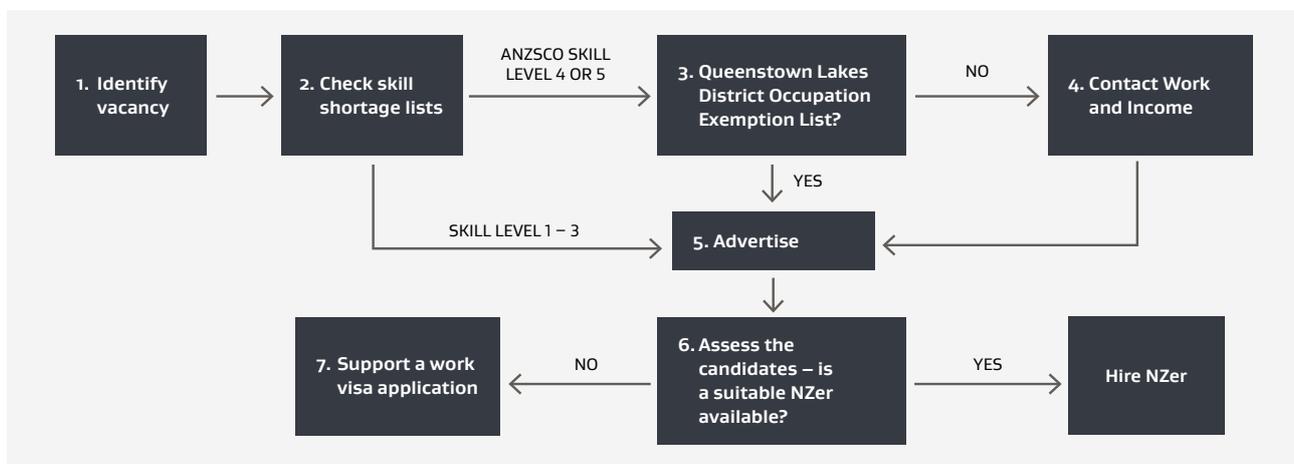


Queenstown Employer Guide

This guide outlines the labour market test process for Essential Skills work visa applications in the Queenstown region.



STEP 1: Identify the vacancy, the ANZSCO occupation and skill level

- › Identify the tasks, qualifications and experience required, and pay and conditions of the vacancy
- › Access the ANZSCO website: www.immigration.govt.nz/ANZSCO
- › Find the occupation within ANZSCO that most closely matches the job you're offering. Note the associated ANZSCO skill level.

STEP 2: Check skill shortage lists

- › Access the [skill shortage list checker](#)
- › If the ANZSCO occupation that matches your vacancy is on one of the skill shortage lists, you can hire an overseas candidate without providing any further evidence of meeting the labour market test
- › Your overseas candidate must have the skills and experience required by the skill shortage list.

If your vacancy does not match an occupation on the skill shortage list, you should:

- › **go to Step 3:** Check the Queenstown Lakes District Occupation Exemption List if your vacancy is an **ANZSCO skill level 4 or 5** occupation
- › **go to Step 5:** Advertise if your vacancy is an **ANZSCO skill level 1-3** occupation. Work and Income advice is not required for these roles.

STEP 3: Check the Queenstown Lakes District Occupation Exemption List

For ANZSCO skill level 4 or 5 occupations, you need to find out if you have to contact Work and Income before an Essential Skills work visa application is made.

- › Start by checking the [Queenstown Lakes District Occupation Exemption List](#). If you can see the position listed go to Step 5: Advertise. If the position isn't listed you need to contact Work and Income (Step 4) and Advertise (Step 5).

STEP 4: Contact Work and Income and lodge a vacancy

- › This step is important if you want to support a work visa application for an ANZSCO skill level 4 or 5 job that isn't on the [Queenstown Lakes District Occupation Exemption List](#). You need to:
- › Contact Work and Income through one of the following channels:
 - [Online Services](#)
 - Call the dedicated Employer Line, 0800 778 008
 - Visit your local service centre
- › Complete a vacancy template, detailing the skills required for the job
- › Consider candidates referred by Work and Income.

Once the vacancy is submitted to Work and Income it will be listed immediately. Work and Income will search its database for suitable clients within two working days, and suitable candidates will be referred to you for consideration within five working days.

Candidates referred can either have the required skills, or be readily trained to do the work on offer.

If you don't believe the candidates referred are suitable, you should discuss the results with Work and Income. If you want to support a work visa application, you should request a Skills Match Report. Work and Income will gather information about unsuccessful candidates and complete a Skills Match Report.

Work and Income will submit the Skills Match Report to you within five working days of the date they close the vacancy. The Skills Match Report should be attached to the Employer Supplementary Form completed as part of Step 7.

STEP 5: Advertise

You can advertise at the same time that you contact Work and Income. By advertising your vacancy, you show your genuine attempts to recruit a New Zealander.

There are some guidelines for advertising below:

TYPE	<ul style="list-style-type: none"> › Large websites like Seek, Trademe etc are acceptable for all occupations (please note that an employer's own website isn't sufficient) › For ANZSCO skill level 4-5 roles, local advertising is acceptable (eg Lakes Weekly Bulletin)
DURATION	<ul style="list-style-type: none"> › For ANZSCO skill level 1-3 roles, you need to place an advertisement for at least two weeks › For ANZSCO skill level 4-5 roles, you need to advertise for at least one week
VALIDITY	<ul style="list-style-type: none"> › Proof that you have advertised your vacancies can be used to support a visa application. This proof is valid for up to three months from when the advertisement was first posted › This proof can also be used to support more than one visa application for the same position within that three month period
CONTENT	<ul style="list-style-type: none"> › The advertisement must accurately describe the job and skills required for the role › The advertisement must align with the job description

STEP 6: Assess the candidates

Make sure you consider all of the candidates who apply for the job, including any referred by Work and Income. It's important to remember the following:

- › 'Suitable' candidates are those who have the skills and ability to take up the job and/or can be trained
- › If one of the New Zealand candidates is suitable, he or she should be offered the job
- › If no New Zealanders are suitable, you can offer a job to a non-New Zealand worker and proceed to Step 7: Support a work visa application.

STEP 7: Support a work visa application

You must complete and sign an [Employer Supplementary Form](#) to be included in the application along with the following information and evidence:

EVIDENCE REQUIRED	MUST INCLUDE:
Evidence of advertising	<ul style="list-style-type: none"> › Text of advertisement / Copy of advertising › Details of how long and where it ran
Signed job offer	<ul style="list-style-type: none"> › Name and contact details of employer › Name and address of person offered employment › Full job description › Hours of work (minimum 30 hours per week)
Employment agreement	<ul style="list-style-type: none"> › Minimum employment agreement requirements (see www.employment.govt.nz for further information)
Job description	<ul style="list-style-type: none"> › Tasks and responsibilities › Skills, qualifications, experience and attributes required › Description of any special requirements (such as language skills) and why they're required
Assessment of candidates	<ul style="list-style-type: none"> › Number of New Zealand citizens or residents who applied › Short description of why each was unsuitable (link back to skills, qualifications, experience or attributes included in the job advertisement or description)
Work and Income advice	<ul style="list-style-type: none"> › Copy of Skills Match Report (ANZSCO skill level 4 and 5 only)

For more information about supporting a visa application, see [Supporting an Essential Skills work visa](#).

For more information about how long your overseas worker can stay in New Zealand, see [How long can you stay on an Essential Skills Work Visa](#).