



# Job advertisement guide for accredited employers

To hire a migrant worker on an Accredited Employer Work Visa (AEWV) you first need to be granted accreditation, then get an approved job check.

Before applying for a job check, you need to advertise available jobs nationally to establish whether any New Zealand workers are available. If the job pays at least 200% of the median wage or is on the green list of occupations, you do not need to provide evidence of advertising for the job check. A median wage of \$27.76 will apply to all job check applications from 20 June 2022.

This checklist outlines all the information you need to include in your job advertisement. There is some more detail over the page to help you write your advertisement.

For more details about advertising requirements, see **passing the job check** on the Immigration New Zealand website.

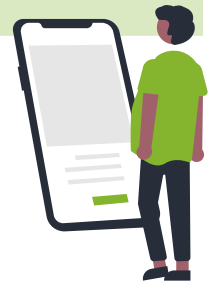


## Where do I advertise the job?

The role must be advertised on a national job listing website where suitable New Zealanders are likely to apply, or another advertising channel more likely to attract suitable New Zealanders to the specific role.

- › Find out more about attracting and advertising for suitable applicants at [Advertising the job > Employment New Zealand](#)
- › Select from job listing websites or other advertising channels more likely to attract suitable New Zealanders to the specific role. For example:

|                                    |  |                                     |   |  |
|------------------------------------|--|-------------------------------------|---|--|
| <input type="checkbox"/> SEEK jobs | <input type="checkbox"/> Trade Me Jobs | <input type="checkbox"/> MyJobSpace | <input type="checkbox"/> Industry-specific job vacancy websites | <input type="checkbox"/> New Zealand specialist job vacancy websites |
|------------------------------------|--|-------------------------------------|---|--|



## How long do I advertise the job?

- The job needs to be advertised for at least 14 calendar days
- The ad needs to close no later than 90 days before you apply for the job check

## What must I advertise about the job?

Immigration New Zealand requires accredited employers to include these details in job ads.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Job description with details of the key tasks and responsibilities   |
| <input type="checkbox"/> | Key terms and conditions of the employment, consistent with the proposed employment agreement:   |
| <input type="checkbox"/> | Minimum and maximum rate of pay or salary offered. Note that this needs to be the market rate and span any applicable wage threshold for hiring a migrant worker into the role. In most cases, a migrant must be paid at least the median wage (\$27.76 per hour)  |
| <input type="checkbox"/> | Estimated actual earnings where a significant portion of actual earnings are not guaranteed (for example, piece rates or commission rates, or average bonuses). Although this must be included in the advertisement, earnings that aren't guaranteed cannot be used to meet pay thresholds at the job check or AEWV step |
| <input type="checkbox"/> | The minimum guaranteed hours of work per week  |
| <input type="checkbox"/> | Location   |
| <input type="checkbox"/> | Minimum qualifications, work experience, skills or other specifications needed to do the job. Include only what is necessary to do the specific job on offer   |

Multiple vacancies for one job can be included in the same ad (if the details are the same) and later submitted as part of one job check application, for example, six machinists in a factory.

## Job advertisement details

Use the following guide to write your job ad. Make sure you include the items on the checklist.

|   |  |
|---|--|
| <b>Job title</b>                        | This should be a meaningful, brief description of the job.   |
| <b>Job location/region</b>              | Enter the town/city/region.  |
| <b>Number of positions for this job</b> | Include if you have multiple positions for the same job.   |
| <b>Employment type</b>                  | Specify whether permanent, temporary, fixed term or casual.  |
| <b>Days required</b>                    | Show days of work; specify if a rotating roster, including weekends.   |
| <b>Hours per week</b>                   | The proposed employment must be full time for the duration of the employment period. AEWV holders must be guaranteed a minimum of 30 hours work a week.  |
| <b>Hourly rate or salary band</b>       | <p>Show the minimum and maximum rate of pay or salary. Make sure that the range included in your job ad covers any remuneration threshold you may need to meet at the job check and in AEWV applications. Be aware that if you want to recruit a migrant worker, the pay you offer them cannot be higher than the pay you include in the job ad.</p> <p>Include estimated actual earnings where a significant portion of actual earnings are not guaranteed, for example what piece rates or commission rates are, or what average bonuses are. Although this must be included in the advertisement, earnings that aren't guaranteed cannot be used to meet pay thresholds at the job check or AEWV step.</p> <p>For more information and to calculate pay rates, go to <a href="https://immigration.govt.nz/calculating-pay-rates">immigration.govt.nz/calculating-pay-rates</a>.</p> |
| <b>Job description</b>                  | Tasks involved in the role and any travel required. Check if there is a maximum character requirement for the site you are using, including spaces.  |
| <b>Job pre-requisites</b>               | Only specify the qualifications, skills and experience required specifically for this job. Don't enter these as a requirement if they are not needed to do this job.   |