

## TOPIC 8—EMPLOYMENT

### Kwitegurira Akazi

Umaze gushika muri Amerika ugatangura kumenyera igihugu cawe gishasha, haba hageze ko witegurira gukora akazi. Kugira akazi muri Amerika birakenewe cane kuko bituma ushobora kwibeshaho hamwe n'umuryango wawe utarinze gusaba imfashanyo ya leta.

### Ready for Work

After you arrive in the United States and start to adjust to your new home, it is time for you to get ready to go to work. Having a job in the United States is very important because it allows you to take care of yourself and your family without having to rely on assistance from the government.



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### Akamaro ko Gukora

Gukora akazi biguha amahera yokuriha inzu hamwe n'ibindi, no kugura ivyokurya n'impuzu. Ibi vyitwa kwibeshaho. Muri Amerika, ntamuntu acagura gukora ariko birakenewe kuri buri muntu.

### Importance of Working

Having a job provides you with money to pay your rent and bills, and buy food and clothes. This is called being self-sufficient. Working is not a choice in the United States, but a necessity for almost everyone.



### Kurondera Akazi

Iburo bifasha impunzi bizogufasha mukurondera akazi. Babarire kahise kawe, ubuzi wahora ukora, imyuga woba uzi hamwe n'ibintu wumva ukunda gukora. Babarire ubuzi udashobora gukora kubera idini ryawe. Bazogufasha gutahura akazi ushobora kuronka.

### Finding a Job

Your resettlement agency or an employment agency will work with you to help you find a job. Talk to them about your background, work experience, skills, and interests. Mention any jobs you cannot take because of religious beliefs. They will help you understand what type of job you can find.



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### Ivyotuma Uronka Akazi

- Ubuzi bwinshi buraboneka bivanye n'abantu uzi. Baza abagenzi, abavukanyi hamwe n'abandi aho uba kugira ngo umenye ahoba hari ubuzi.
- Kwigira icongereza no kumenya ivyerekeye imico ya Amerika bizogufasha mukumenyera gukora muri Leta Zunze Ubumwe z'Amerika.
- Kuronka akazi ukimaze ukwezi kumwe muri Amerika ntivyoroshe. Bandanya urondera kandi ntwihebure.



### Tips to Finding a Job

- Many jobs are found through people you know. Talk with friends, relatives, and others in the community about job openings and opportunities.
- Taking English classes and learning about American culture will help you to prepare for working in the United States.
- Finding a job in your first months in the United States is not always easy. Be persistent and do not give up.



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### Umubonano w'Akazi

Ninama iba hagati yawe n'umukoresha kugira ngo arabe ko uko kazi kagukwiriye. Abakoresha benshi basaba ko mubonana imbere yuko baguha akazi.

### Job Interview

A job interview is a meeting between you and an employer to see if you are a good fit for the job. Most employers require a job interview before they decide to hire you.



### Umubonano w'Akazi

Kuyerekeye uwo mubonano w'akazi, birakenewe ko:

- Witegura kuganira kuyerekereye ubuzi woba warigeze gukora
- Wambara neza kandi ukagira isuku
- Ushika kuruwo mubonano kugihe
- Uraba mu maso uwo muvugana, umwenyura kandi ukaramutsa umukoresha muntoke

### Job Interview

For the job interview, it is important that you:

- Prepare to talk about your work experience and skills
- Dress appropriately and practice good hygiene
- Arrive to the job interview on time
- Make eye contact, smile, and shake hands with the employer



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## Gutangura Akazi

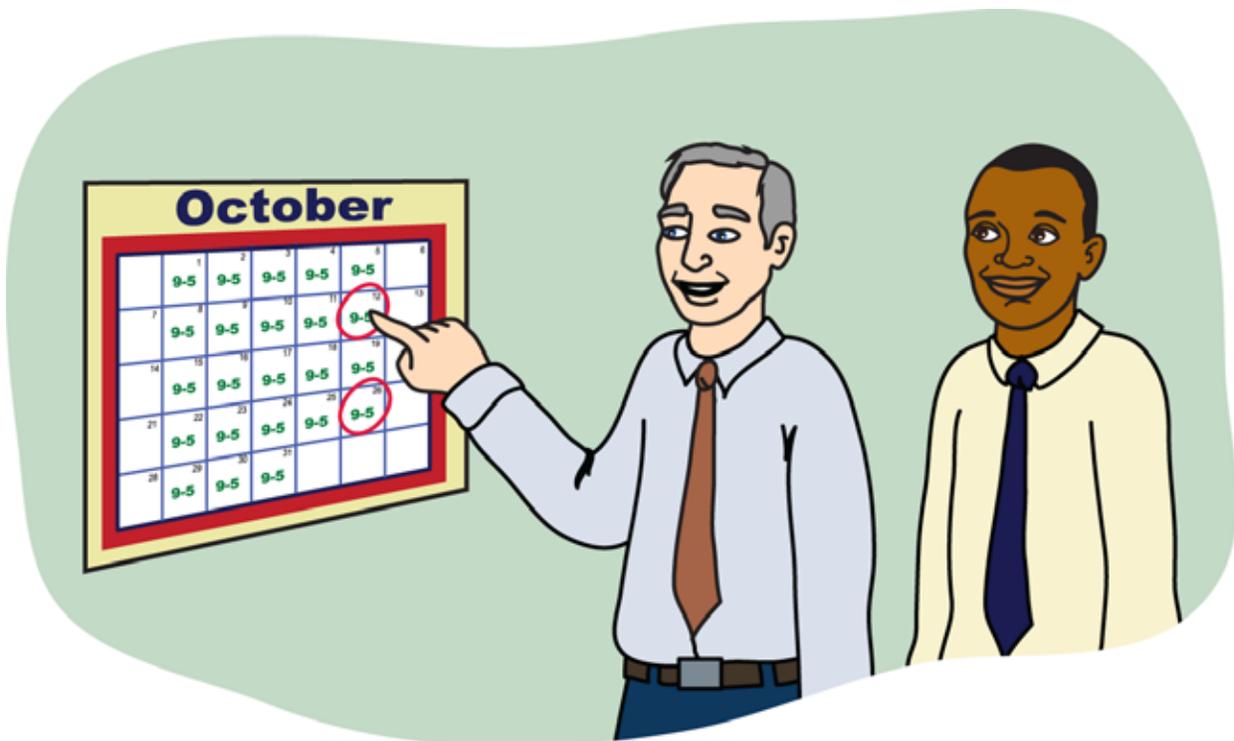
Iyo umukoresha aguhaye akazi, akumenyesha:

- Umushahara uzoronka
- Igihe uzohemberwa
- Igihe uzoza urakora
- Amasaha uzokora kw'iyinga
- Nimba uzoronka izindi nyungu, nk'amahera yo kwivuzza, imisi yo kuruhuka hamwe no gusiba kumisi ugwaye

## Starting A Job

When an employer offers you a job, they should tell you:

- How much the wage or salary will be
- When you will be paid
- Your work schedule
- How many hours a week you will need to work
- If you will receive benefits, like health coverage, vacation days, and sick days



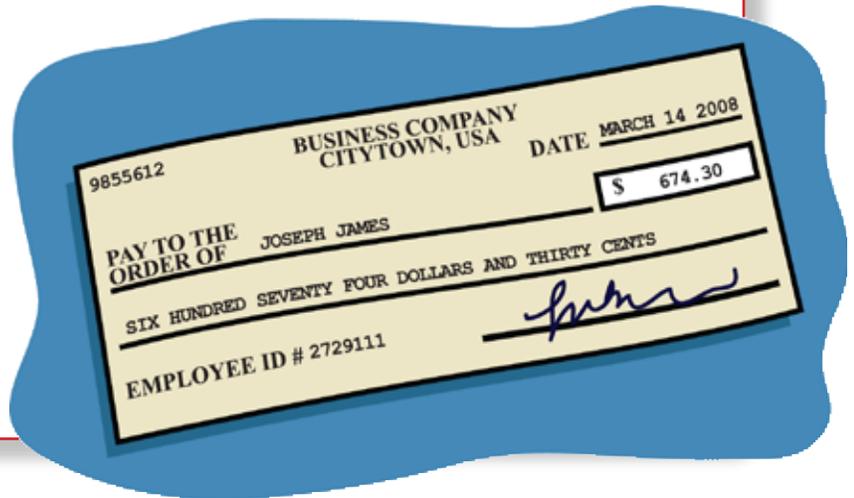
## TOPIC 8—EMPLOYMENT

### Guhembwa

“Income” n’amahera uronka iyo ukora. Hariho amahera y’ikori bita “taxes” canke “withholding” bakura muyo ukorera. Ikori n’amahera uriha leta. Amahera uha leta avana n’ayo ukorera hamwe n’ingene umuryango wawe ungana.

### Getting Paid

Income is the money you receive when you work. Income usually has a certain amount subtracted from it called taxes or withholding. Income tax is money you pay to the government. The amount of money you pay depends on how much you earn and your family size.



### Ikori

Leta ya Amerika ikoresha amahera y’ikori mukuriha ibintu bijanye n’umutekano, amashure hamwe n’uburyo bwo kwiunguruza. Umuntu wese aba muri Amerika kandi akora asabwa n’amategako kwuzuzwa impapuro z’ikori kandi akariha amakori yose yoba atarishwe.

### Taxes

The U.S. government uses taxes to help pay for things such as social security, law enforcement, education, and public transportation. Anyone who lives in the United

States and earns an income is required by law to file a tax return and pay any taxes they owe.



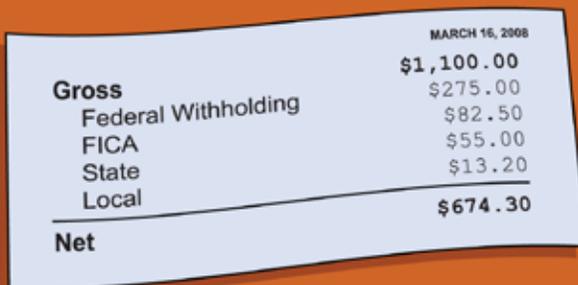
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### Amahera uronka

**Gross income** n'amahera ufise imbere yuko bakuramwo ayikori. **Net income** n'amahera ufise hanyuma yuko bakuyemwo ayikori hamwe nayo bakoresha mukuriha kwamuganga. Aya mahera niwo mushahara wawe.

### Income

**Gross income** is your income before any deductions have been subtracted from it. **Net income** is your income after deductions have been subtracted from it, such as taxes and health insurance. This is the amount you will receive on your paycheck.



	MARCH 16, 2008
<b>Gross</b>	\$1,100.00
Federal Withholding	\$275.00
FICA	\$82.50
State	\$55.00
Local	\$13.20
<b>Net</b>	<b>\$674.30</b>



### Umushahara Muke Ushobora Guhembwa

Muri Amerika, umushahara muke umukoresha ashobora kuguhemba uvana na leta ubamwo. Birabujijwe n'amategeko ko umukoresha aguhemba umushahara uri musu yuwemewe n'amategeko.

### Minimum Wage

In the United States, the minimum wage an employer can pay you depends on the state where you work. It is against the law for your employer to pay you less than the minimum wage.

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### Amasaha y’Akazi

Mubisanzwe, umuntu akora amasaha mirongo ine kw’iyinga. Ukoze amasaha arenga mirongo ine kw’iyinga, urashobora kuronka amahera asumba ayo wahora uronka.

### Work Schedule

A normal work week is forty hours a week. If you work more than forty hours a week, you may be entitled to receive overtime pay.



### Abashingantahe n’Abapfasoni Mukazi

Muri Amerika, kenshi abavyeyi bose babiri barakora kuko kuronka imishahara ibiri birafasha umuryango. Nibisanzwe kandi ko abapfasoni bakora ubuzi bumwe n’abashingantahe canke abapfasoni bagategeka abakozi babashingantahe.

### Men and Women in the Workplace

In the United States, both parents often work because having two incomes helps families become self-sufficient. It is also common for women to do the same jobs as men and for women to supervise male employees.



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### Uburenganzira bw'Umukozi

Ufise uburenganzira bumwe n'ubwumenegihugu wa Amerika. Abakoresha ntibashobora kurenganya abakozi kubera ubuhunzi, imyaka, ubwoko, idini, igitsina canke ubumuga. Hariho kandi amategeko ya Amerika akurinda mugihe ukorera ahantu hatameze neza.



### Employee Rights

You have the same rights in the workplace as a U.S. citizen. Employers cannot discriminate against employees based on refugee status, age, race, religion, ethnicity, sex, or disability. There are also employment laws in the United States that protect you from unsafe working conditions.

### Ivyogufahsa Mugukora muri Amerika

- Kurikiza amasaha yakazi umukoresha yaguhaye.
- Wame ushika kukazi kugihe.
- Niwaba uza guceregwa, hamagara uwugukoresha.

### Tips on Working in the United States

- Follow the work schedule your employer gives you.
- Always arrive to work on time.
- If you are going to be late, call your supervisor.



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### Ivyogufahsa Mugukora muri Amerika

- Gerageza kudasiba kukazi. Niwaba uza gusiba kubera ugwaye canke ufise ikibazo c'ihutirwa m'umuryango, hamagara uwugukoresha umumenyeshe.
- Gira kwiyorosha, kwubaha hamwe no kwitaho ivyo ushinzwe gukora.
- Kurikiza amategeko y'ivyambagwa kandi ugire isuku.
- Kurikiza amategeko yo kwirinda kugira ngo ntiwikomeretse.
- Kora ibikorwa bishasha. Gukora cane kandi neza birashobora kugufasha kuduza umushahara wawe.

### Tips on Working in the United States

- Try not to miss a day of work. If you have to miss a day of work because you are sick or you have a family emergency, call your supervisor to let them know.
- Be reliable, respectful, responsible, and friendly.
- Follow the dress code and maintain good hygiene.
- Follow safety guidelines so you do not get hurt.
- Take on new responsibilities and tasks. Working hard may help you get a promotion or pay increase.



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### Ivyogufahsa Mugukora muri Amerika

- Niwaba ugomba guheba akazi kawe, barira uwugukoresha amayinga abiri imbere yuko uheba.
- Gira imigenderanire myiza n'uwugukoresha. Ugiye kukandi kazi, uwugukoresha arashobora kukuvuganira kuwundi mukoresha.

### Tips on Working in the United States

- If you decide to quit your job, tell your supervisor at least two weeks before you are going to leave.
- Keep a good relationship with your supervisor. When you move to another job, the supervisor can say nice things about you to your next employer.



### Guhindura Akazi

Akazi kambere uronse muri Amerika gashobora kuba kadahuye nako wahora ukora canke kadahemba amahera menshi ariko kazoguha ubumenyi bwo kuronka akandi kazi keza. Birakenewe kwemera akazi nubwo koba atariko wagomba.

### Job Upgrading

Your first job in the United States may not be related to your former profession or pay a lot of money, but it will give you experience and skills to find a better job. It is important to accept a job offer even if it is not what you expected.



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### Iyumvire Kuri Kazoza Kawe

Ubuzi bwawe bwambere muri Amerika buzogufasha:

- Kwibeshaho
- Kongera ubumenyi bwawe
- Kwiga imyuga mishasha
- Kumenyera icongereza

### Think About Your Future

Your first jobs in the United States will help you:

- Become self-sufficient
- Increase your work experience
- Learn new skills
- Improve your English



### Iyumvire Kuri Kazoza Kawe

Gerageza ukore akazi kawe kambere nimiburiburi azezi atandatu kugira ngo ugire kahise keza. Ibi bizotuma uronka akazi keza kandi ukorera amahera menshi muri kazoza.

### Think About Your Future

Try to stay with your first job at least six months to establish a work history. Doing these things will help you get a better job and earn more money in the future.



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### Gishiraho Intumbero

Ganira n'uwugufasha kuyerekeye intumbero z'akazi hamwe n'ukuntu uzozishikako.

**Akazi keza + amahera menshi =  
umutekano + uburyo bwawe hamwe n'umuryango wawe**

### Setting Goals

Talk with your caseworker about setting realistic employment goals and making a plan to achieve your goals.

**A better job + more money =  
security + more opportunities for you and your family**

