

Labour Market Test Process

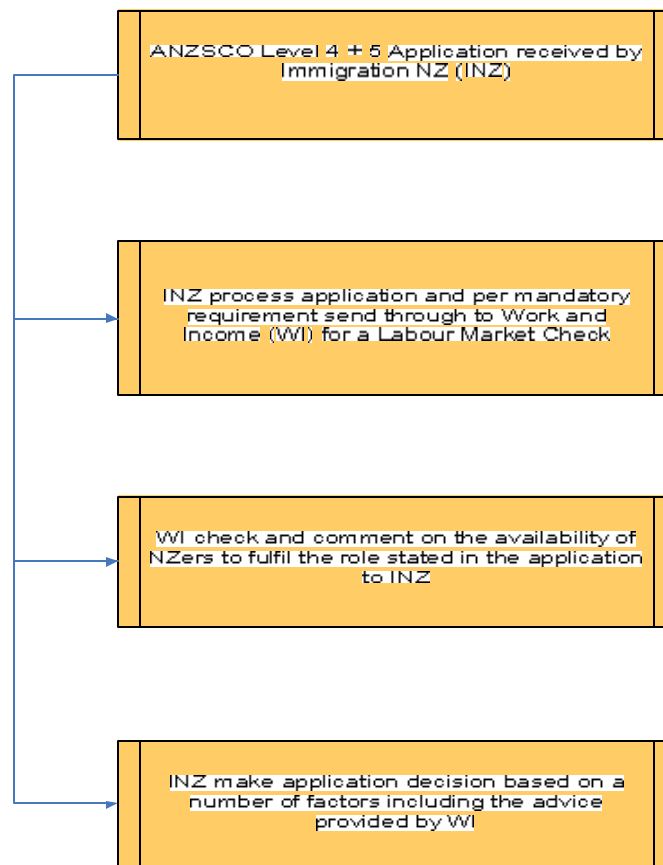
When applying for a renewal of a temporary work visa/permit for an employee, there was a significant change that was introduced in July 2008 that you may not be aware of. The attached information has been developed to make you aware of the process, but also provide you with some tools that will assist you when making a temporary work visa/permit application.

Since July 2008 it became mandatory for the Department of Labour's Immigration Service to forward all work visa/permit applications that fall within the Australian and New Zealand Standard Classification of Occupations (ANZSCO) level 4 and 5 occupations (lower skilled) to Work and Income to complete a Labour Market Check.

Part of the Labour Market Check consists of Work and Income providing advice as to whether they have clients potentially available to take up these roles. The below diagram is a simplified outline of the Labour Market Check process between Immigration NZ (INZ) and Work and Income (WI) and on the following pages is a template guide that captures your attempts to recruit New Zealanders for a role and that can assist you in your application for a temporary work visa/permit.

For further information regarding the policy, please go to (<http://www.immigration.govt.nz/migrant/stream/work/worktemporarily/requirements/essentialwork.htm>)

The process



Working Solutions with Work and Income

Form Description			
<p>This form has been created to assist employers when making application for a temporary work visa for a potential or existing worker. The form can be submitted to support applications to Immigration NZ (INZ) either when making the first application or to provide evidence if an application is declined.</p> <p>If you have already commenced working with Work and Income prior to making your application to INZ, please ensure you provide them with the Work and Income Vacancy Number. By providing this number it will allow Work and Income to verify your genuine attempt to recruit New Zealanders and may hasten the process.</p>			
Work and Income Vacancy Number	11223344	Date Lodged	1 January 2009
Job Title	Front of Office Worker	Hours of Employment	40 hrs per week rostered over 5 days
Salary/Wages	\$45,000.00 per annum	Hourly Rate	
Any special conditions to the role (hours of work, special drivers licences, must pass criminal check etc.)			
<p>E.g. Must be available to work weekends as rostered 8 hour shifts are over 5 days periods and must have a full drivers licence as staff may be required to pick up and drop clients off to the airport</p>			
Duties of vacancy lodged (prioritise the key duties – these should be the same as those submitted to INZ)			
<p>E.g.</p> <ul style="list-style-type: none"> § To be available during the summer months to work on a roster basis of 5 days but spread over a 7 day period. § To supervise day-to-day running of the front office. § Training of staff in all areas i.e. computer systems, balancing of shifts, day to day operations, customer service. § Ensuring the delivery of high standards to guests § Ensuring a speedy resolution to any problems that may arise on shift. § To assist with the finances / accounts of summer business– liaise with Accommodation Administrator. § To liaise with housekeeping regarding accommodation requirements. <p>Mention specialist software packages or knowledge etc.... that may be required to fulfil the role</p>			
Clients interviewed/considered and brief details on them (use initials of potential clients only)			
Number of Applicants for role	7	Applicants Considered	4
Applicants Interviews	3	Outcome of Interviews	No applicant employed
Brief on Interviewees:			
<ol style="list-style-type: none"> 1. JT showed promise but informed us that he was not able to work weekends which is key to this role. Not successful but has good potential and would consider for future roles. 2. RD did not have any experience in front of office work and did not have the relevant software experience to do the role. Not successful. 3. RM does not have a full licence which is essential. Also has limited experience in reception or front of office work. Not successful. 			
Other Recruitment Sources			
<p>Advertised with the Dominion Post. 1 Application for the role but did not turn up for the interview (see attached newspaper clipping)</p> <p>Advertised in the local newspaper. No applications (see attached newspaper clipping)</p>			

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