

# Essential Skills employer guide

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

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| <b>1</b> Identify vacancy                          | › Identify the details of your vacancy and the appropriate <a href="#">ANZSCO</a> occupation   |
| <b>2</b> Check skill shortage lists                | › You don't need to advertise or contact Work and Income if the occupation is included on a <a href="#">skill shortage list</a>  |
| <b>3</b> Contact Work and Income                   | › If ANZSCO skill level 1-3, you do not need to contact Work and Income. Go to <b>Step 4</b><br>› If job is ANZSCO skill level 4-5, you must <a href="#">register</a> the vacancy with Work and Income and advertise ( <b>Step 4</b> ) |
| <b>4</b> Advertise                                 | › Advertise the vacancy and make genuine attempts to hire New Zealanders   |
| <b>5</b> Assess the candidates                     | › If one of the New Zealand candidates is suitable for the role, they should be offered the job  |
| <b>6</b> Hire New Zealander or support a work visa | › If you are supporting a work visa, you need to complete an <a href="#">Employer Supplementary Form</a>   |

## 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](http://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:** Contact Work and Income and lodge a vacancy if your vacancy is an **ANZSCO skill level 4 or 5** occupation
- › **go to Step 4:** Advertise if your vacancy is an **ANZSCO skill level 1-3** occupation. Work and Income advice is not required for these roles.

### STEP 3: Contact Work and Income and lodge a vacancy

If your vacancy is for an ANZSCO skill level 4 or 5 role you must:

- › Contact Work and Income through one of the following channels:
  - [Online Services](#)
  - Call the dedicated Employer Line, 0800 778 008
- › Complete a vacancy template, detailing the skills required for the job
- › Consider candidates referred by Work and Income.

You can contact Work and Income at the same time (or before) you advertise the vacancy. Once the vacancy is submitted to Work and Income it will be listed immediately. Work and Income will search its database for suitable clients, and suitable candidates will be referred to you for consideration.

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 provide the Skills Match Report to you and Immigration New Zealand within five working days of the date they close the vacancy.

### STEP 4: Advertise

Advertising is the most effective way to show you have made genuine attempts to recruit a New Zealander.

If your vacancy is for a skill level 4 or 5 role, you can advertise at the same time you contact Work and Income.

There are some guidelines for advertising below:

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



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## STEP 5: 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 6: Support a work visa application.

## STEP 6: 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"><li>› Text of advertisement / Copy of advertising</li><li>› Details of how long and where it ran</li><li>› Recruitment company documentation (if applicable)</li></ul>  |
| Evidence of training     | <ul style="list-style-type: none"><li>› Engagement with education/training providers</li><li>› Courses you run</li></ul>  |
| Signed job offer         | <ul style="list-style-type: none"><li>› Name and contact details of employer</li><li>› Name and address of person offered employment</li><li>› Full job description</li><li>› Hours of work (minimum 30 hours per week)</li></ul>   |
| Employment agreement     | <ul style="list-style-type: none"><li>› Minimum employment agreement requirements (see <a href="http://www.employment.govt.nz">www.employment.govt.nz</a> for further information)</li></ul>  |
| Job description          | <ul style="list-style-type: none"><li>› Tasks and responsibilities</li><li>› Skills, qualifications, experience and attributes required</li><li>› Description of any special requirements (such as language skills) and why they're required</li></ul>                            |
| Assessment of candidates | <ul style="list-style-type: none"><li>› Number of New Zealand citizens or residents who applied</li><li>› Short description of why each was unsuitable (link back to skills, qualifications, experience or attributes included in the job advertisement or description)</li></ul> |
| Work and Income advice   | <ul style="list-style-type: none"><li>› Copy of Skills Match Report (ANZSCO skill level 4 and 5 only)</li></ul>   |

For more information see [Supporting an Essential Skills work visa](#) and [How long can you stay on an Essential Skills work visa](#).

Employers in Queenstown should see the [Queenstown Lakes District occupation exemption list](#).