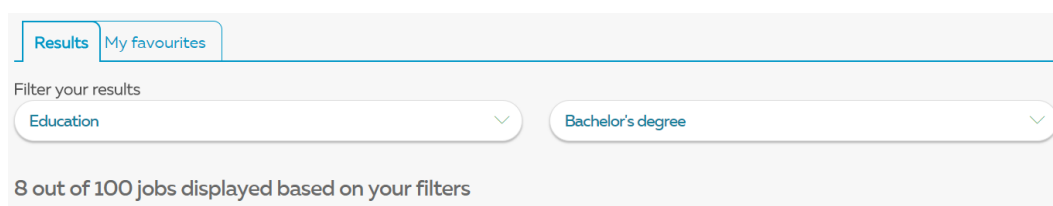
Results

Filter results

Use the industry filter to sort jobs into industries and see similar types of jobs in their own list.

Users can also filter jobs by the qualifications need to do them. For example, a user could eliminate all jobs requiring a Master's degree and above if they were not interested in studying for a long time.

Make sure students have a good understanding of the New Zealand Qualifications Framework to help them see how their career options will be affected depending on the level of education they aspire to.



Explore why an expected job has not shown up

Discuss with each user what career ideas they have before they use CareerQuest. Afterwards, they can compare their ideas with what CareerQuest suggested and explore similar jobs in the jobs database.

Sometimes their career ideas won't show up in their results. This could happen because:

- we don't have the job title in our database – try using different search terms to see if they can find something similar
- a person's response to the questions eliminates the job from the results. For example, if a person wants to be a carpenter, but selected no interest in working outdoors, carpenter would not show up in the results.

View and change answers

Users can click on view/change my answers and make changes to see how that affects their results. Users can also do the whole quiz again using the restart CareerQuest link.

During the quiz, encourage users to consider their neutral responses and whether they could move from neutral to uninterested or interested.

Try asking:

- What made you decide on neutral?
- If you had no neutral option, what would you choose instead?

My CareerQuest answers



How interested are you in work that involves:	No interest	Neutral	Fairly interested	Very interested	
1 plants, trees or landscapes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	^
2 animal care?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3 young children and babies?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
4 cars, trucks or other vehicles?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5 hair, beauty and personal appearance?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
6 preventing or investigating crime?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7 drawing technical information like plans, maps and charts?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
8 sport and recreation?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9 building and structures?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
10 food and drink?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11 studying or protecting nature and the environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	v

Cancel

Change

Make a favourites list

Users can click on the heart icon next to the job to make a list of their favourites. All their favourites from all the tools they have used at careers.govt.nz will show up in this list.

The screenshot shows the 'My favourites' section of the careers.govt.nz website. At the top, there are tabs for 'Results' and 'My favourites', with 'My favourites' being the active tab. To the right, there are links for 'Email favourites' and 'Download favourites'. Below this, a message states 'You have saved 2 jobs as favourites' and 'These are your favourite jobs from the tools you've used.' The first job listed is 'Career Consultant' (Kaiohutu Umanga). It includes a heart icon, a brief description: 'Career consultants help clients with career decision-making and development, job hunting, and returning to work after illness or accident.', and salary information: 'Job opportunities: Poor. Career consultants working in schools or government agencies usually earn \$47K-\$77K per year.' The second job is 'Secondary School Teacher' (Kaiko Kura Tuarua). It also has a heart icon, a description: 'Secondary school teachers plan, prepare and teach one or more subjects to students of about 13 to 18 years of age.', and salary information: 'Job opportunities: Good. Graduate secondary school teachers usually earn \$47K per year. Secondary school teachers with more than two years' experience usually earn \$48K-\$78K per year.'

Compare jobs

Users can compare two of their favourite jobs at careers.govt.nz/tools/compare-jobs.

The screenshot shows the 'Compare Jobs' tool. The main heading is 'Compare Jobs' with the subtext 'Compare two jobs that interest you. (For the best experience please use a desktop or laptop computer.)'. Below this, there is a 'Compare:' section with two input fields: 'career consultant' and 'secondary school teacher', followed by 'with' and 'on' labels, and a dropdown menu set to 'Description'. A 'Go' button is located to the right of the dropdown. On the right side of the page, there is a 'Contact us' sidebar with a phone icon, the text 'Call us on 0800 222 733', and links for 'Chat online' and 'Email us'. Below the comparison form, there are two side-by-side job information cards. The left card is for 'Career Consultant' and the right card is for 'Secondary School Teacher'. Each card contains a brief description of the job and a link to 'job information'.

Save and share results and favourites

Users can email, download and save a PDF of their top 25 job results. They can also save or share their favourite jobs.

In the PDFs, click on each job to go to our jobs database and find out more about the role.

Users can also complete CareerQuest without creating an account or signing in, but they can't save, share or favourite their results.



Email results



Download results

Share my results



Email

user@careers.govt.nz

Subject

User's CareerQuest results

Message

Here are my CareerQuest results.

Please take a look and let me know what you think.

Close


Send email




Create an account

To save and share results and favourites, users need to create an account at careers.govt.nz/my-account/sign-up.

- Each user needs to enter an email address to complete the account registration form.
- Each user needs to access their email account to activate their account and complete the registration process.
- There can only be one account per email address.
- If a user forgets their password, they will need to click the 'forgot password' link on the sign in screen, and log in to their email account to retrieve it.

Create an account



-  **My tools**
Use our tools to get career ideas, explore study options and make your CV.
-  **My favourite jobs**
Keep a list of your favourite jobs to download or share.
-  **Advice and tips**
Get useful career advice, tips and information.


First name *

Last name *

Email address *

Password * [Show password](#)

Prove you are human *

I'm not a robot  reCAPTCHA
Privacy - Terms

I accept the [terms and conditions](#) *

* These fields are required.

After you create your account, we'll send you an activation email. Once you have activated your account, you'll have access to all of the careers.govt.nz tools and features.

[Create account](#)

Useful resources

CareerQuest user guide

This resource explains what CareerQuest is and provides a helpful checklist for users to make sure they are getting the most out of the tool.

- [Download a copy of the CareerQuest user guide](#)

CareerQuest FAQs

Find out more about CareerQuest at careers.govt.nz/tools/careerquest/faqs.