



Decision-ready work visa applications:

A guide for tourism and hospitality employers

There are a number of common mistakes employers make that slow down processing work visas.

Almost 50% of Essential Skills visa applications have errors or are missing required information such as medical information, police certificates, employment agreements or the correct legal name of the business. In the tourism and hospitality sector, employers often struggle with selecting the right ANZSCO code.

It's important to get all information correct in applications, otherwise this slows down the process.

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

Selecting the wrong ANZSCO (Australia and New Zealand Standard Classification of Occupations) code is the most common mistake in applications. The right code is more about duties, pay and level of responsibility than job title. If the employee will be a "doer" rather than a "decider", a lower level ANZSCO code may be more appropriate.

A common mistake is selecting "Chef" (level 2) when the duties, pay and level of responsibility are better suited to "Cook" (level 3). You might think jobs with a higher level ANZSCO code are prioritised for processing but this is not correct. The wrong code will slow down processing.

Check the [ANZSCO website](#) to make sure the code matches the duties and level of responsibility in your job description.

A higher level ANZSCO code is often better for employees who manage key aspects of your business such as recruiting staff, negotiating with suppliers, creating the menu or changing room rates. For example:

- › **A higher ANZSCO code** such as Café and Restaurant Manager (level 2) would be better for employees who organise and control operations of a business.
- › **A lower ANZSCO code** such as Retail Supervisor (level 4) would be better for employees who supervise and coordinate workers during a shift.

✓ 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

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