

Testing the labour market

Find out if there are New Zealanders ready to fill your vacancies.

Give a New Zealander a fair go first

Many of our job seekers are keen to work but may lack training and experience. Often all they need is an opportunity, and they'll become a valued member of your workforce and contribute to the economy. That means a better future for them and their families - a good result for everyone.

If they need extra help or training, we have a number of subsidies and other assistance we may be able to use to help them transition into the workforce.

If you're not successful in recruiting a New Zealander, you may decide to support a work visa application. We'll provide you with the paperwork you need if you then decide to support a work visa application through Immigration New Zealand.

Genuine attempt

To show you've made a genuine attempt to recruit a New Zealander, you need to list your vacancies with us while you're carrying out your normal recruitment activities.

ANZSCO

The requirements for employing migrants are different depending on the level of skill needed to do the job. The skill level of the job is identified in the list of ANZSCO codes.

ANZSCO (the Australian and New Zealand Standard Classification of Occupations) outlines the tasks and duties normally undertaken in an occupation, the level of qualification and/or amount of work experience required and the skill level of the occupation. You can find out more on the Immigration New Zealand website.

- Levels 4 and 5 are low-skilled or unskilled positions and need to be listed with Work and Income before supporting a work visa.
- Levels 1-3 positions require more skills, training or qualifications and don't need to be listed with us (but we may still have people available).

Types of vacancies

Level 4 and 5 positions

When you list these vacancies with us, we'll look for suitable people in our job seeker database, and refer them to you to consider for your vacancy. We have a centralised process and team ready to help. 'Suitable' includes people who meet all reasonable criteria, and people who are able to be trained at the level required. For Level 4 vacancies, we'll find out from you what training is required. In many cases, we can help to upskill people either before they start work, or within the first three months. For Level 5 vacancies, we regard all of the job seekers we refer to you as being able to be trained.

If we can't find anyone suitable and other advertising has been unsuccessful, you may decide to recruit a migrant. We'll provide you with a Skills Match Report you can use to support a work visa application.

Level 1 to 3 positions

You don't need a Skills Match Report to be able to support a work visa application for Level 1-3 vacancies, but you're welcome to list these vacancies with us.

Skills Match Report

The Skills Match Report provides information about the interaction between you and Work and Income, including the outcome of vacancies lodged. The report is sent to you (and/or your representative) and to Immigration New Zealand. It's valid for 90 days from the date of issue. That means if you have another vacancy for the same job within 90 days you can use the same Skills Match Report to support a work visa application.

Immigration advisors

If you've hired a licensed immigration advisor to handle your recruitment, they can list the vacancies on your behalf, and have the report sent to them instead. We'll still need to know your name and contact details, and the name of your company.

More information

To find out how to list a vacancy and about the exceptions for Canterbury and Queenstown, go to workandincome.govt.nz/business

To find out more about what you need to do to support a work visa application, go to immigration.govt.nz and search using the keywords *essential skills work visa*.

Please note: this process will become compulsory from 11 April 2016



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

For more information



Call **0800 778 008**



Visit www.workandincome.govt.nz