



Decision-ready work visa applications:

A guide for employers

When you have gone to the trouble of finding a potential migrant worker, the last thing you need is to trip up on the visa process. There are a number of common mistakes that employers make that can slow down the process (or stop it altogether).

About 60% of Essential Skills visa applications have errors or are missing information such as medical information, police certificates, employment agreements or the correct legal name of the business. It's important to submit applications that are decision-ready with all the information we require, otherwise INZ needs to contact you and this slows down the process.

You should be planning ahead as soon as possible. INZ is committed to processing visas as fast as practicable but application processing times always depend on the complexity of an application. It is critical that the right level of scrutiny is applied to ensure the right decisions are made for New Zealand.

Are your work visa applications missing any of this critical information?

✓ Employment agreements with all the right details

Your migrant worker will need a signed offer of employment and a copy of the proposed employment agreement to apply for some of the most common visas. Here's what employers most often miss:

- › Correct legal name of the business
- › Name and address of the worker
- › Hours of work
- › The rate of pay (hourly or annual salary)
- › Whether the role is fixed term or permanent. If fixed term, you need to provide a genuine business reason why.

✓ Role guarantees a minimum of 30 hours a week

To qualify for a work visa such as the Essential Skills, your migrant worker will need to be working at least 30 hours a week, and your employment agreement needs to specify this. If the hours of work fluctuate – because of factors like weather, for example – the employee will still need to be paid for at least 30 hours a week.

✓ Complete job descriptions

Just like employment agreements, missing information from job descriptions can needlessly slow down the visa process. Information commonly missed by employers include:

- › Job title
- › Location of employment
- › Tasks and responsibilities
- › Skills, qualifications and experience required

✓ Evidence of attempts to hire a New Zealander

If the person you are wanting to hire is applying for an Essential Skills work visa and doesn't meet the criteria of one of our [Skill Shortage Lists](#), you will need to show that you tried - and failed - to find a New Zealander to fill the role.

✓ The correct ANZSCO code

ANZSCO stands for Australia and New Zealand Standard Classification of Occupations that INZ uses to classify the skill level of a wide range of jobs when assessing work visa applications. If your migrant is applying for an Essential Skills work visa, you need to find the ANZSCO code that best describes the occupation. To find the ANZSCO code, type the occupation into our [Skill Shortage list checker](#). You'll then need to check that the tasks and level of responsibility of the role listed in the job description match the tasks on the [ANZSCO website](#).

INZ assesses the duties and/or pay level associated with a particular role to determine the most appropriate ANZSCO classification. If INZ determines that the incorrect code has been chosen (for example, Retail Manager instead of Retail Supervisor) then INZ will need to contact you for clarification, which slows down the process.

✓ A Skills Match Report

As well as an ANZSCO code, each occupation also has an ANZSCO skill level between 1 and 5. If the Essential Skills work visa role is skill level 4 or 5, you'll need to have advertised the vacancy with Work and Income. If they are unable to find suitable candidates, you can ask them for a Skills Match Report to show there are no suitable New Zealanders available to do the job.

More information for employers

www.immigration.govt.nz/employ-migrants